

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 11:</b> Older Youth Services <b>Section 21:</b> Collaborative Care (CC) Case Transfers	
	<b>Effective Date:</b> October 1, 2022	<b>Version:</b> 6

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

## POLICY OVERVIEW

When a youth is 16 years of age or older, has a Permanency Plan of Another Planned Permanency Living Arrangement (APPLA), and plans to either voluntarily enter Collaborative Care (CC) or remain under a Child in Need of Services (CHINS) case, the youth's case is transferred to a Older Youth Case Manager (OYCM) in order to support a youth's transition to successful adulthood.

[Back to Top](#)

## PROCEDURE

Continuity of care will be ensured when transferring a case from the Family Case Manager (FCM) to the 3CM by conducting a transition Child and Family Team (CFT) Meeting that includes the FCM, 3CM, the youth, the youth's child representatives, and any other relevant persons (see policy 5.07 Child and Family Team Meetings).

In addition to the transition CFT Meeting, a case transfer staffing should occur between the FCM and 3CM (this may include the 3CM Supervisor and FCM Supervisor if available) prior to the CFT meeting. Case transfer meetings provide the opportunity to discuss effective case planning, address barriers to stepdown plans, and ensure a seamless case transition. The timing of this case transfer staffing should be negotiated between the FCM and 3CM; however, it should not disrupt the general flow of the case transfer process.

For youth 16 years of age or older, the FCM will:

1. Follow the local office's procedure when it is determined appropriate to change the Permanency Plan to APPLA and seek court approval;
2. Attend a meeting with the 3CM (and 3CM Supervisor and FCM Supervisor if available) to:
  - a. Communicate sensitive case information regarding the case,
  - b. Identify barriers to case planning,
  - c. Discuss stepdown plans, case transition, and the Collaborative Care Case Transfer Checklist, and
  - d. Prepare for the CFT Meeting.
3. Prepare the case for transition to an identified 3CM by ensuring the case information is thoroughly documented and updated in the case management system;
4. Maintain contact with the 3CM and partner to complete case management tasks;

5. Conduct CFT preparation meetings with all relevant parties prior to the CFT Meeting to discuss APPLA and prepare the CFT members for the transfer to the 3CM; and
6. Co-facilitate a transfer CFT Meeting with the 3CM.

The FCM Supervisor will:

1. Ensure the youth's pertinent information and current contact information for the youth's parent, guardian, or custodian (if applicable) has been updated in the case management system prior to the case transfer; and
2. Attend a meeting, if available, with the FCM, 3CM, and 3CM Supervisor to communicate sensitive case information, identify barriers to case planning, discuss stepdown plans and case transition, and prepare for the CFT Meeting.

The 3CM Supervisor will:

1. Assign a 3CM to the case within 48 hours of notification of APPLA permanency status;
2. Ensure the case management system has all pertinent information and is up to date upon case transfer, and work with the FCM Supervisor to gather any missing information;
3. Attend a meeting, if available, with the FCM, 3CM, and FCM Supervisor to communicate sensitive case information, identify barriers to case planning, discuss stepdown plans and case transition, and prepare for the CFT Meeting; and
4. Transfer the case from the FCM to the 3CM in the case management system within 30 calendar days of assignment to the 3CM.

The 3CM will:

1. Maintain contact and partner with the FCM to complete case management tasks, review the case file in the case management system, and obtain pertinent case documentation from the FCM;
2. Attend a meeting with the FCM (and 3CM Supervisor and FCM Supervisor if available) to ensure sensitive case information is provided and that needed documentation is identified and completed prior to or during the CFT Meeting;
3. Ensure continuity of services and appropriate referrals are in place for the youth; and
4. Co-facilitate a transfer CFT Meeting.

**Note:** There may be circumstances in which a follow-up CFT Meeting or a post-transfer staffing between the FCM and 3CM may be needed after the case transfer in order to gather additional information or resolve any case concerns.

[Back to Top](#)

## RELEVANT INFORMATION

### Definitions

#### Another Planned Permanent Living Arrangement (APPLA)

APPLA is only an option for youth 16 years of age and older when all other permanency plan options have been thoroughly exhausted and found to not be viable. APPLA refers to a situation in which DCS maintains care and custody responsibilities for the youth, and DCS places the youth in a setting in which the child is expected to remain until transitioning to adulthood, such as:

1. With resource parents who have made a commitment to care for the youth permanently, but are not moving toward adoption or guardianship, or
2. Other long-term placement setting that meets the youth's needs as the youth transitions to adulthood, and

3. Receiving Older Youth Services (OYS) that will lead the youth to successful adulthood living after emancipation from the child welfare system.

#### **Forms and Tools**

- [Collaborative Care Case Transfer Checklist \(SF 56107\)](#)
- [Collaborative Care Supervisor Map](#)
- [Kinship Connection Diagram](#)
- [Transition Plan for Successful Adulthood \(SF 55166\)](#)

#### **Related Policies**

- [5.07 Child and Family Team Meetings](#)
- [5.08 Developing the Case Plan/Prevention Plan](#)
- [11.06 Transition Plan for Successful Adulthood](#)
- [11.17 National Youth in Transition Database \(NYTD\)](#)

[Back to Top](#)

#### **LEGAL REFERENCES**

- [IC 31-9-2-13: "Child"](#)
- [IC 31-28-5.8-7: Periodic reviews by court; notice; participation; orders](#)

[Back to Top](#)

## PRACTICE GUIDANCE- DCS POLICY 11.21

*Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.*

### **Preparing a Youth for Case Transfer**

In any case transfer, ensuring a youth's safety is given the highest priority. The best way to ensure safety is to maintain consistency with services for the youth. At the Transition Plan for Successful Adulthood meeting (see policy 11.06 Transition Plan for Successful Adulthood), the youth and the 3CM may begin to identify formal and informal supports in the youth's community. Immediately after transferring a case, a youth may need a higher level of support from the 3CM because the youth may be adjusting to the surroundings and may not have access to the same services and/or formal and informal support systems as before.

[Back to Top](#)