



DCS Practice SOP

Out-of-Home Services

8.25: Health Care Services (Out-of-Home Services)	Related Policy: N/A
Effective Date: January 1, 2026	Version: 1

Roles

- Family Case Manager (FCM)

Procedure

The Indiana Department of Child Services (DCS) will work with the parent, guardian or custodian, resource parent, and Child and Family Team (CFT) to ensure every child in out-of-home care is provided health care services necessary to meet the child's needs (e.g., physical, mental, dental, visual, auditory, and developmental).

DCS will make sure every child in out-of-home care receives ongoing assessments and follow-up care when:

1. Recommended by the child's current physician, a Qualified Mental Health Provider (QMHP), health care worker, or social worker; and/or
2. The resource parent indicates there are noticeable changes in the child, or the child is exhibiting symptoms that indicate a need for follow-up assessment or care outside of normally scheduled or recommended follow-up medical or mental health appointments.

The FCM will make sure:

1. The parent, guardian, or custodian and the CFT are part of the planning and decision-making for the child's care and treatment (see References);
2. The child's health history is documented and shared with the CFT and the resource parent. This includes:
 - a. Physical and mental health (including substance abuse, if needed),
 - b. Dental,
 - c. Vision, and
 - d. Developmental history.
(See References)
3. The resource parent is told they must:
 - a. Set up and take the child to health care appointments,
 - b. Document all care and treatment in the child's Medical Passport (or make sure the FCM can see the child's electronic medical records),
 - c. Tell the FCM right away if the child has a serious injury or illness,
 - d. Get treatment authorization from DCS before any non-routine or non-emergency care or mental health treatment (see References),
 - e. Get payment authorization before any care or treatments not covered by Medicaid or private health insurance (see References), and
 - f. Get emergency care for the child if they have:
 - i. A serious injury or illness;
 - ii. A serious dental problem (like broken teeth or bleeding gums);

- iii. Mental health issues that may cause harm to self or others; and
 - iv. Serious vision problems (like broken or lost glasses/contacts).
- 4. The child gets the following health checks unless exceptions apply (see References):
 - a. A general health exam within 10 days of placement. This includes:
 - i. Dental;
 - ii. Vision;
 - iii. Hearing; and
 - iv. Development screening.
 - b. A dental exam and cleaning within six (6) months of the last known visit. If no records exist, the child must get one within 90 days of placement.
- 5. The child keeps getting routine health care (see References);
- 6. The child gets specialized care and treatment if needed. This may include:
 - a. Therapy, counseling, or medication (see References),
 - b. Drug or alcohol testing and treatment (see References),
 - c. Testing and treatment for HIV, sexually transmitted diseases (STDs), or other diseases (see References),
 - d. Developmental screenings and services if the child shows any signs or was exposed to drugs in the womb (see References),
 - e. Pregnancy options counseling and prenatal care as outlined (see References),
 - f. Education about hygiene, sexual health, birth control, and STDs (see References), and
 - g. A CFT meeting if residential treatment might be needed (see References).
- 7. The FCM must get permission from the parent, guardian, or custodian before sharing their health or addiction history (see References).

Definitions

- N/A

Resources

- [First Steps Website](#)
- [Medical Passport \(DCS Pamphlet 036\)](#)

Additional Information

- [Developmental Delays](#)
- [Disclosure of Physical, Mental Health, and Addiction History of the Parent, Guardian, or Custodian](#)

References

- [Policy 4.17 Accessing Child's Medical, Psychological, and Substance Abuse Records – Related Practice SOP](#)
- [Policy 8.04 Emergency Shelter Care and Urgent Residential Treatment – Related Practice SOP](#)
- [Policy 8.21 Special Education Services – Related Practice SOP](#)
- [Policy 8.26 Authorization for Health Care Services – Related Practice SOP](#)
- [Policy 8.27 Maintaining Health Records – Medical Passport – Related Practice SOP](#)

- [Policy 8.28 Payment for Health Care Services – Related Practice SOP](#)
- [Policy 8.29 Routine Health Care – Related Practice SOP](#)
- [Policy 8.30 Psychotropic Medication – Related Practice SOP](#)
- [Policy 8.31 Testing and Treatment of Communicable Diseases – Related Practice SOP](#)
- [Policy 8.32 Substance Use Assessments and Testing for Children in Out-of-Home Care – Related Practice SOP](#)
- [Policy 8.35 Sex Education and Family Planning Services – Related Practice SOP](#)
- [Practice SOP 5.07 Child and Family Team Meetings](#)