	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
INDIANA DEPARTMENT OF CHILD SERVICES	**Chapter 11:** Older Youth Services	**Effective Date:** June 1, 2016
	Section 28: Dismissing a Collaborative Care (CC) Case	**Version:** 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) will request a Collaborative Care (CC) case be dismissed when a youth is no longer eligible to participate in CC or the youth asks that his or her case be dismissed.

A youth is ineligible to participate in CC:

1. On or after the youth's 20th birthday;
2. When the youth fails to continuously maintain eligibility requirements as provided in the policies or rules adopted by DCS; or

   Note: If the youth does not continue to meet eligibility requirements for a period of 30 days, voluntarily decides to leave his or her CC placement, or otherwise demonstrates a lack of interest in receiving services and/or remaining in placement, the Collaborative Care Case Manager (3CM) Supervisor will consult with the Local Office Attorney who may file a motion to dismiss.

3. The youth indicates a desire to withdraw from CC.

If DCS terminates a Voluntary Collaborative Care Agreement before the expiration date without the agreement of the youth, the youth or a Guardian ad Litem (GAL)/Court Appointed Special Advocate (CASA) participating with the consent of the older youth may, within 15 calendar days of the date of the notice that DCS intends to terminate the Voluntary Collaborative Care Agreement, request that the court:

1. Hold a hearing regarding the cause for terminating the Voluntary Collaborative Care Agreement; and
2. Enter an order containing findings and conclusions regarding whether DCS properly terminated the agreement for good cause.

   Note: Following the dismissal of a CC case, youth who are otherwise eligible for CC may request re-entry to CC or participate in Voluntary Older Youth Services, see separate policies, 11.07 Voluntary Older Youth Services and 11.18 Eligibility to Participate in Collaborative Care.

Code References

IC 31-28-5.8-8: Closing Collaborative Care Cases

PROCEDURE

If a youth notifies his or her 3CM that he or she no longer desires to participate in CC, the 3CM will:

1. Request that the youth document in writing the reasons why he or she would like to have his or her CC case closed by completing the Collaborative Care Case Request for Case Dismissal (SF 56005);
2. Schedule a Child and Family Team (CFT) Meeting with the youth to discuss his or her desire to leave CC and continuing needs;

   Note: If the youth declines to participate in a CFT Meeting, the 3CM will document the efforts made to schedule a meeting and the youth's responses.

3. Develop a plan with the youth and CFT to address the youth's living arrangements, informal supports, and the youth's option to return to CC if he or she desired to do so in the future;
4. Staff the request to dismiss the youth's case with his or her 3CM Supervisor;
5. Obtain reports from the youth's service providers, including the providers' recommendations regarding case closure and a description of the youth's participation in services; and
6. Submit a request to the court for the CC case to be dismissed. This request should include a copy of the youth's request for case closure from the youth, notes from the CFT Meeting (if applicable), a plan for the youth's living arrangements and supports, reports from providers, and the recommendation of the youth's GAL/CASA (if applicable).

If a youth runs away or does not participate in CC services for a period of 30 days, DCS will take these actions as an indication that the youth desires to no longer participate in CC. In such cases, the 3CM will:

1. Attempt to contact the youth and document the outcome of all attempts;
2. Document in the Management Gateway for Indiana's Kids (MaGIK) any damage done to the apartment or home where the youth lived if damages are noted;
3. Document in MaGIK any criminal charges filed against the youth as a result of his or her behavior;
4. Obtain reports from the youth's service providers, including the providers' recommendations regarding case closure and a description of the youth's participation in services;
5. Staff the request to dismiss the youth's case with his or her 3CM Supervisor;
6. Submit a request to the court for the CC case to be dismissed. This request should include a description of the youth's lack of involvement in CC or runaway status and any damages to the youth's placement and resulting criminal charges (if applicable), copies of the reports from providers, and the recommendation of the youth's GAL/CASA (if applicable); and
7. Send a copy of the request for the CC case to be dismissed to the youth's last known address.

   Note: In the event the youth wants a hearing on DCS' request to dismiss the CC case, the youth is responsible for requesting a hearing if there is no GAL/CASA assigned to the case. The 3CM must advise the youth that he or she must request the hearing. If there is a GAL/CASA assigned to the case, the GAL/CASA may request a hearing.

Before submitting the request for case dismissal to the court, the 3CM Supervisor will staff the case for closure with the Collaborative Care Management team to review and confirm documentation is completed and closure is appropriate.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

Collaborative Care Case Request for Case Dismissal (SF 56005)

RELATED INFORMATION

N/A