	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date: 9/30/2016
	Section 3: Initial Placement	Version: 1

GUIDANCE

Initial Placement

IC 31-37-5-8

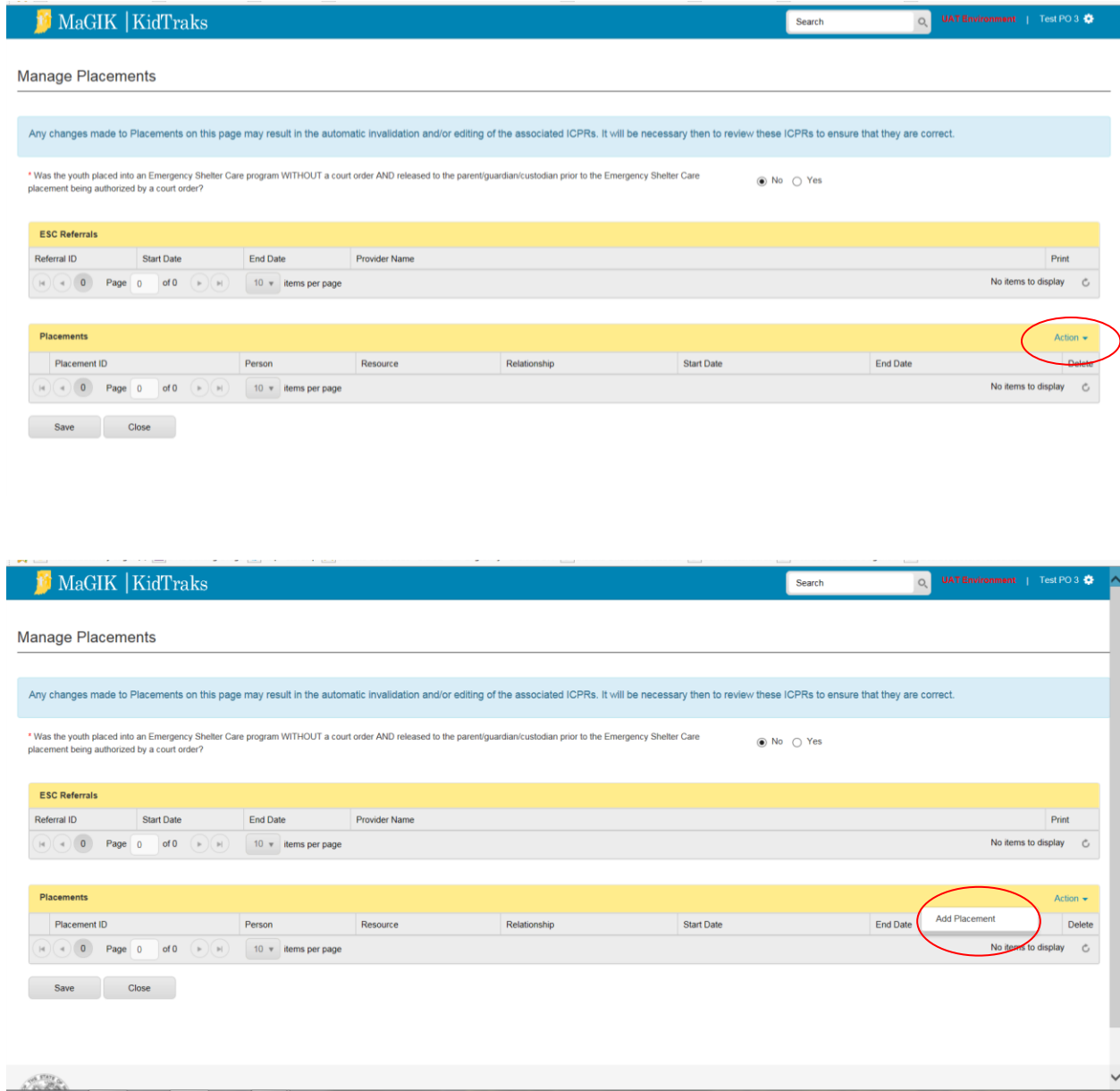
Juvenile court submission of proposed service, program, or placement to department; approval or disapproval by department; emergencies; entry of order by juvenile court; appeal by department

If a youth is placed in a DCS-paid facility, the placement will be entered on the “Placements” section.

