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|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>CHILD WELFARE MANUAL</b> |  |
|   | <b>Chapter 7:</b> In-Home Services                                   | <b>Effective Date:</b> October 1, 2008 |
|   | <b>Section 2:</b> Services for the Child's Family                    | <b>Version:</b> 1                      |

**POLICY**

The Indiana Department of Child Services (DCS) will offer in-home services to children who are identified as candidates at imminent risk of placement and to their families. These services will include children and their families with an open case type of Informal Adjustment (IA) or In-Home Child in Need of Services (CHINS) to facilitate the child's safety and the safe closure of the case. See separate policy, [5.10 Family Services](#) for a description of services available.

DCS will engage the Child and Family Team (CFT) to review the family's Safety Assessment, Strength and Needs Assessment, Risk Assessment and the [Family Functional Assessment Field Guide](#) to assist in identifying the family's underlying needs and corresponding services. See separate policy, [5.7 Child and Family Team Meetings](#).

Code References

N/A

**PROCEDURE**

The Family Case Manager (FCM) will:

1. Utilize the CFT, the family's Safety Assessment, Strength and Needs Assessment, Risk Assessment and the [Family Functional Assessment Field Guide](#) to identify the type and intensity of services that are necessary to build on the family strengths, address the family needs and address child safety and risk of future child abuse or neglect (CA/N). See separate policies, [4.18 Initial Safety Assessment](#), [4.23 Initial Family Risk Assessment](#), [5.7 Child and Family Team Meetings](#), and [5.10 Family Services](#).
2. Develop a Case Plan or an IA, including the type, level, frequency, time frames, activities or actions, and provider of services to be provided as well as the goals to be achieved. See separate policy, [5.8 Developing the Case Plan](#).
3. Make timely referrals to appropriate support services, and facilitate family's access to and utilization of the support services outlined in the Case Plan or IA. See separate policy, [5.10 Family Services](#).
4. Monitor and document the family's progress toward meeting the Case Plan goals or identified activities or actions in the IA and update the court. See separate policies, [7.1 Child at Imminent Risk of Placement](#), [5.7 Child and Family Team Meetings](#), [5.9 Informal Adjustment \(IA\)](#), [6.8 Three Month Progress Report](#) and [7.3 Minimum Contact](#).
  - a. Review the family's progress at each face-to-face contact and during CFT meetings.
  - b. Maintain contact with service providers to confirm the family's attendance and assess their level of participation in services.
  - c. Make revisions to the Case Plan as needed.

5. Document in the Management Gateway for Indiana's Kids (MaGIK) and case notes:
  - a. Goals and services included in the Case Plan
  - b. Activities or actions to be completed by each person and the deadlines for completion in the IA.
  - c. Any additional service referrals made for the family and/or child(ren).
  - d. Reasons why services were not offered or were halted prematurely.
  - e. Milestones that the family achieves from services provided.
  
6. Upon completion of identified services for the family addressing all safety concerns, recommend case closure. See separate policies, [5.9 Informal Adjustment \(IA\)](#) and [5.12 Closing a CHINS Case](#).

The Supervisor will:

1. Provide input into Case Plan or IA development as needed;
2. Ensure the Case Plan or IA development process is completed in a timely fashion; and
3. Review and approve the Case Plan prior to its distribution.

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| <b>PRACTICE GUIDANCE</b> |
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N/A

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| <b>FORMS</b> |
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1. Safety Assessment – Available in MaGIK
2. Risk Assessment – Available in MaGIK
3. Strengths and Needs Assessment – Available in MaGIK
4. Family Functional Assessment Field Guide – Available on the Indiana Practice Model SharePoint

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| <b>RELATED INFORMATION</b> |
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**Imminent Risk of Placement**

DCS defines a child at imminent risk of placement as a child less than eighteen (18) years of age who reasonably may be expected to be placed in an out-of-home placement in the near future as a result of at least one (1) of the following:

1. Abuse or neglect;
2. Emotional Disturbance;
3. Family conflict so extensive that reasonable control of the child is not exercised.

In Indiana, imminent risk is documented by an approved substantiated [Assessment of Alleged Child Abuse or Neglect SF 113/CW311](#) or the opening of a case.