Role of the YCPRT Scribe

Youth-Centered
PERMANENCY ROUNDTABLES

Your Responsibilities

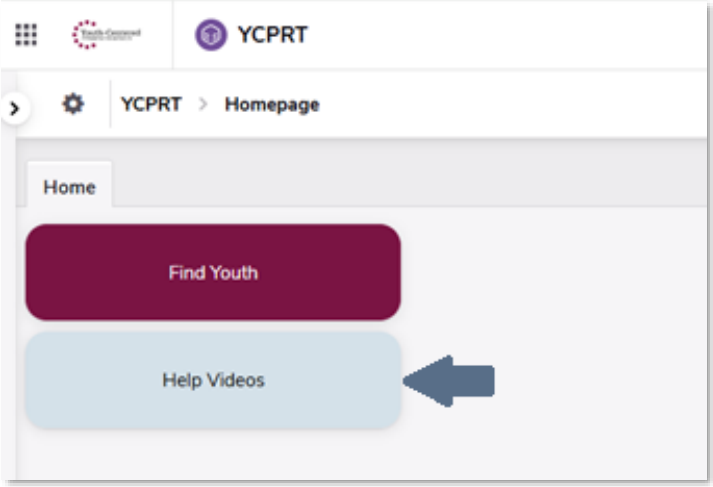
Thank you for joining the YCPRT team as a Scribe. In this vital role, you'll document the Permanency Roundtable (PRT) and the Youth-Centered Permanency Roundtable (YCPRT) meetings and action items using both Quickbase and the SACWIS applications. But your impact goes far beyond note-taking. Scribes are active contributors during meetings—engaging in discussions, offering ideas during brainstorming sessions, and helping shape planning decisions. Your voice and insights are valued as part of the collaborative process that drives successful outcomes for the youth.

Helpful Tools

Scribes play a dual role: capturing meeting notes in Quickbase and SACWIS, and actively engaging in PRT and YCPRT discussions. To be effective in both responsibilities, it's important to familiarize yourself with these tools ahead of time. Take the opportunity to explore Quickbase and SACWIS before your first meeting to ensure you are prepared.

Quickbase

Quickbase serves as the primary application for documenting the content of PRT and YCPRT meetings. Each partner site is provided with its own site-specific login credentials, granting access to youth records relevant to their YCPRT program. Scribes are assigned permissions within Quickbase to create and edit meetings for the youth they are supporting.



To support your work, Quickbase includes brief help videos that offer useful guidance for performing the Scribe role effectively. It is recommended that you watch these videos prior to participating in your first meeting to become familiar with key features and best practices.

To access the videos, login to Quickbase and select the *Help Videos* button located on the Homepage.

SACWIS

Upon completion of each PRT and YCPRT meeting, the Scribe or Agency Designee is responsible for entering the meeting details into SACWIS under the *Family Team Meeting* tab. View the DCY instructional video to learn how to access SACWIS and where to enter meeting details.

Supportive Scribe Scripts

As a Scribe, your involvement goes beyond documentation—you're an essential part of the conversation. During each YCPRT meeting, you'll actively participate by introducing yourself and your role, engaging in the strengths bombardment to highlight the youth's positive attributes, and ensuring that all action items are accurately captured with clearly defined and agreed-upon timeframes.

To support you, we've included helpful sample scripts to guide your participation and give you confidence as you step into this role.

Sample Introduction

"Hello! My name is .....and I'm here today serving as the Scribe on your YCPRT team. The Scribe takes notes and makes sure that we accurately document what was discussed during the meeting in order to support you and the team. I will work hard to make sure the notes make sense to you. I'm excited to be a part of your journey!"

Sample Strength Bombardment (when you have not yet met the youth)

"While I am just meeting you, I look forward to getting to know you even more during our meetings. I find it very courageous of you to show up and be here today!"

"When you walked into the room, the first thing I noticed was your smile! It lights up a room!"

"I love the energy you brought into the room today. I can tell you are very passionate about this process and ready to work with your team!"

Sample Wondering and Follow Up Questions

"I'm wondering what else we can add to this action step to ensure there is a timeframe to support its completion."

"Could we pause for a moment so I can clarify the action step we are discussing to ensure the details are noted accurately?" *Following this statement, it would be appropriate to summarize the recent discussions and work with the team to formulate an action item, identify barriers and plan to overcome them, confirm the person(s) responsible and the timeline.

