

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: July 1, 2015
	Section 9: Placing a Child in Out-of-Home Care	Version: 4

POLICY

The Indiana Department of Child Services (DCS) will provide the resource family with as much information about the child and his or her case as legally possible, including, but not limited to, the reason for removal, health care information, educational information, any alternate permanency plan, and any special needs to the extent known. See Related Information for additional details. See separate policy, [2.6 Sharing Confidential Information](#).

At the time of placement, DCS will provide the daytime phone number(s) of the assigned Family Case Manager (FCM) and the emergency after-hours phone number for the DCS local office to:

1. The resource family; and
2. The child, if appropriate, based upon the child's age and developmental status.

[NEW] DCS will ensure that a child placed in out-of-home care has an opportunity to complete a Lifebook. DCS will assist in this process by providing the child and/or resource family with any pertinent family history and pictures, if available, of the child, the child's family and any other places and/or significant individuals that are important to the child.

Code References

N/A

PROCEDURE

Prior to placing the child, the FCM will:

1. Contact the resource family to confirm the placement; and
2. Conduct the required criminal history background checks, if the placement is in the home of an unlicensed relative. See separate policies, [13.5 Conducting Background Checks for Unlicensed Placements](#) and [13.6 Evaluation of Background Checks for Unlicensed Placements](#).

Upon arriving at the placement location, the FCM will:

1. Introduce the child to the resource family and inform the child when the FCM will return for a visit;
2. Confirm or clarify any information previously shared with the child and the resource family;
3. Advise the resource family to immediately decontaminate the child, if the child was removed from a meth lab and was not decontaminated prior to arriving at the placement location. See separate document, [Indiana Drug Endangered Children Protocol](#);
4. Provide the resource family with the following:
 - a. Full and accurate medical information (e.g., current conditions, history, a list of any medications the child is currently taking, and prescription information); [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#) and [Statement of Care and Supervisory](#)

- [Authorization for Healthcare \(SF 45093\) Card](#) and/or [Authorization for Health Care \(SF 54247\) Form](#); Medicaid number and any other insurance cards the child may have. See separate policy, [8.29 Routine Health Care](#),
- b. Relevant court orders and the [Case Plan \(SF 2956\)](#),
 - c. Any clothing and personal belongings that the child brought with him or her and/or information regarding securing emergency clothing for the child. See separate policy, [16.1 Clothing, Personal Items, and Permitted Per Diem Expenses](#),
 - d. Any relevant school information, if the child is attending school (e.g., name of the school, child's grade level, name of the teacher). See separate policies, [8.22 School Transfers and Legal Settlement](#), and [8.20 Educational Services](#),
 - e. The daytime contact number(s) for the FCM and the emergency after-hours phone number for the DCS local office, and
 - f. Notification of any scheduled court hearings and/or Child and Family Team (CFT) Meetings. See separate policy, [5.7 Family Team Meetings](#).
5. Provide the resource family with a copy of the [Resource Parent Role Acknowledgment](#) form and policies listed on that form, review the policies with the resource family, and answer any questions;
 6. Obtain resource family signatures on the [Resource Parent Role Acknowledgement](#) form;
 7. Prepare a report for the court that includes the child's current placement information; and
 8. Ensure that a plan for visitation between the child and his or her sibling(s) (if placed separately) is developed within five (5) days of removal. See separate policy, [8.12 Developing the Visitation Plan](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Resource Parent Role Acknowledgment](#)
2. [Medical Passport \(DCS Pamphlet 036 \(R3/12-07\)\)](#)- Available only in hard copy
3. [Visitation Plan](#) – Available in Magik
4. [Case Plan \(SF 2956\)](#)
4. [Statement of Care and Supervisory Authorization for Health Care \(SF 45093\) Card](#)
5. [Authorization For Health Care \(SF 54247\) Form](#)

RELATED INFORMATION

[NEW] Lifebooks and/or Adoption Workbooks

Lifebooks and/or Adoption Workbooks come pre-packaged and can be ordered by contacting the Program Manager for Adoption, Youth Connections, and Guardianship. The FCM may also contact his or her Regional SNAP Specialist to place an order for Lifebooks and/or Adoption Workbooks. The Lifebooks and/or Adoption Workbooks will be mailed to the FCM in the DCS local office.

Note: The **pre-packaged** Lifebooks and/or Adoption Workbooks are not mandatory for the FCMs to use. The FCM, therapist, family member or foster parent may create a

unique Lifebook and/or Adoption Workbook for a child using a photo album, scrapbook materials, or any creative idea that would be most meaningful for that child.

DCS currently has the following types of pre-packaged Lifebooks and Adoption Workbooks:

My Adoption Workbook

My Adoption Workbook is a kid-friendly workbook that guides the social worker and child through the adoption process. This workbook provides a sensitive, but forthright explanation of separation, followed by hands-on activities to help prepare a child for change and work through the process.

Nothing raises a child's anxiety more than the unknown. "**My Adoption Workbook**" carefully guides the child and social worker through the entire process from separation to post-adoption. Exercises are designed to reduce the fears and to promote a healthy child-to-parent relationship. Special emphasis is given to helping the child:

- Explore fears or fantasies;
- Work through abuse, trust and love issues;
- Build self-esteem;
- Handle new situations; and
- Adjust to change.

The One & Only Me is a book that helps foster, adoptive, and other troubled children connect to their current situation, as well as, their beginnings. This book creates a living history for children dealing with a chaotic past.

The Real Me teen Lifebook is a tool to use when working with teens. The teenage years are a challenge even in the best situations. For teens in foster care or living in a group setting, the uncertainties about the future can cause additional stress and worry. The chapter *What My Future Holds* provides a framework that youth can use to process the many issues they face. It also prompts them to gather the necessary documentation for job hunting.