	INDIANA DEPARTMENT OF	CHILD SERVICES
	PROBATION SERVICE	ES MANUAL
DEPARTMENT OF CHILD	Chapter 2: Placements	Effective Date: 9/30/2016
SERVICES	Section 11: Trial Home Visit	Version: 1

GUIDANCE

Add Trial Home Visit

When a child is released from placement, but the court has not discharged the child from probation, the child will be sent on a Trial Home Visit (THV). Generally, the child is released to a parent or guardian, often times the same home from which they were initially removed. To enter the THV, navigate to the Probation link on the right side of the screen, then select "Manage".

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Back to Results	Case Inquiry // Cas	e Information	1					07	Case Page			
Quick Links 👻	Case ID: 100000806027 Basic Abby						Action					
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	▶ 13208941		Basic, Abby		DAMAR	SERVICES, INC 32029	07/19/2016 12:00AM	07/20/2016 06:00AM	Add ICPR			
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Select "Action" then "Add Trial Home Visit".

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A pop-up box will appear where you will enter:

- **Date Returned Home*:** Use the calendar to set the begin date and the clock to set the approximate time that the child returned home.
- With whom is the child during the THV:* The drop-down box will display all Case Participants, whether household members or non household members. If the youth is being placed with someone other than those who appear in the drop down, the user will need to add that person as a Case Participant first.

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Click "Add" and the data will auto populate onto the placement history page including the name of the person with whom the child is during the THV. To exit the pop up screen without saving, click on the X in the upper right hand corner.

Click "Save" then "Close" and you will be directed back to the placement screen and the THV will have been added.

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