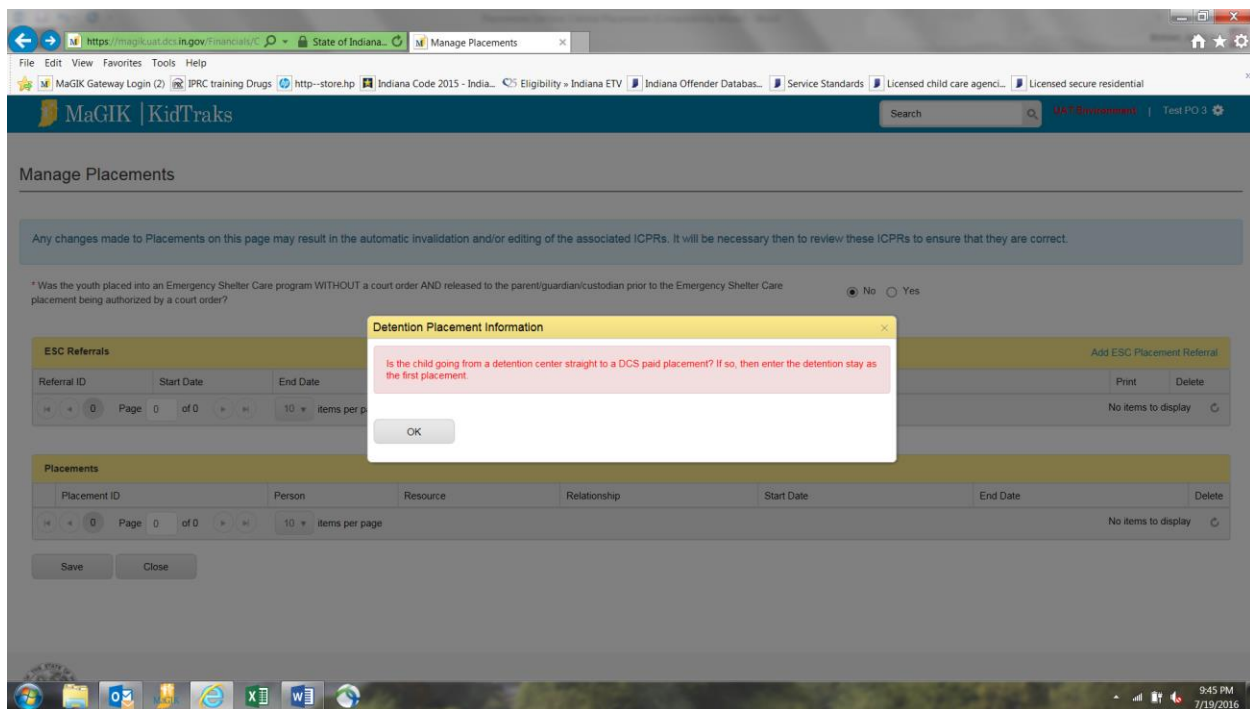
If the placement was a court ordered removal and placement, then “No” should be selected for the question: ***“Was the youth placed into an emergency shelter care program WITHOUT a Court Order AND released to a parent/guardian/ custodian prior to the emergency shelter care placement being authorized by a Court Order?”***

With this selection, the KidTraks placement wizard is enabled. This will take the PO through screens that request the data needed for CEU to determine eligibility for the youth. Some data will be mandatory at this time – the initial placement and the initial removal hearing information. Other data may be skipped and can be entered at a later time – removal month income, education information and permanency plan goal. By answering the question “No”, the Placement section is now enabled.

The wizard is activated by clicking on “Action” from the drop down on the right side, then selecting “add placement”.

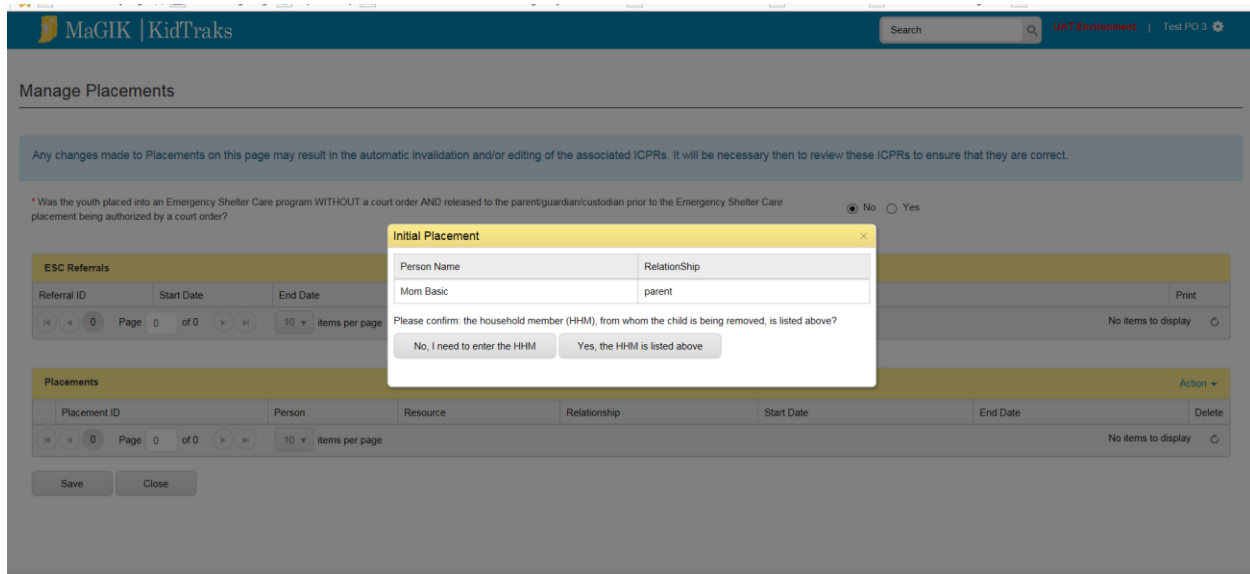


The following screen will pop up reminding the user that if the child is going to a DCS paid placement that is immediately preceded by a Detention Center placement, that the detention stay needs to be added as the first placement. If the youth is coming from Detention and that placement has not been entered, click “ok” then exit out of the placement wizard and enter the Detention stay. If the youth is not coming from a Detention placement or if that placement has already been entered, select “ok” and continue with entering the DCS paid placement.