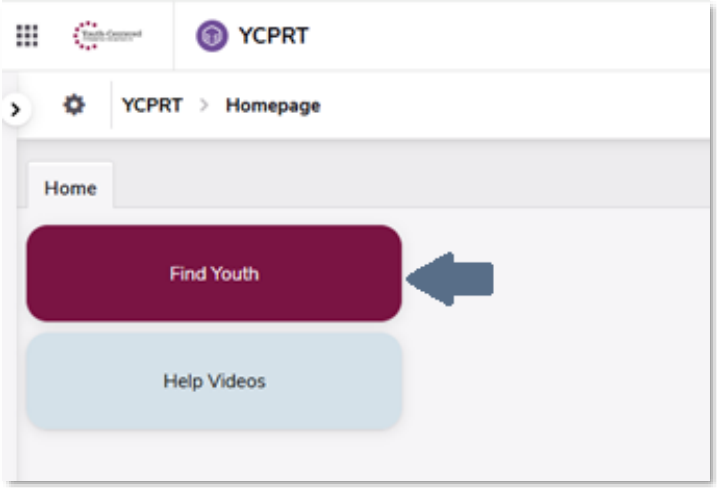
"(youth name), did I capture this correctly?"

Documentation Process

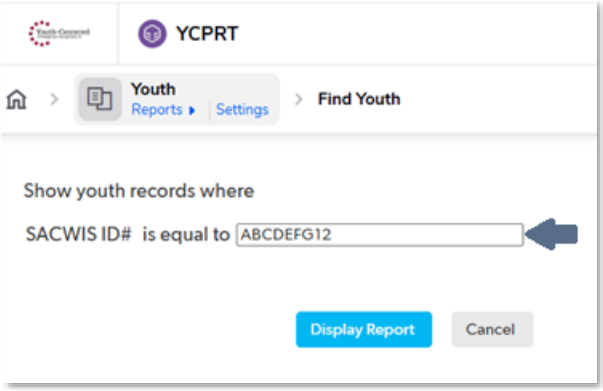
Follow these steps when preparing for and documenting the PRT or YCPRT meeting.

1. Prepare for the Meeting

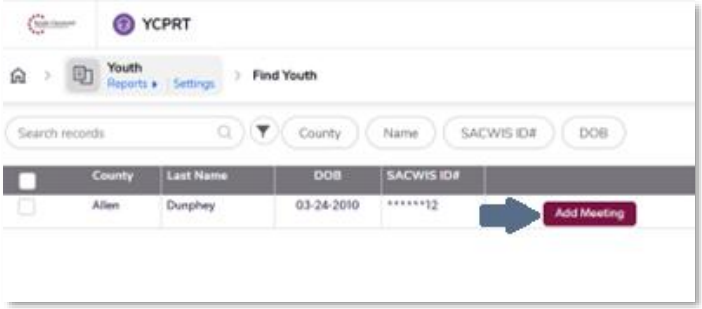
Prior to the start of the meeting, login to Quickbase. On the Homepage, click the *Find Youth* button.



Enter the youth's *SACWIS ID* and click the *Display Report* button to locate their record.



Then select the *Add a Meeting* button. You're now ready to enter meeting notes!

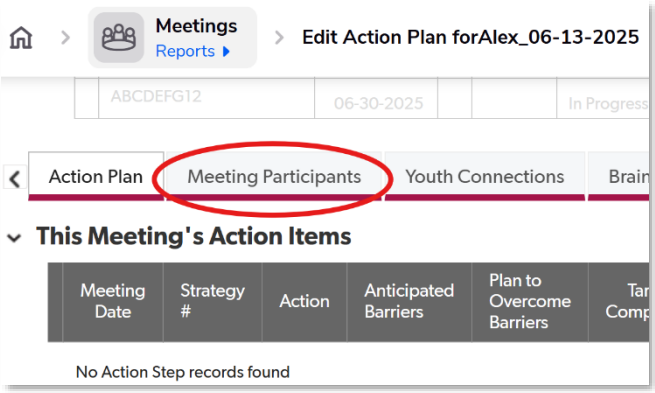


2. Introductions

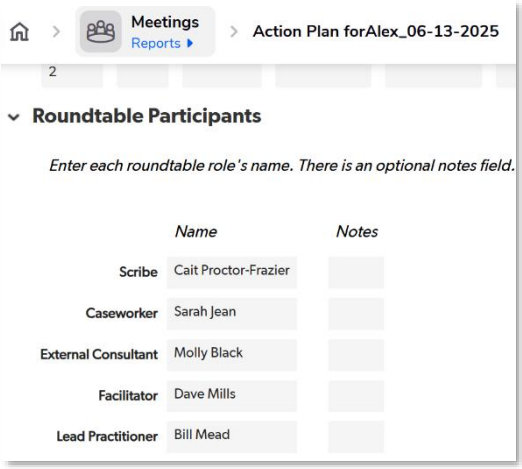
The Facilitator sets the stage by welcoming and introducing everyone, explaining the purpose of the meeting and the setting meeting expectations. They also ask the youth how they are doing and what they'd like to talk about.

