	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	**Effective Date:** January 1, 2015
	Section 25: Collaborative Care (CC) Host Homes	**Version:** 2

POLICY [REVISED]

The Department of Child Services (DCS) will offer a Host Home placement option for eligible youth in Collaborative Care (CC).

[REVISED] Host Home Adults should be at least 21 years of age. However, the Collaborative Care Case Manager (3CM) may submit a waiver for potential Host Home Adults between the ages of 18 and 21 for approval by the Older Youth Initiatives Manager or designee.

[REVISED] The Host Home is not required to be licensed, but will be monitored by the 3CM. Background checks will be completed prior to or within 30 days of placement in the Host Home. The 3CM will follow DCS policy 8.10 Minimum Contact to ensure monthly face-to-face contact requirements are met for youth placed in a Host Home.

Code References

1. IC 31-28-5.8-3: Host home
2. **[NEW]** IC 31-28-5.8-5.5: Conduct criminal history check

PROCEDURE

The 3CM will:

1. Facilitate the discussion and signing of the Foster Home/Host Home Agreement between the Host Home Adult and the youth;
2. Complete an initial visit to the Host Home residence and complete the Host Home Environment Checklist for Older Youth Placements;
3. **[REVISED]** Conduct the following background checks on Host Home Adults as Collaborative Care Volunteers, which will vary based on the age of the subject of the check and the type of check being conducted:
   a. Fingerprint-Based National Criminal History Check (Fingerprint-Based Check). See Exceptions and Special Fingerprinting Issues in Practice Guidance;
   b. Child Protection Services (CPS) History Check in every state the subject of the check has lived in the last five (5) years,
   c. National Sex Offender Registry check in every state the subject of the check has lived in the last five (5) years, and
   d. Law Enforcement Agency (LEA) records check must be completed by requesting a search from the appropriate LEA corresponding to each residential address the subject of the check has resided in during the past five (5) years.

   [NEW] Note: Any of the above listed background checks **may** be conducted on any other adults (age 18 or older) living in the Host Home if the 3CM has reason to believe conducting a check is in the best interest of the youth.

4. Complete face-to-face visits with the Host Home Adult, at a minimum, every other month;
5. **[REVISED]** Ensure the Host Home Adult is providing adequate opportunity for the youth to further develop his or her independent living skills. This includes the Host Home Adult completing the Casey Life Skills (CLS) Assessment as a caregiver and the youth completing the CLS Assessment as a youth. This also includes the Host Home Adult assisting the older youth in developing interdependence in the community and positive social connections; and
6. Evaluate the results of the background check information and determine the appropriateness of the information in relation to the use of the Host Home. See Practice Guidance.

   Note: The 3CM will share the results with the subject of the checks only.
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PRACTICE GUIDANCE

Host Home

[REVISED] A Host Home setting is one where a youth resides in the home of a family, single, related, or unrelated adult's home. The youth shares basic facilities and agrees to expectations as established by both the Host Home and Voluntary Collaborative Care Agreement (see separate policy, 11.22 Voluntary Collaborative Care (CC) Agreement). This placement shall be used when an existing positive adult relationship has been identified by the youth or members of the youth's team with the youth's agreement. Host Home Adults are mentors to youth who practice healthy youth-adult partnerships. Host Home placements are not appropriate for peer roommates, biological parents, or adoptive parents. 3CMs shall complete the above mentioned background checks on the Host Home Adults who will be providing supervision for the older youth who is placed in the home. 3CMs may require other adults in the home to also complete the background checks, as noted above, and these will be done at the discretion of the 3CM in consultation with the 3CM Supervisor.

[REVISED] The services provided in CC should be specific to the needs of the youth. The Host Home Adult will assist in the facilitation of services through cooperative communication with the 3CM as to the areas of opportunity that arise. The Host Home Adult will complete the CLS Assessment as a caregiver and administer the CLS Assessment to the youth. These tools will be utilized to assist the youth to remain in accordance with the youth's Transition Plan for Successful Adulthood (SF 55166). Host Home Adults will recognize teachable moments and assist the youth in budgeting funds, purchasing personal items, and setting up bank savings and/or checking accounts to promote and increase the youth's financial responsibility, and other independent living skills as outlined in the Older Youth Service Standards. The need for a referral to a Collaborative Care Service Provider will be determined by the youth, with the guided support of the 3CM, Host Home Adult, and assessment tools.

Exceptions to Fingerprinting

An exception may only be granted by the DCS Central Office Background Check Unit (COBCU) and is for limited and case-specific situations, such as the following:

1. When the subject does not have fingers;
2. When a person trained to take fingerprints has documented that the subject's disabling condition prevents fingerprinting; or

3. When a qualified medical practitioner has documented the subject's disabling condition prevents fingerprinting.

To request an exception, the following information must be sent to the COBCU:

1. A letter requesting the exception and explaining the disabling condition; and
2. The required documentation from the person trained to take fingerprints or a qualified medical practitioner or evidence that the individual does not have fingers.

[REVISED] If the exception is granted, the COBCU will complete the Indiana Limited Criminal History Check (LCH) on the subject of the check and provide official notice of the fingerprint exception status. If the subject lived in any other state in the last five (5) years, contact the COBCU for guidance on what type of check is needed in that state.

Special Fingerprinting Issues

Homebound

[REVISED] If the subject of a check is unable to leave his or her home for fingerprinting, the 3CM should contact the COBCU for appropriate instruction and approval.

Unreadable Prints and Reprint Notice

Fingerprints may be rejected by the Indiana State Police (ISP) or the Federal Bureau of Investigations (FBI) for a number of reasons. Each rejection is evaluated individually. For each reprint notice issued, the subject of the check must schedule a reprint appointment. Once the necessary number of rejections within the appropriate timeframe has been obtained, COBCU will request that a nonemergency Name-Based Check be processed. Once the name-based check has been requested the processing timeframe is longer than a fingerprint check.

FORMS AND TOOLS

1. Foster Home/Host Home Agreement- Available in hard copy
2. Host Home Environment Checklist for Older Youth Placements- Available in hard copy
3. Casey Life Skills Assessment- Available in hard copy
4. Transition Plan for Successful Adulthood (SF 55166)
5. Voluntary Collaborative Care Agreement- Available in hard copy

RELATED INFORMATION

Host Home Adults shall provide independent living training that includes, but is not limited to:

1. Providing food and shelter for the youth residing in the home;
2. Displaying positive role modeling behaviors;
3. Utilizing teachable moments that provide the youth opportunities to engage in healthy risk taking, fostering both positive and negative consequences;
4. Adhering to the expectations of the Foster Home/Host Home Agreement resulting in positive and negative consequences; and
5. Establishing progressive and appropriate expectations based on the needs and age of the youth.

Expectations of the Host Home placement will be discussed and agreed upon in the Child and Family Team (CFT) Meeting held prior to the youth's transition. The following topics, which are included in the Foster Home/Host Home Agreement, shall be discussed:

1. Physical description of living space (Host Home Environment Checklist for Older Youth Placements);
2. Refraining from discriminating against the youth based on race, religion, national origin, gender, disability, or sexual orientation;
3. Expectations, roles, responsibilities, and consequences of the youth and Host Home Adult;
4. Frequency of services and provider visits and meetings; and
5. Per Diem and Payments.