



**INDIANA DEPARTMENT OF CHILD SERVICES
CHILD WELFARE POLICY**

Chapter 8: Out-of-Home Services

Effective Date: June 1, 2021

Section 09: Placing a Child in Out-of-Home Care

Version: 9

POLICY OVERVIEW

Every child has a right to appropriate care in a safe, healthy, and supportive community. When a child's safety and well-being cannot be secured within the home, placement in out-of-home care is considered.

PROCEDURE

The Indiana Department of Child Services (DCS) will provide the resource parent with information about the child as allowed under the law and detailed in policy 2.06 Sharing Confidential Information.

Prior to placing the child, the Family Case Manager (FCM) will:

1. Conduct the required background checks **if the placement is in the home of an unlicensed relative**. For further guidance, see policies 13.05 Conducting Background Checks for Nonemergency Unlicensed Placements, 13.06 Evaluating Background Checks for Nonemergency Unlicensed Out-of-Home Placements, 13.11 Conducting Background Checks for Emergency Unlicensed Placements, and 13.12 Evaluating Background Checks for Emergency Unlicensed Placements; and
2. Ensure the Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency (LCPA) contacts the resource parent to:
 - a. Provide as much information as possible regarding the child for purposes of finding appropriate foster home matches, and
 - b. Select and confirm the resource home for placement.

Upon arriving at the placement location, the FCM will:

1. Introduce the child to the resource parent and inform the child of the date and time the FCM will return for the initial face-to-face contact (within three [3] business days);
2. Confirm or clarify any relevant information previously shared with the child and the resource parent;
3. Provide a copy of and/or review the following documents and information with the resource parent:
 - a. Full and accurate medical information (e.g., current conditions, history, a list of any medications the child is currently taking, and prescription information) and Medical Passport. For further guidance, see policies 8.27 Maintaining Health Records – Medical Passport and 8.30 Psychotropic Medication,
 - b. All necessary releases and consents, including the Statement of Care and Supervisory Authorization for Healthcare Card and/or Authorization for Health Care Form. For further guidance, see policy 8.26 Authorization for Health Care Services,
 - c. Medicaid number and any other insurance information for the child. For further guidance, see policy 8.29 Routine Health Care,

- d. Child and Adolescent Needs and Strengths (CANS) Assessment (for an initial placement the CANS should be provided upon completion) and discuss the CANS recommendations. For further guidance, see policy 5.19 Child and Adolescent Needs and Strengths (CANS) Assessment,
- e. Notification of any scheduled court hearings and/or Child and Family Team (CFT) Meetings. For further guidance, see policies 5.07 Child and Family Team Meetings and 6.04 Providing Notice,
- f. The most recent court report (for an initial placement the court report should be provided upon completion),
- g. Relevant court orders and the Case Plan. Discuss the Permanency Plan and Second Permanency Plan, if concurrent planning,
- h. Available educational information (e.g., the name of the school the child last attended; the child's current grade level; a summary of academic progress; and information regarding any active Individualized Educational Program [IEP], scheduled conferences, and/or any other educational accommodations). For further guidance, see policies 8.20 Educational Services and 8.21 Special Education Services,
- i. The Visitation Plan, including any restrictions that may be in place. For further guidance, see policy 8.12 Developing the Visitation Plan,
- j. The FCM's daytime contact number, Local DCS Office phone number, and DCS Child Abuse Hotline (Hotline) Number,
- k. The Inventory of Personal Items for the child's clothing and personal belongings and/or information regarding securing emergency clothing for the child. For further guidance, see policy 16.01 Clothing, Personal Items, and Permitted Per Diem Expenses and 16.02 Assistance for Unlicensed Relative Placements,
- l. Advise the resource parent to immediately decontaminate the child if the child was removed from a property used for the illegal manufacture of a controlled substance and was not decontaminated prior to arriving at the placement location. For further guidance, see Indiana Drug Endangered Children Protocol, and
- m. The Resource Parent Role Acknowledgment form. Review the form and referenced policies with the resource parent and answer any questions.

Note: All documents and information must be provided to the RFCS or LCPA at the time of placement or within six (6) business days of an emergency placement.

4. Obtain the signature of the resource parent on the Resource Parent Role Acknowledgement.

After the child has been placed with the resource parent, the FCM will:

1. Document the child's placement within 24 hours in the case management system;

Note: For placement with an unlicensed relative, complete and email the Relative Placement Entry forms to the RFCS or Relative Support Specialist (RSS) within 24 hours. The FCM should not create a relative home in the case management system. See policy 8.48 Relative Placements for further guidance.

