

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 6: Court	Effective Date: August 1, 2011
	Section 6: Predispositional Report (PDR)	Version: 3

POLICY

The Indiana Department of Child Services (DCS) will prepare a [Predispositional Report \(PDR\) \(PDRR1070108\)](#) at least 10 calendar days prior to the Dispositional Hearing for any child that a court adjudicates a Child in Need of Services (CHINS).

DCS will ensure the [PDR](#) contains the following:

1. Statement of the needs of the child for care, treatment, rehabilitation, or placement;
2. Recommendation for the care, treatment, rehabilitation, or placement of the child;
3. Financial Report on the parent(s) and child. See Forms and Tools, [Child Support Worksheet](#);
4. Nature and extent of appropriate participation by parent, guardian, or custodian;
5. Legal Settlement Information (i.e., city and state of current residence of custodial parent or other caretaker when applicable);
6. **[REVISED]** Information about Child and Family Team (CFT) Meetings or Case Plan Conferences held and their outcomes, including any information about a Concurrent Plan for the child. See separate policy [5.15 Concurrent Planning](#).

The following individuals may prepare an alternative report for consideration by the court:

1. The child, based upon age and developmental level; and
2. The child's:
 - a. Parent, guardian or custodian, and
 - b. Court Appointed Special Advocate (CASA)/ Guardian ad Litem (GAL).

DCS will confer with appropriate individuals who have expertise in professional areas related to the child's needs. This may include representatives from the following:

1. DCS;
2. The child's school;
3. Probation Department;
4. A community mental health center (located in the child's county of residence);
5. A community mental retardation and other developmental disabilities center (located in the child's county of residence);
6. CFT; and/or
7. Other persons as the court may direct.

Note: If the child is eligible for special education services or placement, consultation with the school is mandatory.

Code References

1. [IC 31-34-18: Predispositional Report](#)
2. [IC 31-34-20-5: Legal Settlement](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. **[REVISED]** Prepare and submit the [PDR](#) using the form provided in the legal forms database (QUEST). The form is also available in the Management Gateway for Indiana's Kids (MaGIK);
2. Coordinate with the DCS Local Office Attorney to file the [PDR](#) in a timely manner, according to the county's court procedure;
3. Seek Supervisor review and approval of the [PDR](#);
4. Sign the [PDR](#);
5. Provide a copy of the [PDR](#) 10 calendar days prior to the Dispositional Hearing to:
 - a. Each attorney, GAL, or CASA representing the child,
 - b. The attorney representing each child's parent, guardian, or custodian, and
 - c. Resource parent (not statutory but listed on the [PDR](#)).

Note: The court may determine on the record that the [PDR](#) contains information that should not be released to the child or the child's parent, guardian, or custodian. In that event, the court may provide a factual summary of the report to that individual.

6. Input and document information of household members and their relationships to one another, income sources and amounts, and financial resources is needed. Gathering and reporting information in MaGIK at the time of the child's removal from the home will ensure greater accuracy when determining the child's eligibility for federal funding to cover the costs of substitute care.
7. Attach a [Case Plan \(SF 2956/CW0046\)](#) to the [PDR](#) if it has been completed and was not previously submitted to the court.

The Supervisor will approve and sign the [PDR](#).

PRACTICE GUIDANCE

The court can incorporate the DCS predispositional report into its dispositional order.

FORMS AND TOOLS

1. [Predispositional Report \(PDR\) \(PDRR1070108\)](#) – Available in MaGIK
2. [Child Support Worksheet](#)
3. [Case Plan \(SF 2956/CW0046\)](#) – Available in MaGIK

RELATED INFORMATION

The PDR should include specific detail regarding the persons living in the household of the removed child. Details that should be included:

1. The relationship of these persons to the removed child;
2. Each parents place of residence;

3. Sources and amounts of income for each household member in the month the child was removed; and
4. Any diagnosed physical or mental illness of one or both of the parents

Note: These details can be used in determining a child's eligibility for Title IV-E Foster Care, Title IV-E waiver and/or Title IV-A Emergency Assistance

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