

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: July 1, 2010
	Section 24: Travel and Overnight Stays while in Out-of-Home Care	Version: 3

POLICY [REVISED]

The Indiana Department of Child Services (DCS) will require notifications and/or approvals for travel and participation in overnight stays as follows:

[REVISED] In State Travel

For in state travel that require overnight stays the resource family should notify the child's Family Case Manager (FCM) either by phone (i.e., voice mail messages are acceptable) or e-mail at least seven (7) days in advance whenever possible. The resource family must have authorization from the DCS local Office Director or designee for any overnight stay exceeding 48 hours at least seven (7) days in advance whenever possible, unless this is a reoccurring visit with the child's parent.

[REVISED] Out of State Travel

For any overnight out of state travel the resource parent must notify the FCM at least seven (7) days in advance whenever possible. For overnight out of state travel that will exceed 48 hours the resource parent must have court authorization through a court order. The resource parent should notify the child's FCM as early as possible in order to allow sufficient time to obtain permission from the court for out of state travel. In the event of an emergency requiring a resource family to travel out of state and the stay will exceed 48 hours the DCS local office is closed, the resource family must call the Child Abuse and Neglect Hotline (1-800-800-5556) to obtain verbal authorization from the on call Supervisor. The resource family must notify the assigned FCM the next business day.

Note: Refer to the [Disaster Plan](#) for detailed instructions regarding ensuring the safety and security for all children under DCS care and supervision during an emergency or disaster.

Out of Country Travel

For all out of country travel, the resource family must submit a written request to the Regional Manager. The resource family must obtain written authorization from the DCS Regional Manager and a court order. Authorization must be requested at least one (1) month in advance.

Code References

N/A

PROCEDURE [REVISED]

The FCM will:

1. Review this policy with the resource family to ensure that the resource family notifies the FCM of all overnight in state or out of state travel that does not exceed 48 hours;

2. Review this policy with the resource family to ensure that the resource family requests permission from the FCM in addition to providing the following details if the child will be participating in any travel requiring overnight stays that exceed 48 hours:
 - a. The child's name and date of birth,
 - b. The date, duration, and location of the travel,
 - c. The purpose of the travel (e.g., vacation, extended field trip, etc.),
 - d. The name of the adult(s) who will accompany the child,
 - e. Contact telephone and lodging information, and
 - f. Copies of any permission slips that must be signed.
3. If applicable, discuss any concerns regarding the out of state travel or out of country travel request with his or her Supervisor;
4. Submit a court report to the Supervisor for approval, if the travel will require an overnight stay exceeding 48 hours.
5. If applicable, obtain permission from the DCS Local Office Director or designee regarding the overnight in state travel that exceeds 48 hours;
6. If applicable, seek court authorization regarding the overnight out of state travel that exceeds 48 hours;
7. If applicable, submit the written request for any out of country travel to the Regional Manager prior to seeking court authorization. The Regional Manager will then forward his or her decision to the DCS Local Office Director (travel 48 hours or more). The request may be made by e-mail:
 - a. File the original request in the case file,
 - b. Notify the resource family if the request has been approved, and
 - c. Notify the child's Court Appointed Special Advocate (CASA) or Guardian ad Litem (GAL) of all approved travel plans.
8. If the overnight out of state or out of country request has been approved by DCS, request court authorization;

Note: In the event that a resource family has more than one child in care, one (1) written request may be submitted for all the children in that resource family's care who will be participating in the travel.

9. In the event of an emergency requiring an overnight stay that will exceed 48 hours when the DCS local office is closed, the resource family must call the Child Abuse and Neglect Hotline (1-800-800-5556) to request permission from the on call Supervisor for the child to travel. The resource family must call the assigned FCM the following day to confirm where the child is located and notify the FCM once the child has returned;
10. Inform the child's parent, guardian, or custodian of all overnight stays and travel requests;
11. Inform the Child and Family Team (CFT) of all overnight stays and travel requests. See separate policy, [5.7 Child and Family Team Meetings](#);
12. Coordinate with the child's parent, guardian, or custodian and resource family if visitation needs to be rearranged; and
13. Document all travel in Management Gateway for Indiana's Kids (MaGIK) 'Contacts.'

The Supervisor will:

1. Partner with the FCM to assure that the family's needs are being met; and
2. Review and approve the court report, if the travel will require an overnight stay exceeding 48 hours or out of country travel.

The Local Office Director or designee will review the request regarding the overnight in state travel that exceeds 48 hours and notify the FCM of his or her decision within 24 hours.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Disaster Plan](#)

RELATED INFORMATION

“Blanket” Travel Requests

The DCS Local Office Director or designee can approve “blanket” travel requests for frequent in state travel or out of state travel that does not require overnight stays in excess of 48 hours each instance. Such requests should be clearly detailed in writing and include the following:

1. Specific child(ren) to travel;
2. Adult(s) who will accompany the child; and
3. Travel location and reason for frequency of travel.