2. Prepare a report for the court that includes the child's current placement information;
3. Ensure a plan for visitation between the child and the child's parents is developed within 48 hours of removal. For further guidance, see policy 8.12 Developing the Visitation Plan;

4. Ensure the child's school personnel are verbally notified of the child's removal and placement into out-of-home care as soon as possible but no later than the next school day;
5. Complete and submit a referral to the Education Services Team **within 24 hours** of the child's removal or change of placement to identify the need for collaboration to determine educational best interests and completion of the School Notification and Best Interest Determination (BID) form. For further guidance, see policies 8.20 Educational Services and 8.22 School Notifications and Legal Settlement;
6. Conduct a face-to-face contact with the child and resource parent within three (3) business days following placement;
7. Ensure a plan for visitation between the child and any siblings is developed within five (5) days of removal (if the siblings are not placed together). For further guidance, see policy 8.12 Developing the Visitation Plan;
8. Ensure the child's Safety Plan addresses efforts to ensure the child's safety in all settings (e.g., school, visitation, safe sleep, etc.). See policy 5.21 Safety Planning for additional information;
9. Provide youth who are 14 years of age and older with a copy of the Indiana Bill of Rights for Youth in Care. Explain the form to the youth in a developmentally appropriate manner. Ensure the youth understands and signs the form, and upload the signed form to the case management system; and
10. Ensure the child has a Lifebook that is kept updated.

Upon receipt of a referral regarding the child's placement in out-of-home care, the Education Services Team will complete the School Notification and Best Interest Determination (BID) form and provide it to the school corporation's identified Point of Contact (POC) where the child currently attends and where the child has legal settlement, **within 72 hours**. See policy 8.22 School Notifications and Legal Settlement for further guidance.

Note: If a change in the child's out-of-home placement impacts the child's educational setting, the school corporation where the child will be attending will be notified per the POC collaboration required by Every Student Succeeds Act (ESSA).

The FCM Supervisor will:

1. Guide and assist the FCM as needed throughout the process of placing a child in out-of-home care;
2. Discuss case specifics during regular staffing and clinical supervision; and
3. Ensure the child's placement and all actions taken are appropriately documented in the case management system.

LEGAL REFERENCES

- [20 USC 6311\(g\)\(1\)\(E\) State plans: Other plan provisions](#)

RELEVANT INFORMATION

Definitions

Clinical Supervision

Clinical Supervision is a process in which an individual with specific knowledge, expertise, or skill provides support while overseeing and facilitating the learning of another individual.

Resource Parent

For purposes of DCS policy, a resource parent includes a foster/adoptive parent, foster parent, and relative or kinship caregiver.

Forms and Tools

- [Adoption World Publishing](#)
- [Authorization For Health Care \(SF 54247\)](#)
- Case Plan (SF 2956) – Available in the case management system
- Child and Adolescent Strengths and Needs (CANS) Assessment – Available in the case management system
- [Indiana Bill of Rights for Youth in Care](#)
- [Indiana Drug Endangered Children Protocol](#)
- [Inventory of Personal Items \(SF 54315\)](#)
- [Relative Placement Entry SF 57025](#)
- [Safety Plan \(SF 53243\)](#)
- [School Notifications and Best Interest Determination \(BID\) \(SF 47412\)](#)
- [Statement of Care and Supervisory Authorization for Health Care \(SF 45093\)](#)
- [Medical Passport \(DCS Pamphlet 036\)](#)
- [Resource Parent Role Acknowledgment \(SF 54642\)](#)
- Visitation Plan – Available in the case management system

Related Policies

- [2.06 Sharing of Confidential Information](#)
- [5.07 Child and Family Team Meetings](#)
- [5.19 Child and Adolescent Needs and Strengths \(CANS\) Assessment](#)
- [6.04 Providing Notice](#)
- [8.12 Developing the Visitation Plan](#)
- [8.20 Educational Services](#)
- [8.21 Special Education Services](#)
- [8.22 School Notifications and Legal Settlement](#)
- [8.26 Authorization for Health Care Services](#)
- [8.27 Maintaining Health Records – Medical Passport](#)
- [8.29 Routine Health Care](#)
- [8.30 Psychotropic Medication](#)
- [8.48 Relative Placements](#)
- [13.05 Conducting Background Checks for Nonemergency Unlicensed Placements](#)
- [13.06 Evaluating Background Checks for Nonemergency Unlicensed Out-of-Home Placements](#)
- [13.11 Conducting Background Checks for Emergency Unlicensed Placements](#)
- [13.12 Evaluating Background Checks for Emergency Unlicensed Placements](#)
- [16.01 Clothing, Personal Items, and Permitted Per Diem Expenses](#)
- [16.02 Assistance for Unlicensed Relative Placements](#)