

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 6:</b> Court Involvement	<b>Effective Date:</b> July 1, 2008
	<b>Section 6:</b> Predispositional Report (PDR)	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 306.5</b>
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The Indiana Department of Child Services (DCS) will prepare a [Predispositional Report \(PDR\)](#) at least ten (10) calendar days prior to the Dispositional Hearing for any child that a court adjudicates a Child in Need of Services (CHINS).

DCS will ensure the [PDR](#) contains the following:

1. Statement of the needs of the child for care, treatment, rehabilitation, or placement;
2. Recommendation for the care, treatment, rehabilitation, or placement of the child;
3. Financial Report on the parent(s) and child. See Forms and Tools, Child Support Worksheet;
4. Nature and extent of appropriate participation by parent/guardian/custodian;
5. Legal Settlement Information (i.e., city and state of current residence of custodial parent or other caretaker when applicable); and
6. Information about Child and Family Team Meetings (CFTM) or Case Plan Conferences held and their outcomes.

**Note:** Any of the following may prepare an alternative report for consideration by the court:

1. The child, based upon age and developmental level;
2. The child's:
  - a. Parent/guardian/custodian;
  - b. Guardian Ad Litem (GAL); or
  - c. Court Appointed Special Advocate (CASA).

DCS will confer with appropriate individuals who have expertise in professional areas related to the child's needs. This may include representatives from the following:

1. DCS;
2. The child's school;
3. Probation Department;
4. A community mental health center (located in the child's county of residence);
5. A community mental retardation and other developmental disabilities center (located in the child's county of residence);
6. CFTM; and/or
7. Other persons as the court may direct.

**Note:** If the child is eligible for special education services or placement, consultation with the school is mandatory.

#### Code References

1. [IC 31-34-18: Predispositional Report](#)
2. [IC 31-34-20-5: Legal Settlement](#)

## PROCEDURE

The Family Case Manager (FCM) will:

1. Prepare and submit the [PDR](#) using the form provided in Indiana Child Welfare Information System (ICWIS);
2. Coordinate with the DCS Local Office Attorney to file the [PDR](#) in a timely manner, according to the county's court procedure;
3. Seek Supervisor review and approval of the [PDR](#);
4. Sign the [PDR](#); and
5. Provide a copy of the [PDR](#) ten (10) calendar days prior to the Dispositional Hearing to:
  - a. Each attorney, Guardian Ad Litem (GAL), or Court Appointed Special Advocate (CASA) representing the child;
  - b. The attorney representing each child's parent/guardian/custodian; and
  - c. Resource parent (not statutory but listed on the [PDR](#)).

**Note:** The court may determine on the record that the [PDR](#) contains information that should not be released to the child or the child's parent/guardian/custodian. In that event, the court may provide a factual summary of the report to that individual.

The Supervisor will:

1. Approve and sign the [PDR](#).

## PRACTICE GUIDANCE

N/A

## FORMS AND TOOLS

1. [Predispositional Report](#)- available in ICWIS
2. [Child Support Worksheet](#)
3. [Case Plan](#)- available in ICWIS

## RELATED INFORMATION

### Contents of the [Predispositional Report](#)

The [Predispositional Report](#) prepared by a FCM will include the following information:

1. Statement of the Needs of the Child for Care, Treatment, Rehabilitation or Placement;
2. Recommendation for the care, treatment, rehabilitation or placement of the child;
3. Financial Report on the parent(s) and child. See Forms and Tools, Child Support Worksheet;
4. Nature and extent of appropriate participation by parent/guardian/custodian;
5. Legal Settlement Information (i.e., city and state of current residence of custodial parent or other caretaker information when applicable;
6. Information about Child and Family Team Meetings (CFTM) or Case Plan Conferences held and their outcomes; and

**Note:** The FCM is not required to conduct a criminal history check if:

- a. The FCM is considering only an out-of-home placement to an entity or facility that:
  - 1) Is not a residence, or

- 2) Is licensed by the state.
  - b. Placement is undetermined at the time the [Predispositional Report](#) is prepared.
7. Attach a [Case Plan](#) to the [PDR](#) if it was not previously submitted to the court.

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