A validation message will appear in the next screen. The placement wizard will require the removal hearing information to be entered which asks about from whom the youth was removed. In order to be able to answer that question, the person must already be created as a case participant.

If the person appears as a household member in the message, click the “Yes, the HHM is listed above” and the placement wizard process will continue. If the person does not appear, click “No”. This will take the user out of the placement wizard process and land them back on the Placement section. To add the person from whom the child has been removed, click on the Case Information page and go through the process to “Create Case Participant”. (See *Services Section 3: “Adding Case Participants for detailed instructions*) Once the person has been added as a case participant, come back to the Placement tab and click: “Action” then “Add Placement” once more. This time, the validation message can be answered “Yes, the HHM is listed above” and the user can continue.



The first step in the Placement wizard is selecting the appropriate placement resource. The PO is taken to the resource search screen. **Keep in mind that the initial placement may be a detention center if it immediately precedes a DCS paid placement.**

Clicking on the magnifying glass next to the “Resource ID” box will activate the various ways in which the placement resource ID can be searched and selected. It is advisable to set only a couple of the search parameters so the search is not too narrow.

The following fields are available when searching for a placement resource:

- **Resource ID:** Numeric field for entering the KT resource ID.
- **Resource Type:** There are four selections and it is advisable to select one of these in the search:
 - ✓ **Foster Family** – includes DCS and LCPA licensed foster homes as well as unlicensed relative homes
 - ✓ **Out of State** – includes both residential and licensed foster homes as well as unlicensed relative homes located outside of the state of Indiana
 - ✓ **Placement Provider** – these are non-DCS licensed resources which include detention centers, jails/prisons, hospitals, nursing homes, and mental health facilities
 - ✓ **Residential Resources** – these are the DCS licensed and contracted resources which include child caring institutions, group homes and private secures
- **Resource Name:** Text field for entering a portion or the entire resource name. Please keep in mind that this is the contracted name of the resource which might be slightly different than how the facility is known or referred to in the community (i.e., 'UMCH' will return no results, but entering 'United Methodist' will return six results for Indiana United Methodist Children's Home).
- **County:** Refers to the county in which the resource is located.
- **Legacy Resource ID:** Numeric field for entering the old ICWIS resource ID.

- **MaGIK Resource ID:** Numeric field for entering the new MaGIK resource ID (eleven digits).

Resource Lookup

Resource ID: Contains []

Resource Type: Equal Residential Resource

Resource Name: Contains damar

County: Equal []

Legacy Resource ID: Equal []

MaGIK Resource ID: Equal []

[Search] [Clear] [Cancel]

Search Results: 10 Records Found

	Resource ID	Resource Type	Resource Name
Select	160635933	Child Caring Institution	DAMAR SERVICES, INC 32029
Select	592474198	Private Secure Facility	DAMAR SERVICE - YOUNG BOYS BASE SERVICES
Select	592484198	Private Secure Facility	DAMAR SERVICES-BASE RIGHT AND LEFT FIELD
Select	592508198	Private Secure Facility	DAMAR SERVICES-AUTISM TREATMENT UNIT 738
Select	592515198	Private Secure Facility	DAMAR SERVICES-ITST SERVICES 73864
Select	592520198	Private Secure Facility	DAMAR SERVICES-GIRLS TREATMENT UNIT 7386
Select	600873598	Group Home	DAMAR EL CAMINO HOUSE

After setting the search parameters, click “Search” to pull the matching results. Parameters can be modified if the desired results are not found. If the appropriate resource appears, click the “Select” in the far left hand column to select that resource and it will auto populate onto the New Placement screen.

IN.gov Indiana Department of Child Services

Source: Probation Source ID: 100000231722 Current User: Test 1 PO
 Case County: ALL Description: Basic Abby

Placement Hearing Education Removal Income Disability Permanency Plan

New Placement:

Resource ID:* 592520198 DAMAR SERVICES-GIRLS TREATMENT UNIT 7386

Start Date:* 4/9/2013 11:00 AM

[Cancel] [Next]

Use the calendar to set the start date of the initial placement and use the clock to set the begin time. Time will default to 12 a.m. if it is not set; it is important to set both date and time accurately. Once completed, click “Next” and the Placement Wizard progresses to the initial hearing information.