During this time, document all YCPRT team members who are in attendance.

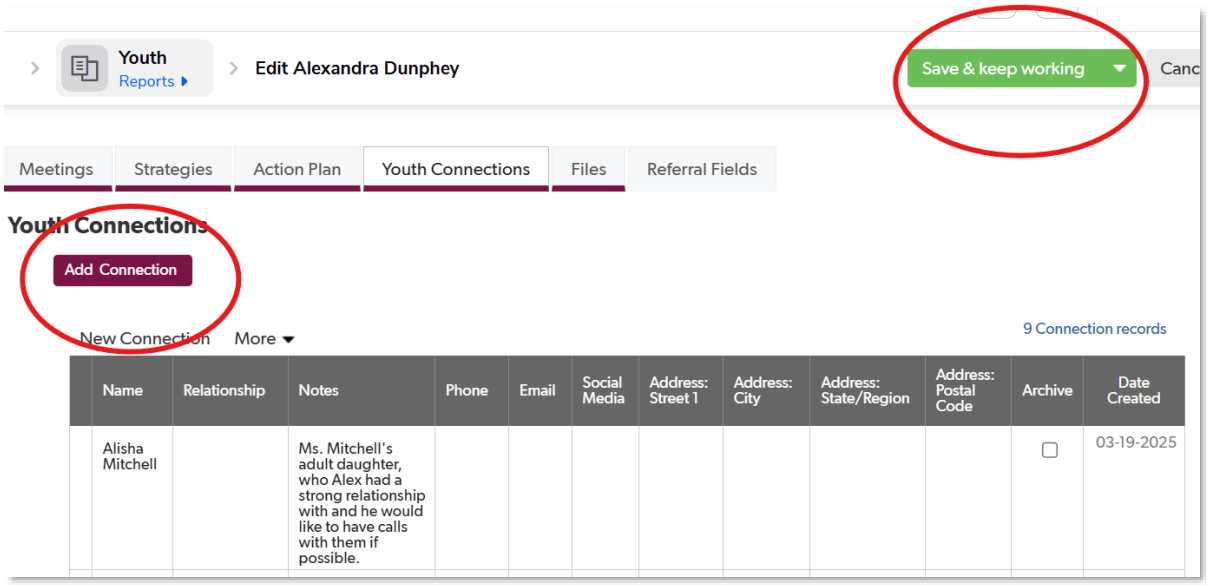
Select the *Meeting Participants* tab.



Then list their names in the correct field. Double click each field to enter the data.



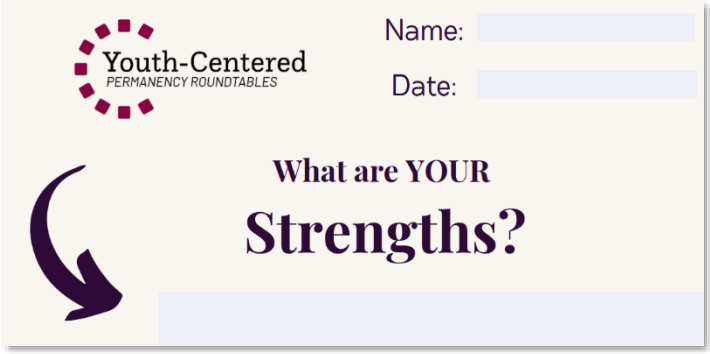
Next, access the *Youth Connections* tab and select the *Add Connection* button to enter the youth's support participants. **Note:** Throughout the meeting, it is important to select *the Save & keep working* button to make sure your updates are saved.



After the supports have been added, enter the number of each type of support participant at the top of the *Meeting Participants* screen, including the bio family, kin, foster family, etc.

3. Strengths Bombardment

The next step is to document the strengths bombardment conversation. Share your screen with the YCPRT attendees and note the conversation details in the Strengths Bombardment document which was provided to you prior to the meeting. Document each strength and who shared it. **Note:** This step is only completed when the youth is present.



4. Update and Review Youth Connections

During the Roundtable discussion, the youth and team will review the youth's connections. Make the appropriate updates under the *Youth Connections* tab.

