	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	**Effective Date:** July 1, 2015
	Section 22: Voluntary Collaborative Care (CC) Agreement	**Version:** 2

POLICY [REVISED]

The Department of Child Services (DCS) will ensure that youth who are eligible and interested in participating in Collaborative Care (CC) sign a Voluntary Collaborative Care Agreement on or after their 18th birthday. See separate policy, 11.18 Eligibility to Participate in Collaborative Care.

In order for the CC case to properly open for these youth, the following must occur in this order:

1. The Child in Need of Services (CHINS) or Juvenile Delinquency (JD) case must close;
2. A Voluntary Collaborative Care Agreement must be signed by the youth and the Collaborative Care Case Manager (3CM) the same day as the court's CHINS or JD case closes; and
3. A CC petition must be filed on the same day as CHINS or JD case closure.
   a. **[REVISED]** The Voluntary Collaborative Care Agreement and the CC petition should be filed in the county of wardship if the youth has a current open CHINS or JD case and will reside in the county of wardship,
   b. **[REVISED]** The Voluntary Collaborative Care Agreement and CC petition should be filed in the county of wardship and a Motion for Change of Venue to the county in which the youth resides if the youth has a current open CHINS or JD case and will reside in a different county from the county of wardship, or
   c. **[REVISED]** The Voluntary Collaborative Care Agreement and the CC petition should be filed in the county in which the youth resides if the youth has been previously discharged from care and wishes to enter CC.

Code References

IC 31-28-5.8-2: Collaborative care agreement

PROCEDURE

The Family Case Manager (FCM) will:

1. **[REVISED]** Work with the Collaborative Care Case Manager (3CM) to schedule a Child and Family Team (CFT) Meeting with the youth to ensure CC is discussed with the youth at a Transition Plan for Successful Adulthood meeting at the child's 17th birthday (see separate policy, 11.06 Transition Plan for Successful Adulthood;
2. Prepare the youth for possible transition to a 3CM when the youth is 17 years and 6 (six) months of age; and
3. Work with the 3CM to ensure proper case transfer in accordance with policy 11.21 Collaborative Care Case Transfers.

The 3CM will:

1. Complete the Voluntary Collaborative Care Agreement with the youth on or after the youth's 18th birthday;

Note: Any member of the Older Youth Initiatives team may complete the Voluntary Collaborative Care Agreement with the youth.

2. Request that the DCS Local Office Attorney submit the completed Voluntary Collaborative Care Agreement to the court of proper jurisdiction;
3. Attend the court hearing in which the Voluntary Collaborative Care Agreement is reviewed;
4. Monitor the case to ensure DCS and the youth are actively participating in the development of the youth's case plan to assist the youth in moving toward independence; and
5. Work with the FCM to ensure proper case transfer in accordance with policy 11.21 Collaborative Care Case Transfers.

The Local Office Attorney will:

1. Draft the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and Order;
2. Ensure the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and Voluntary Collaborative Care Agreement is signed by the youth; and
3. File the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and Voluntary Collaborative Care Agreement with the Court, if applicable.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. Voluntary Collaborative Care Agreement- Available in hard copy
2. Case Plan (SF 2956)- Available in the Management Gateway for Indiana's Kids (MaGIK)

RELATED INFORMATION

Voluntary Collaborative Care Agreement

The Voluntary Collaborative Care Agreement documents an arrangement between the potential youth in CC and DCS. The agreement outlines CC as well as the youth's rights and responsibilities once he or she has transferred into CC. This agreement must be signed by the youth on or after the youth turns 18 years of age. Any representative from the DCS Older Youth Initiatives team may review and sign the Voluntary Collaborative Care Agreement with the youth. The DCS Local Office Attorney in the county where the youth will reside is responsible for filing the agreement with the court of jurisdiction, which cannot be filed until the CHINS or JD case is closed. This agreement is effective upon the date the last party has signed.