



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 12: Foster Family Home Licensing

Section 17: Corrective Licensing Actions

Effective Date: September 1, 2023

Version: 4

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POLICY OVERVIEW

A Corrective Action Plan (CAP) and other corrective licensing actions (i.e., placement hold or probation) may be issued by the Indiana Department of Child Services (DCS) when a foster family home (FFH) is non-compliant with FFH licensing statutes, rules, and/or DCS policies. The CAP may also support the foster parent in the development and utilization of appropriate methods for meeting the needs of children under DCS care and supervision. A CAP serves as a supportive intervention, rather than a punitive intervention.

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PROCEDURE

A CAP may include one (1) of the following:

1. Placement hold; or
2. Probation.

Note: If the noncompliance is safety-related, a CAP with a placement hold and/or a CAP with probation may be implemented, and any additional placements and respite care need approval from the Foster Care Division Manager (DM).

A CAP:

1. Will be issued for a specific timeframe, up to a duration of six (6) months with an option to extend the CAP for an additional six (6) months;
2. May not exceed the expiration date of the FFH license; and
3. May be issued to an FFH license if:
 - a. The noncompliance is safety-related but does not present an immediate threat to the safety, health, or well-being of the child,
 - b. DCS or a Licensed Child Placing Agency (LCPA) files a CAP with the Central Office Foster Care Licensing Team in the case management system to identify and address areas of noncompliance within the identified period, and
 - c. The Central Office Foster Care Licensing Team approves the CAP.

If a foster parent refuses to sign the CAP and fails to voluntarily relinquish the FFH license, the licensing worker must submit a recommendation to revoke the foster parent's FFH license (see policy 12.21 Revocations for additional guidance).

Initiating a CAP

Upon identifying an area of noncompliance, the licensing worker will:

1. Work with the family to create a CAP, and ensure each licensee signs the Corrective Action Plan form;
2. Enter the CAP in the case management system and initiate a placement hold or probation, if applicable; and
3. Submit and upload the signed Corrective Action Plan form in the case management system within 10 business days of identifying an area of noncompliance.

Note: LCPAs are responsible for submitting the CAP to the Central Office Foster Care Licensing Team for approval.

The DCS licensing supervisor will:

1. Review the initial CAP; and
2. Return to the licensing worker if revisions are needed or accept the CAP in the case management system.

During the CAP

The licensing worker will:

1. Monitor the CAP for the foster family's compliance;
2. Enter the family's compliance, including supporting documentation (e.g., training certificates, completed paperwork, copies of documents), in the case management system;
3. Proceed with one (1) of the following:
 - a. Submit the CAP for closure in the case management system, or
 - b. Request an extension of the CAP in the case management system.

Note: An extension should only be requested when the foster family has made progress with the identified areas of noncompliance. In the event of continued noncompliance, the FFH may be considered for a revocation (see policy 12.21 Revocations). LCPAs are responsible for submitting the CAP closure or extension in the case management system for review and approval by the Central Office Foster Care Licensing Team.

4. Notify the FFH they have been removed from the CAP upon the FFH meeting all requirements and the DCS licensing supervisor or the Central Office Foster Care Licensing Team accepting the CAP.

The DCS licensing supervisor will:

1. Review the CAP closure or extension request; and
2. Return to the licensing worker if revisions are needed or accept the request for CAP closure or extension in the case management system.

The Central Office Foster Care Licensing Team will:

1. Review the accuracy and detail of a CAP submitted by an LCPA and approve or deny the CAP; and
2. Review a request from an LCPA for an extension or closure of a CAP and approve or deny the request.

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RELEVANT INFORMATION

Definitions

Licensing Worker

The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency (LCPA) worker.

Forms and Tools

- [Corrective Action Plan \(SF 53171\)](#)

Related Policies

- [12.21 Revocations](#)

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LEGAL REFERENCES

- [IC 31-27-4-17: Probationary status; duration; expiration; extension](#)

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PRACTICE GUIDANCE- DCS POLICY 12.17

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

Corrective Action Plan (CAP) Duration

While IC 31-27-4-17 allows for a six (6) month duration of a CAP, DCS recommends that the standard duration for a CAP be three (3) months.

CAP Examples

Examples of when a CAP may be implemented include, but are not limited to the following:

1. Additional training is needed to support the foster family; or
2. Violations to DCS policy, Indiana statute, or an administrative rule.

CAP with Placement Hold

Examples of when a CAP with placement hold may be implemented include, but are not limited to the following:

1. Lack of in-service training hours;
2. Licensing paperwork and/or background checks are not completed;
3. Water testing results without approval of a variance;
4. Cardiopulmonary Resuscitation (CPR), First Aid, and Universal Precautions certifications are not up to date;
5. Pet rabies vaccinations is not up to date; or
6. Violations to DCS policy, Indiana statute, or an administrative rule.

CAP with Probation

A CAP with probation will be handled on an individual basis and the non-compliance should be staffed with the Central Office Foster Care Licensing Team and/or the Foster Care Division Manager (DM).

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