

	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
Section 24: Collaborative Care and Aging Out	Version: 1	

Collaborative Care Practice Guidance Transferring Probation Youth

The Older Youth Initiatives Team will accept referrals from POs who have identified a youth who is interested in participating in CC. An informational meeting will be held **90 days** prior to the youth's 18th birthday to determine if the youth will likely be eligible for CC. This can take place at the youth's regularly **scheduled Independent Living (IL)/Transition Planning Meeting** held by the PO. If the youth chooses to participate in CC, a transition meeting will be held, including the youth, PO, and 3CM. These team members will work with the DCS Local Office Attorney to submit the completed Voluntary Collaborative Care Agreement and petition to open a CC case **immediately** after the JD case closes.

Transfer Procedure:

1. PO will contact the 3CM Supervisor in their respective County, via email, if it is determined the probation youth is interested in Collaborative Care.
 - a. 3CM Statewide Supervisor Map:
<http://www.in.gov/dcs/files/CCSupervisorMap.pdf>
 - b. Information to include in the email to the 3CM Supervisor:
 - i. School Information (within the last 6 months)
 - ii. Last residential/placement reports (6 months)
 - iii. CANS (most recent/if applicable)
 - iv. IYAS (most recent)
 - v. Birth Certificate, social security cards (preferred original)
 - vi. State ID
 - vii. Most recent psychological/psychiatric evaluation
 - viii. Medication List
 - ix. Recent medical appointment, shot records
 - x. Court orders and reports (last year)
2. The 3CM Supervisor will identify a 3CM for the case.
3. The 3CM will meet with the youth and the youth's PO to determine whether the youth is eligible and interested in participating in Collaborative Care. **(Please See Transition Meeting Process Below)**
4. If it is determined the youth is interested and eligible the 3CM will complete the Voluntary Collaborative Care Agreement with the youth at the transition meeting.

- a. However, if the youth is not 18 at the time of the meeting another date will be scheduled.
- b. If it is determined the youth is not interested or ineligible information will be provided on how to access CC or voluntary services in the future.

Transition Meeting:

If possible, transition meetings may take place during the youth's IL/Transition Planning meeting. Both the PO and 3CM (or a supervisor/delegate) should be present at the transition meeting. During the meeting the following information should be shared and discussed:

1. The youth's individual strengths and needs.
2. Needs that may arise in the near future, especially with the opening of the CC case.
3. What supports are currently in place to support those needs.
4. What support will need to be in place after the opening of the CC case?
5. Review/update of the youth's IL/Transition plan.
6. Clarify expectations of what the next steps are for the case.
7. Formal and informal supports for the youth that will be utilized after the opening of the CC case.
8. Addressing steps for what could go wrong.
9. Visitation arrangements, as applicable.
10. Receive documentation / information concerning the youth;
 - a. Psychiatric treatment/care,
 - b. Treatment/care for a chronic medical condition,
 - c. Establishing a primary health care provider, dentist, ophthalmologist, gynecologist (if applicable), etc.,
 - d. Therapeutic treatment/care, and
 - e. Continuation of service referrals through DCS
11. Review all safety issues or concerns.

Court Process:

1. 3CM will identify the appropriate Local Office Attorney to file CC petition and agreement.
2. PO will verify probation case closure date and provide information to 3CM.
3. PO and youth will attend probation case closure hearing.
4. 3CM and youth will attend the court hearing in which the Voluntary Collaborative Care Agreement and the petition to open a CC case are reviewed.

Note:

- *DCS will work with the court to open a court hearing on the same day that the probation case closes and the youth will sign a voluntary CC agreement.*
- *Once the voluntary case is open probation is no longer involved in the process. The youth and their team will determine placement and services changes if necessary.*

Securing Required Documents for Youth Transitioning Out of Care

SECTION 42. IC 31-34-21-7.6 [EFFECTIVE JULY 1, 2015]:

Sec. 7.6.

(a) This section applies to an individual who:

(1) is leaving foster care because the individual is eighteen(18) years of age or older; and

(2) has been in foster care for at least six (6) months.

(b) Before an individual described in subsection(a) leaves foster care, the department shall provide to the individual all the following documents that are applicable to the individual:

(1) An official or certified copy of the individual's United States birth certificate.

(2) A Social Security card issued for the individual by the Social Security Administration.

(3) Insurance records.

(4) A copy of the individual's medical records.

(5) A driver's license or identification card issued by the state.

Process

1. If home based services are currently being provided:
 - a. Probation Officer will ask provider to secure the 5 documents listed in section (b)
 - b. Provider will submit cost to obtain documents to Probation Officer
 - c. Probation Officer will email DCS Probation Consultant to create global service referral
2. If home based services are not being provided, but youth could benefit from provision of services:
 - a. Probation Officer will obtain court ordered home based services for the youth
 - b. Enter case information into kidtraks
 - c. Complete referral to provider
 - d. Probation Officer will ask provider to secure the 5 documents listed in section (b)
 - e. Provider will submit cost to obtain documents to Probation Officer

- f. Probation Officer will email DCS Probation Consultant to create global service referral
- 3. If home based services are not being provided, but youth needs Independent Living/Older Youth Services/Successful Adult Services:
 - a. Probation Officer will contact DCS Probation Consultant
 - b. DCS Probation Consultant will work with the DCS Services and Outcomes Department to determine if there is capacity within older youth services providers to serve the youth
 - i. If services can be provided, DCS Probation Consultant will create referral in kidtraks
 - ii. If services cannot be provided, Probation Officer can complete step 2 and instruct provider to focus on specific needs related to independent living