



Michael R. Pence, Governor  
Mary Beth Bonaventura, Director

**Indiana Department of Child Services**

Room E306 – MS47  
302 W. Washington Street  
Indianapolis, Indiana 46204-2738

317-234-KIDS  
FAX: 317-234-4497

[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

February 1, 2015

To: MaGIK Users

From: Mary Beth Bonaventura, Director  
Jane Bisbee, Deputy Director Field Operations  
Reba James, Deputy Director Permanency & Practice Support  
Department of Child Services (DCS)

Subject: DCS Nurse Services  
DCS-14-02

DCS has a variety of specialized services through the Permanency and Practice Support division. The DCS Nurse Consultants are one of the specialized services available to provide support to Family Case Managers (FCMs). The DCS Nurse Consultants are Registered Nurses with various levels of expertise and training. They have unique educational backgrounds and knowledge base with their experience and practice areas focused around children and families. The DCS Nurse Consultants' mission is to provide consultation, assist with health and medical issues, and to support FCMs in their decisions to impact positive health, well-being, and safety for children and families working with DCS.

The Nurse Consultants are DCS employees, not contracted service providers. They are located throughout the state and are available to field staff in all regions. Even though Nurse Consultants are support staff, they should not be utilized to provide a decision of abuse and/or neglect or to diagnose medical conditions. The Nurse Consultant may serve as a support for the following areas, but are not limited to:

1. Providing consultation for assessments and ongoing cases with complex or multiple medical and health needs including fatalities;

**Note:** Nurse Consultants are not permitted to gather additional information to assist the Local Office in making a determination regarding whether to screen a CA/N intake report in or out.

2. Collaborating on Pediatric Evaluation and Diagnostic Services (PEDS) referrals;



*Protecting our children, families and future*

3. Answering medical or health related questions (e.g. symptoms, diagnosis, procedures/treatment, cultural beliefs, Drug Endangered Children (DEC), medications etc.);

**Note:** Nurse Consultants may provide information on psychological (Psychotropic) medications and medical procedures but are not permitted to give approval. See separate policies, [8.30 Psychotropic Medication](#) and [8.26 Authorization for Health Care Services](#) for additional information.

4. Identifying medical or health related resources available for children and families;
5. Accessing the Child and Hoosier Immunization Registry Program (CHIRP) to provide and interpret immunization records;
6. Reviewing and interpreting medical records;

**Note:** Nurse Consultants are not responsible for requesting medical records from medical providers. FCMs must request medical records in order for the Nurse Consultants to complete the medical records review.

See separate policy [4.16 Psychological Examinations, Drug Screens and Substance Abuse Evaluations](#).

7. Accompanying FCMs on visits (home, provider, school, etc.) for both Assessments or Ongoing Cases;
8. Performing training for DCS staff and contracted service providers and community;
9. Providing training/education for Parents, Guardians, and/or Custodians;
10. Attending Child and Family Team Meetings, Case Conferences, Staffings and Permanency Roundtables (PRTs);
11. Assisting with Child and Adolescent Needs and Strengths Assessment (CANS) questions;
12. Providing skilled or expert witness testimony (when determined appropriate) during court proceedings; and/or
13. Providing written recommendations based on facts, provided or supportive documentation, observation, and medical knowledge.

### **Practice Guidance**

FCMs should staff assessments and/or cases with their FCM Supervisor regarding making a referral to the DCS Nurse Consultants for identified medical or health needs. The Nurse Consultants are best utilized to provide consultation on children and youth cases involving medically fragile, medically complex, and/or chronic or life-threatening medical conditions.

### **Making a Referral for Nurse Services**

FCMs may make a referral for Nurse Services through KidTraks. It is important for the FCM to provide as much information as possible regarding the child and/or family circumstances and availability of any pertinent medical records.



If you have any questions regarding these changes, please address them to the DCS policy mailbox at [DCS.Policy@dcs.in.gov](mailto:DCS.Policy@dcs.in.gov).

Sincerely,

Mary Beth Bonaventura, Director

Archived 9/5/2017 Cancellation of Program



*Protecting our children, families and future*