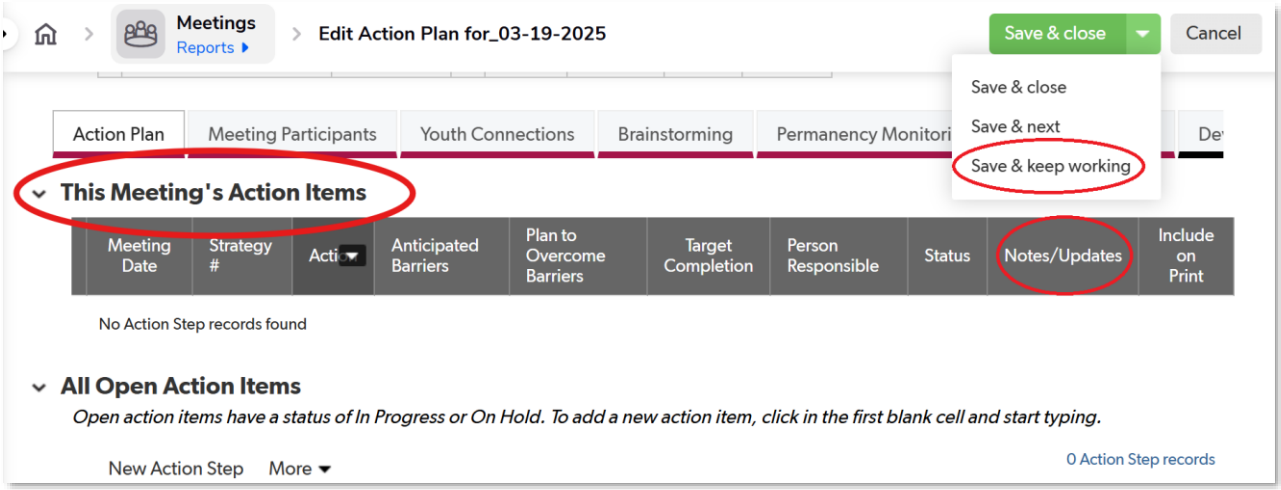
Click the *Archive* button to the right of the record if the youth/team identifies a connection is no longer a support.

Tips:

- As you are documenting, be sure to ask for clarification and confirmation to ensure the notes are accurate.
- Share your screen to review youth connections, when possible.

5. Strategy and Action Plan Discussion

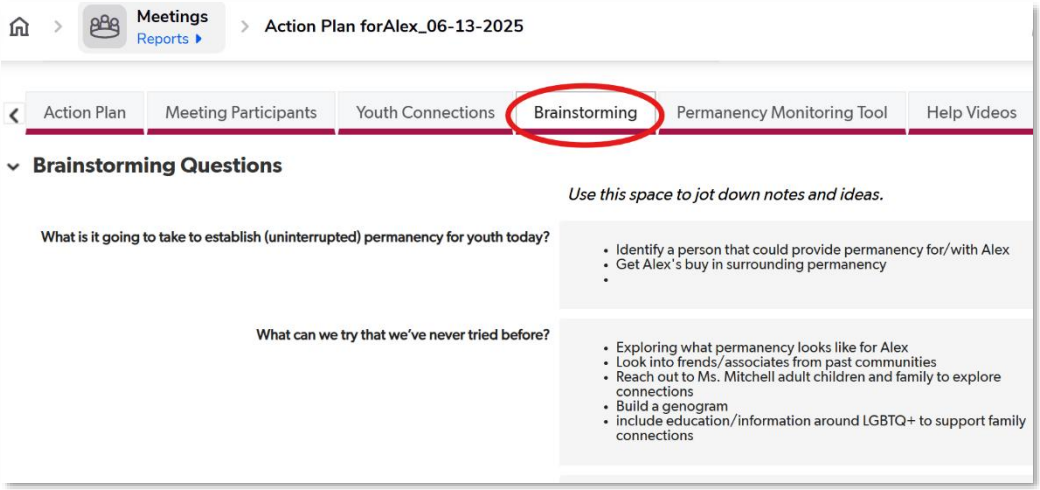
During the strategy and action plan discussion, go to the *Action Plan* tab and document new action items created during the meeting. Go to the *Notes* section to update notes from previous meetings. Click *Save & keep working* to view the newly created action items under the All Open Action Items section.



Tip: Be sure to enter notes from a lens that is non-judgmental, family focused, youth-centered, and trauma informed.

