



DCS Practice SOP Out-of-Home Services

8.50: Determining and Reviewing Categories of Supervision

Related Policy: N/A

Effective Date: January 1, 2026

Version: 1

Roles

- Family Case Manager (FCM)
- FCM Supervisor
- Older Youth Case Manager (OYCM)
- OYCM Supervisor
- Local Office Director (LOD)
- Regional Director (RD) / Assistant Regional Director (ARD)
- Older Youth Case Division Manager (OYC DM)

Procedure

The Indiana Department of Child Services (DCS) uses the child's age and the Child and Adolescent Needs and Strengths (CANS) Assessment tool to decide the child's category of supervision and per diem rate when placed in out-of-home care.

Establishing the Child's Category of Supervision

The FCM or OYCM will:

1. Complete the CANS Assessment prior to placement. If this is not possible, complete the CANS Assessment within five (5) calendar days following placement. The rate will be retroactive to the first day of placement (see Resources);

Note: If a child moves to a new foster home placement, a new CANS Assessment must be completed. The new foster home placement will begin with the updated category of supervision rate.

2. Review the CANS Assessment scores to determine the suitable placement recommendation and/or category of supervision for the child;

Note: If concerns arise about the rating (e.g., the placement recommendation and/or category of supervision does not seem appropriate for the child), a new CANS Assessment should be completed with the assistance of the FCM/OYCM Supervisor.

3. Create an Individual Child Placement Referral (ICPR), which will contain the category of supervision, per diem rate, and other information the LCPA or foster parent needs to invoice DCS (see Resources);

Note: If a sibling group is placed in a foster home, the FCM/OYCM will complete an ICPR for each child.

4. Complete a new CANS Assessment at least every 180 days and at case junctures; and

5. Create a new ICPR when there is a change in the child's age range (i.e., age five [5] and age 14) or a change in the child's category of supervision.

Note: When a new CANS Assessment recommends a higher category of supervision, the per diem rate will increase to match the new category of supervision. The effective date of the new rate will be the date of the CANS Assessment. If the CANS recommendation indicates a lower category of supervision, DCS will temporarily continue to pay the higher per diem rate as a stabilization rate. When the child's placement remains the same, DCS will not lower the per diem rate until two (2) consecutive CANS Assessments completed six (6) months apart show the need for a lower category of supervision and the rate change is approved.

The FCM/OYCM Supervisor will:

1. Staff the results of a CANS Assessment with the FCM/OYCM when there are concerns about the rating (e.g., the placement recommendation and/or category of supervision does not seem appropriate for the child); and
2. Approve the ICPR.

Review of the Child's Category of Supervision

Each child's complex developmental, intellectual, behavioral health, and/or medical conditions should be considered on a case-by-case basis when determining the child's category of supervision. A DCS foster parent or Licensed Child Placing Agency (LCPA) may request a review of the child's category of supervision based on the following:

1. A case juncture;
2. There is relevant, new, or changed information about the child's supervision needs that were not adequately addressed in the CANS Assessment or during discussions about the type of placement prior to the placement being made; or
3. There are supervision, behavioral, or medical concerns not adequately identified through the completion of the CANS Assessment.

A DCS foster parent or LCPA may request a review of the child's category of supervision by submitting the Child Placing Agency (CPA) and Department Managed Foster Homes Request for Review of Child's Category of Supervision form to the LOD or the OYC DM:

1. Within the first 30 calendar days of placement;
2. Within the first 180 calendar days of placement; and
3. Not more than once every 180 calendar days thereafter.

Upon completion of the review and a decision by the LOD/OYC DM, the child's category of supervision will be effective as of the date of the notice of the outcome of the review and it will not be retroactive. Any payments made by DCS after the effective date of a new rate will be adjusted in accordance with the final approved category of supervision for the child.

When a foster parent submits a request for review of a child's category of supervision, the LOD/OYC DM or designee will:

1. Accept or reject the request for review of a child's category of supervision;

Note: The Notice of Decision Regarding Review of Child's Category of Supervision form outlines reasons why a request may be accepted or rejected.

2. Meet with the FCM/OYCM and FCM/OYCM Supervisor to review the CANS and all other relevant information (e.g., medical records, diagnostic assessments,

school records, additional documentation provided by the biological and/or foster family);

3. Convene a meeting within 14 business days of the receipt of the request and include the foster parent, FCM/OYCM, and the FCM/OYCM Supervisor to review the request for review of the child's category of supervision;

Note: If the foster parent is licensed by an LCPA, the LCPA representative should also be present at the meeting.

4. Make sure a new CANS Assessment is completed if new information is received prior to or during the meeting;
5. Make a decision on the request for review of a child's category of supervision;
6. Utilize the Notice of Decision Regarding Review of Child's Category of Supervision form to notify the DCS foster parents or LCPA of the decision within five (5) business days of the meeting; and

Note: The FCM/OYCM must complete a new ICPR if a new CANS Assessment results in a recommendation for a change in the category of supervision or the LOD/OYC DM decides to change the category of supervision.

7. Approve or deny the override of the category of supervision (see Resources and Additional Information).

When it is determined the ICPR should be a negotiated rate, the LOD/OYC DM will:

1. Staff the results of the CANS Assessment with the FCM/OYCM and/or FCM/OYCM Supervisor;
2. Make a final decision regarding the negotiated rate; and

Note: If it is determined a negotiated rate exceeding the Therapeutic Plus level is necessary, a request to negotiate a resource home rate must be submitted to the RD or ARD for final determination.

3. Approve the ICPR.

When it is determined the ICPR should be a negotiated rate exceeding the Therapeutic Plus Level, the RM will:

1. Staff the results of the CANS Assessment with the FCM, FCM Supervisor, and/or LOD;
2. Make a final determination regarding the negotiated rate;
3. Complete a Request for Additional Funding form (once approved); and
4. Approve the ICPR.

Definitions

- [Case Juncture](#)

Resources

- [8.E Tool: Category of Supervision Policy to Practice](#)
- Child and Adolescent Needs and Strengths (CANS) Assessment – Available in the case management system
- [Child Placing Agency \(CPA\) and Department Managed Foster Homes Request for Review of Child's Category of Supervision \(SF 55158\)](#)
- [Notice of Decision Regarding Review of Child's Category of Supervision \(SF 55194\)](#)

- [Request for Additional Funding \(SF 54870\)](#)

Additional Information

- [CANS Placement Recommendations \(Levels\)](#)
- [Overriding the CANS Placement Recommendation and Corresponding Category of Supervision](#)

References

- [Practice SOP 5.19 Child and Adolescent Needs and Strengths \(CANS\) Assessment](#)