

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 10: Adoption	Effective Date: December 1, 2020
	Section 09: Pre-placement Visits/Adoption Transition Plan	Version: 3

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will develop an adoption transition plan and facilitate pre-placement visits between the child, the current caregiver, and the prospective adoptive family. DCS will provide (to the extent allowed by the court and the unique circumstances of each case) an opportunity for the pre-adoptive family and child to form a familial bond through visits, which will progress to include overnight and weekend visits based upon the age and needs of the child. For more information and resources about adoption transition planning, see the [Adoptive Placement Visitation and Transition Tool](#).

DCS will reimburse the licensed prospective adoptive parent for travel expenses incurred when the licensed prospective adoptive parent travels at least one (1) mile for pre-placement visits with a child and overnight visits are not included. Mileage will be paid starting at mile one (1).

DCS will pay the licensed prospective adoptive parent a per diem for each overnight pre-placement visit with a child. DCS will also pay properly claimed mileage incurred if the child's foster parent travels over 162 miles per month for the overnight visits.

Note: Pre-placement per diem for a licensed prospective adoptive parent would be paid through a global services referral in KidTraks. See policy [16.01 Clothing, Personal Items, and Permitted Per Diem Expenses](#) for additional information and details regarding travel expense reimbursement.

Code References

N/A

PROCEDURE

The Family Case Manager (FCM) will:

1. Schedule a Child and Family Team (CFT) meeting or case plan conference for the purpose of developing a structured [adoption transition plan](#), which will include visitation with the prospective adoptive parent. This plan should include maintaining relationships with siblings as appropriate. Participants should include the FCM, Adoption Consultant, current caregivers, prospective adoptive parent, child's therapist (if applicable), and any other active CFT member. See the [Adoptive Placement Visitation and Transition Tool](#) and policies [5.07 Child and Family Team Meetings](#), [5.08 Developing the Case Plan](#), [8.12 Developing the Visitation Plan](#), [10.03 Preparing the Child for Adoption](#), and [10.05 Maintaining Sibling Connections](#) for additional information;
2. Complete a KidTraks global services referral (Global Services > General Service > Placement Transition Visits) for the licensed prospective adoptive parent if mileage and per diem will be requested for pre-placement visits;
3. Document the plan for pre-placement visits in the case management system;

4. Have weekly contact with the child during the transition to the prospective adoptive placement and for the first 30 days after placement. Then, resume regular monthly face-to-face contacts until dismissal of the case;

Note: Contact required during the transition to the prospective adoptive placement which exceeds the minimum contact requirements in policy [8.10 Minimum Contact](#) may be conducted using virtual technology as child safety and well-being allow.

5. Document all face-to-face visits and any additional contacts in the case management system; and
6. Continue to facilitate CFT meetings to review, discuss, and make any changes to the [Visitation Plan](#), [adoption transition plan](#), or other relevant case information.

The FCM Supervisor will:

1. Provide support and guidance to the FCM in the development of the Visitation Plan and [adoption transition plan](#);
2. Ensure referrals are completed timely for a licensed prospective adoptive parent who claims mileage and/or per diem; and
3. Discuss case specifics and any changes to the [Visitation Plan](#) and/or [adoption transition plan](#) during regular case staffing.

The Adoption Consultant will:

1. Provide guidance to the FCM and FCM Supervisor as to best practice in the development of an [adoption transition plan](#); and
2. Participate in the CFT Meeting for the purpose of developing the [adoption transition plan](#) and [Visitation Plan](#).

PRACTICE GUIDANCE

Adoption Transition Plan

The adoption transition plan documents how to meet the child's needs when transitioning from a current caregiver to a prospective adoptive home. The [Adoptive Placement Visitation and Transition Tool](#) provides a suggested timeframe for the transition into the prospective adoptive home.

FORMS AND TOOLS

[Adoptive Placement Visitation and Transition Tool](#)

[Visitation Plan](#) – Available in the case management system

[Case Plan/Prevention Plan \(SF 2956\)](#) – Available in the case management system

RELATED INFORMATION

Case Staffing

Case staffing is a systemic and frequent review of all case information with safety, stability, permanency, and well-being as driving forces for case activities.