

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 7: In-Home Services</b>	<b>Effective Date:</b> October 1, 2008
	<b>Section 9: Travel, Outings, and Overnight Stays</b>	<b>Version:</b> 1

<b>POLICY</b>
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The Indiana Department of Child Services (DCS) will require notifications and/or approvals for travel and participation in overnight activities as follows:

**In-State Travel, Activities or Events**

1. IA's - The child's FCM will engage the parent/guardian/custodian during their monthly visits to identify any upcoming activities that the child may be involved in that would require in-state travel, activities or events that require overnight stays.
2. In-Home CHINS – For in-state activities or events that require overnight stays the parent/guardian/custodian should notify the child's Family Case Manager (FCM) during their monthly scheduled visits, via phone (i.e., voice mail messages are acceptable) or e-mail. For overnight stays over forty-eight (48) hours, the parent/guardian/custodian should notify the FCM unless this is a reoccurring visit with the non-custodial parent.

**Out-of State Travel**

1. IA's – The child's FCM will engage the parent/guardian/custodian during their monthly visits to identify any upcoming out-of-state travel.
2. In-Home CHINS - For any out-of-state travel the parent/guardian/custodian must have court authorization through a court order. The parent/guardian/custodian should notify the child's FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-state travel.

**Note:** In the event of an emergency requiring a parent/guardian/custodian to travel out-of-state and the DCS local office is closed, the parent/guardian/custodian must call the Child Abuse and Neglect Hotline (1-800-800-5556) to obtain verbal authorization from the on call Supervisor. The parent/guardian/custodian must provide the on call Supervisor with the vehicle color, make/model and license plate number in which the child will be traveling. The parent/guardian/custodian must notify the assigned FCM the next business day.

**Out-of- The Country Travel**

1. IA's - The child's FCM will engage the parent/guardian/custodian during their monthly visits to identify any upcoming out-of-the country travel.
2. In-Home CHINS - For all out-of-country travel, the parent/guardian/custodian must obtain written authorization from the DCS Regional Manager, and a court order. Authorization must be requested at least one (1) month in advance.

## Code References

N/A

## **PROCEDURE**

### **In-State Travel, Activities or Events**

#### **IA's**

The FCM will:

1. Engage the parent/guardian/custodian during scheduled monthly visits; and
2. Partner with the parent/guardian/custodian to identify any upcoming activities that the child may be involved in that would require in-state travel, activities or events that require overnight stays.

#### **In-Home CHINS**

The FCM will:

1. Engage the parent/guardian/custodian during scheduled monthly visits;
2. Partner with the parent/guardian/custodian to identify upcoming activities that the child may be involved in that would require in-state travel, activities or events that require overnight stays;
3. Collect during scheduled monthly visits and document in ICWIS the following details if the child will be participating in any activity or event requiring overnight stays:
  - a. The date, duration, and location of the travel;
  - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
  - c. The name of the adult(s) who will accompany the child; and
  - d. Contact telephone and lodging information.

The parent/guardian/custodian will:

1. Collaborate with the FCM during their scheduled monthly visit to identify upcoming activities that the child may be involved in that would require in-state travel, activities or events that require overnight stays; and
2. Communicate with the FCM during their scheduled monthly visit any overnight stays over forty-eight (48) hours, unless this is a reoccurring visit with the non-custodial parent.

### **Out-of State Travel**

#### **IA's**

The FCM will:

1. Engage the parent/guardian/custodian during scheduled monthly visits; and
2. Partner with the parent/guardian/custodian to identify any upcoming out-of-state travel.

#### **In-Home CHINS**

The FCM will:

1. Engage the parent/guardian/custodian during scheduled monthly visits;
2. Partner with the parent/guardian/custodian to identify any upcoming out-of-state travel;
3. Collect during scheduled monthly visits and document in ICWIS the following details if the child will be participating in any activity or event requiring out-of-state travel:

- a. The date, duration, and location of the travel;
  - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
  - c. The name of the adult(s) who will accompany the child;
  - d. Contact telephone and lodging information;
  - e. Vehicle color, make/model and license plate number in which the child will be traveling; and
4. Submit a court report to the supervisor for approval.

The Supervisor will:

1. Partner with the FCM to assure that the family's needs are being met; and
2. Review and approve the court report.

The parent/guardian/custodian will:

1. Collaborate with the FCM during their scheduled monthly visit to identify any upcoming out-of-state travel; and
2. Communicate with the FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-state travel.

### **Out-of- The Country Travel**

#### **IA's**

The FCM will:

1. Engage the parent/guardian/custodian during scheduled monthly visits; and
2. Partner with the parent/guardian/custodian to identify any upcoming out-of-the country travel.

#### **In-Home CHINS**

The FCM will:

1. Engage the parent/guardian/custodian during scheduled monthly visits;
2. Partner with the parent/guardian/custodian to identify upcoming activities that the child may be involved in that would require out-of-the country travel;
3. Collect during scheduled monthly visits and document in ICWIS the following details if the child will be participating in any activity or event requiring overnight stays:
  - a. The date, duration, and location of the travel;
  - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
  - c. The name of the adult(s) who will accompany the child;
  - d. Contact telephone and lodging information;
  - e. Vehicle color, make/model and license plate number in which the child will be traveling.
4. Submit the parent/guardian/custodian's request for out-of-the country travel to the Regional Manager, who will then forward their decision to the DCS local office Director. The request may be made by e-mail; and
5. Submit a court report to the supervisor for approval after receiving approval from the Regional Manager.

The Supervisor will:

1. Partner with the FCM to assure that the family's needs are being met; and
2. Review and approve the court report.

The parent/guardian/custodian will:

1. Collaborate with the FCM during their scheduled monthly visit to identify any upcoming activities that the child may be involved in that would require out-of-the country travel; and
2. Communicate with the FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-the-country travel.

### **PRACTICE GUIDANCE**

The Indiana Department of Child Services (DCS) is legally responsible for children who are identified as In-Home CHINS. It is equally important that DCS partners with children and their families who are participating in an Informal Adjustment (IA). Therefore, it is imperative that DCS knows the whereabouts of all children under their care and supervision at all times unless the terms of the Informal Adjustment (IA) include travel restrictions.

### **FORMS**

N/A

### **RELATED INFORMATION**

#### **“Blanket” Travel Requests**

The DCS local office Director can approve “blanket” travel requests for frequent in-state travel. Such requests should be clearly detailed in writing and include the following:

1. Specific child/children to travel,
2. Adult(s) who will accompany the child, and
3. Travel location and reason for frequency of travel.