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|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>CHILD WELFARE POLICY</b> |                                     |
|   | <b>Chapter 6:</b> Court  | <b>Effective Date:</b> July 1, 2019 |
|   | <b>Section 6:</b> Predispositional Report (PDR)                      | <b>Version:</b> 5                   |

## STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will prepare a [Predispositional Report \(PDR\)](#) at least 10 calendar days prior to the Dispositional Hearing for any child that a court adjudicates a Child in Need of Services (CHINS).

DCS will confer with appropriate individuals who have expertise in professional areas related to the child's needs when preparing the [PDR](#). DCS will ensure the [PDR](#) contains the following:

1. Statement of the needs of the child for care, treatment, rehabilitation, or placement;
2. A description of the due diligence efforts made to identify all adult relatives of the child, including ongoing efforts for a child in an out-of-home placement throughout the life of the case;
3. Recommendation for the care, treatment, rehabilitation, or placement of the child;
4. Financial Report on the parent(s) and child. See policy [2.20 Establishment of Child Support Orders](#) and [Child Support Obligation Worksheet](#);
5. Nature and extent of appropriate participation by parent, guardian, or custodian, including recommended services and visitation (including alternate forms of contact). See policies [5.10 Family Services](#) and [8.12 Developing the Visitation Plan](#) for additional information;
6. Legal Settlement Information (i.e., city and state of current residence of custodial parent or other caretaker when applicable);
7. Information about Child and Family Team (CFT) Meetings or Case Plan Conferences held and their outcomes, including any information about a second Permanency Plan for the child, if concurrent planning (see policy [5.15 Concurrent Planning](#)); and
8. Information gathered from the resource parent during preparation of the report and any recommendations of the resource parent.

The following individuals may prepare an alternative report for consideration by the court:

1. The child, based upon age and developmental level; and
2. The child's:
  - a. Parent, guardian, or custodian,
  - b. Resource parent, and
  - c. Court Appointed Special Advocate (CASA)/ Guardian ad Litem (GAL).

### Code References

1. [IC 31-34-18: Predispositional Report](#)
2. [IC 31-34-20-5: Determination and Reporting of legal settlement of child](#)

## PROCEDURE

The Family Case Manager (FCM) will:

1. Confer with the resource parents and other appropriate individuals who have expertise in professional areas related to the child's needs including but not limited to:
  - a. DCS,
  - b. The child's school,

**Note:** If the child is eligible for special education services or placement, consultation with the school is mandatory.

- c. Probation Department,
  - d. A community mental health center,
  - e. A community developmental disabilities centers,
  - f. CFT, and/or
  - g. Other persons as the court may direct.
2. Prepare the [PDR](#) using the form provided in the legal forms database (QUEST). The form is also available in the case management system. Ensure the [PDR](#) contains all required information as listed in [Statements of Purpose](#);
3. Seek Supervisor review and approval of the [PDR](#);
4. Sign and submit the [PDR](#); Coordinate with the DCS Staff Attorney to file the [PDR](#) in a timely manner, according to the county's court procedure;
5. Provide a copy of the [PDR](#), 10 calendar days prior to the Dispositional Hearing, to:
  - a. Each attorney, GAL, or CASA representing the child,
  - b. The attorney representing each child's parent, guardian, or custodian, and
  - c. Resource parent (not statutory but listed on the [PDR](#)).

**Note:** The court may determine on the record that the [PDR](#) contains information that should not be released to the child or the child's parent, guardian, or custodian. In that event, the court may provide a factual summary of the report to that individual.

6. Input and document information of household members and their relationships to one another, including income sources and amounts, and financial resources. Gathering and reporting information in the case management system at the time of the child's removal from the home will ensure greater accuracy when determining the child's eligibility for federal funding to cover the costs of out-of-home care.
7. Attach a [Case Plan \(SF 2956\)](#) to the [PDR](#) if it has been completed and was not previously submitted to the court.

The FCM Supervisor will approve and sign the [PDR](#).

The DCS Staff Attorney will file the [PDR in accordance with the county's court procedure](#).

## PRACTICE GUIDANCE

The court may incorporate the DCS [PDR](#) into its dispositional order.

## FORMS AND TOOLS

1. [Predispositional Report \(PDR\)](#) – Available in the case management system
2. [Child Support Obligation Worksheet](#)
3. [Case Plan \(SF 2956\)](#) – Available in the case management system

## RELATED INFORMATION

The PDR should include specific detail regarding the persons living in the household of the removed child. Details that should be included:

1. The relationship of these persons to the removed child;
2. Each parent's place of residence;
3. Sources and amounts of income and resources for each household member in the month the child was removed; and
4. Any diagnosed physical or mental illness of one or both of the parents

**Note:** These details will be used in determining a child's eligibility for Title IV-E Foster Care and/or Title IV-A Emergency Assistance.