Additional step for the PRT

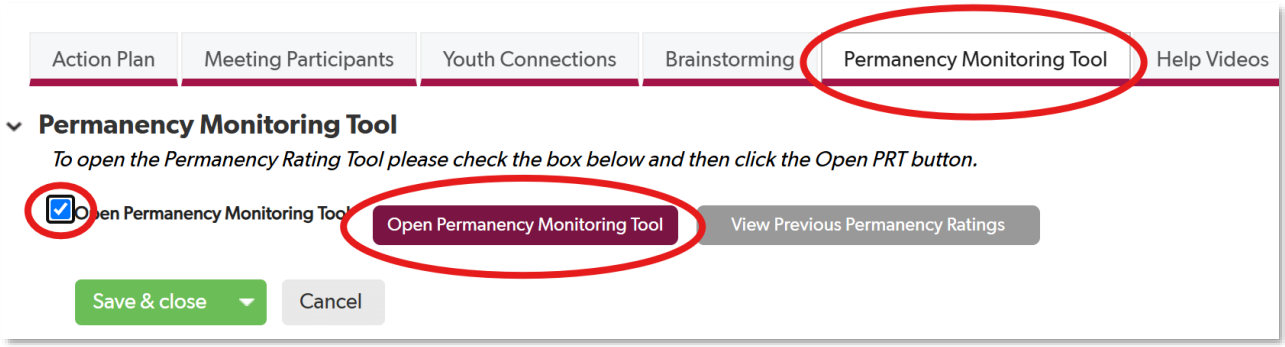
During the professionals-only Permanency Roundtable (PRT) meeting, the team will brainstorm creative permanency action ideas. Document these in the *Brainstorming* tab.



6. Permanency Monitoring Tool

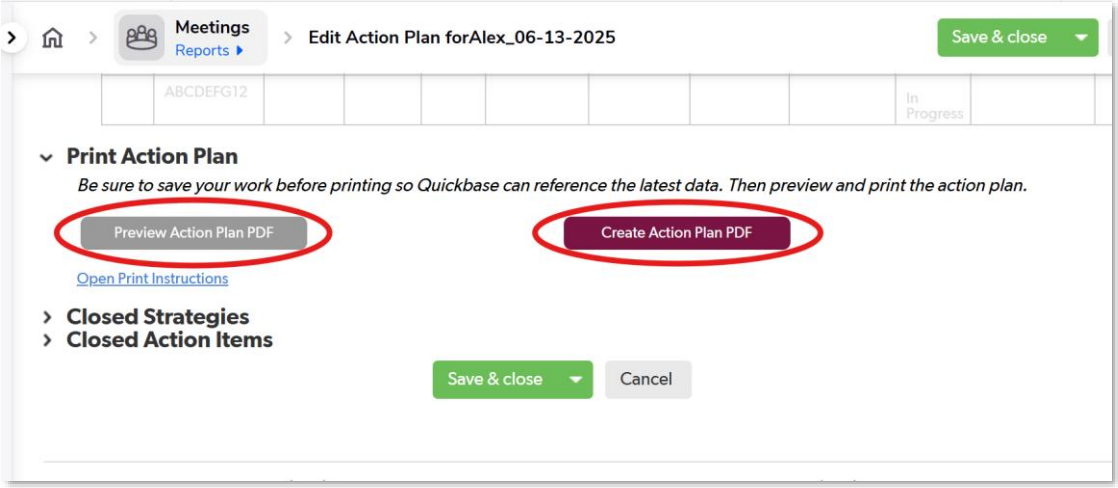
After discussing the action plan, scheduling the next meeting and wrap up, the youth and their supports will be excused from the meeting. The professional team will then complete the permanency monitoring tool. This tool is completed at every meeting but never with the supports or youth included in the discussion.

Go to the *Permanency Monitoring Tool* tab, select the *checkmark* next to Open Permanency Monitoring Tool, then click the *Open Permanency Monitoring Tool* button. Note the team's rating for each item.



7. Finalize Action Plan and Send to Team

Once the notes are finalized, click the *Preview Action Plan PDF* and review it for accuracy. Then click the *Create Action Plan PDF* button to create the PDF document. If possible, print a copy of the action plan and provide it to the youth at the end of the meeting. Email the Action Plan and Strengths Bombardment to the YCPRT team and the youth within 24 hours of the meeting.



Then provide the Strengths Bombardment document to the appropriate team member who will upload it into the electronic youth record.

8. Documenting in SACWIS

All meetings must be documented in SACWIS and include the following details:

- On the *Family Teams Meeting* tab, go to the *State Purpose of FTM* dropdown and select the meeting type. Note that selecting one of the PRT meeting values unlocks the other PRT relative values in the Family Team Meeting.
- Go to the *Child Details* screen and add the Legal and Relational Permanency Rating.
- On the *Meeting Outcomes* screen record results of the meeting.
- For PRT meetings, go to the **Attendees** screen to select additional roles.
- Then select the **Completed** button.
- The completed meeting now appears in the youth's case. It can also be copied for the next PRT meeting which carries over all the previous attendees so they do not need to be re-added for each meeting.