

	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
Section 21: Step Down and Disrupted Placement	Version: 1	

Step Down and Disrupted Placement Policy:

POLICY ON THE STEP DOWN MOVEMENT OF DELINQUENT CHILDREN IN PLACEMENT

- I. DCS concurrence shall not be required for any step down move of a delinquent child in DCS paid placement. The term “step down” shall mean any of the following:
 - A. Movement from one unit directly to another unit in the same residential facility as part of a child’s anticipated or modified course of treatment which has been approved by the Court and when the movement results in an equal or lower level of restrictiveness.
 - B. Movement from one residential facility directly to another residential facility in the State of Indiana which results in a less restrictive placement according to the restrictiveness flow chart included below.
 - C. Movement, upon completion of a residential program directly to any of the following to effectuate the child’s Permanency Plan:
 1. Home to a parent guardian or custodian, with or without home-based or community based services.
 2. A foster care home licensed in Indiana.
 - D. Movement from a foster home directly to a parent, guardian or custodian, with or without home-based or community based services.

II. Lateral Movement:

A **lateral move** can occur after meaningful consultation between the probation officer and the probation services consultant which will occur prior to the movement of the child. A **lateral movement** is defined as movement from one residential facility directly to another residential facility in the State of Indiana with the same level of restrictiveness according to the restrictiveness flow chart included below. A meaningful consultation would constitute an exchange of information between the probation officer and the probation service consultant. This consultation could occur through verbal conversation, email exchange or through a submission through MaGIK/KidTraks for a probation service consultant review.

Restrictiveness flow chart from least to most restrictive:

Level of Care from lowest to highest:

Foster Care
Group Home
Child Caring Institution
Private Secure Facility or Program

NOTES:

A new ICPR shall be created by the placing Probation Department in MaGIK/KidTraks with all movement specified above.

Movement to an out-of-state placement is not considered a step-down or lateral move.

POLICY ON DISRUPTION OF PLACEMENT FOR JD/JS CASES PAID BY DCS

At times, the placement of a child by a Juvenile Court in a DCS-licensed facility may be changed or disrupted. This policy was developed to address situations where an emergency transfer may occur or transfer to a higher level of care is recommended and/or ordered.

- I. **Emergency Transfer:** According to the DCS Master Residential Contract, in response to an emergency situation or need for temporary intervention, the

Placement Provider (Contractor) shall address de-escalation and behavior modification within the program referred on the Individual Child Placement Referral (ICPR). This includes:

- Use of on-call case management staff and/or therapists;
- Use and appropriate restraints and seclusion, if necessary and appropriate;
- Movement to a higher level of care includes, but is not limited to, a secure detention facility(if appropriate);
- Movement from an open residential program to a private secure residential program within or outside of the facility; and
- Other movements in accordance with the Restrictiveness Flow Chart below.

Should the Placement Provider make an emergency transfer of any Child to a different DCS-licensed program, higher level of care, or physical location, the following applies:

- A. The Placement Provider will notify the Court and/or the Probation Department within four (4) hours of such transfer.
- B. When seeking approval from the Court and/or the Probation Department, the Placement Provider must present evidence that the Placement Provider used all avenues to preserve the placement in the program.
- C. If it is determined the child is a danger to self or others and it is unreasonable to keep the child at the facility for 30 days as outlined in the contract, the Placement Provider shall complete a discharge plan with recommendations within a reasonable timeframe to assist the Court and/or the Probation Department in further placement.
- D. Upon notification, the Court and/or the Probation Department will determine if court approval is required or should be obtained for the transfer of a Child due to placement disruptions, and will be responsible for obtaining such approval.
- E. Per contract, when a child is removed from a placement program for any reason, the Individual Child Placement Referral (ICPR) is terminated.
- F. If the child is returned to the facility in which the child was terminated, the Court and/or the Probation Department is responsible for entering a new Individual Child Placement Referral (ICPR).

G. If the child is placed in the same or different DCS paid facility with a higher level of care (not a lateral movement in accordance with the Restrictiveness Flow Chart below), the DCS shall review the placement in accordance with Indiana Code. If a Child placed in residential treatment services (not including Emergency Shelter Care) runs away or otherwise leaves the facility without proper authorization or supervision, or is admitted to a hospital (this includes physical and acute psychiatric stays), the Placement Provider shall hold the room and bed in the home for up to five (5) calendar days after the Child has been absent from the facility overnight. If the child leaves the facility under these circumstances, the Placement Provider and the Court and/or Probation department should have a meaningful consultation to determine if there is intent for the child to return to the facility. The “bed hold” shall end under the following circumstances: if a child has run away and is located within the five (5) day bed hold period and placed elsewhere; or, the Child is admitted to the hospital and is discharged from the hospital within the five (5) days and placed elsewhere. If the Child does not return to the program within five (5) consecutive days of absence, the Placement Provider will release the room or bed to which the Child was assigned and terminate the per diem charge for the Child at the facility.

H. If a Child placed for residential treatment services is absent due to being placed in a detention center, the Placement Provider shall not bill DCS for the days in detention.

II. Transfers Requiring DCS Review:

The following movements require DCS Probation Service Consultant review:

- A. Court ordered movement to or a recommended move to a DCS paid placement in the following with a higher level of restrictiveness:
 - 1. A Sexually Maladaptive Youth program;
 - 2. A Developmental and Intellectual Disabilities program;
 - 3. A Drug and Alcohol program;

- B. Court ordered movement to or a recommended move to a DCS paid foster care or residential placement from a DCS paid Emergency Shelter Care.

- C. Court ordered movement to or a recommended move of any youth who is 18 years old or older when the residential or foster care is a DCS paid placement.

III. Lateral Movement

A **lateral move** can occur after meaningful consultation between the probation officer and the probation services consultant which will occur prior to the movement of the child. A **lateral move** is defined as movement from one residential facility directly to another residential facility in the State of Indiana with the same level of restrictiveness according to the restrictiveness flow chart included below. A meaningful consultation would constitute an exchange of information between the probation officer and the probation service consultant. This consultation could occur through verbal conversation, email exchange or through a submission through MaGIK/KidTraks for a probation service consultant review.

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