

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 11: Older Youth Services Section 19: Entry into Collaborative Care (CC) for Previously Discharged Older Youth	
	Effective Date: September 1, 2023	Version: 5

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

POLICY OVERVIEW

For older youth with an open Child in Need of Services (CHINS) case or open Juvenile Delinquency/Juvenile Status (JD/JS) case who are in out-of-home placement in Indiana and are interested in and eligible to participate in CC, see policy 11.21 Collaborative Care (CC) Case Transfers.

Older youth who were previously discharged from the Indiana Department of Child Services (DCS) and meet other requirements may enter into Collaborative Care (CC) in order to assist the older youth in successfully transitioning to adulthood.

[Back to Top](#)

PROCEDURE

DCS will make CC available to older youth who are at least 18 but not yet 21 years of age, and who were:

1. Formerly in out-of-home placement through an Indiana court order on the day of their 18th birthday;
2. Wish to participate in CC; and
3. Meet the eligibility criteria (see policy 11.18 Eligibility for Collaborative Care).

Entry into CC for previously discharged older youth is initiated by the older youth contacting the Indiana DCS Child Abuse and Neglect Hotline (Hotline) at 1-800-800-5556. If the older youth arrives at a local DCS office and requests assistance for re-entry into care, the local office staff will make arrangements for the older youth to call the Hotline while in the office. The Hotline Intake Specialist (IS) will route the older youth's request to the local office as a service request. In situations where the older youth is homeless, an immediate referral is made to the Older Youth Case Manager (OYCM) to assist the older youth with arrangements.

Note: If the older youth is homeless, the Hotline IS should contact the appropriate OYCM Supervisor for the county where the older youth is located (or contact the afterhours on-call phone number for CC) so a OYCM or designee can be dispatched to assist the older youth with emergency arrangements.

The OYCM will:

1. Determine the older youth's eligibility to participate in CC;
2. Contact the older youth by phone within two (2) business days of the older youth's initial inquiry. During this call, the 3CM shall:
 - a. Notify the older youth of eligibility status to participate in CC,

Note: If an older youth is ineligible for CC but is eligible for Voluntary Older Youth Services (OYS), the OYCM may complete the Voluntary OYS Referral, with the older youth's permission.

- b. Inform the older youth, regardless of the older youth's eligibility status, about local community resources the older youth may need to access (e.g., homeless shelters, food banks, or medical clinics). See 4.G Tool: Community Resources and Prevention Services for additional information, and
 - c. Schedule a meeting with the older youth to discuss CC if the older youth is eligible. The meeting should take place within two (2) business days.
 3. Ensure the following are completed during the initial meeting with the older youth (different from the initial call);
 - a. Provide an explanation of CC to the interested older youth. This explanation should include:
 - i. A general timeline for re-entry,
 - ii. The older youth's rights and responsibilities, and
 - iii. A description of the re-entry process, including necessary paperwork, court information, and placement information.
 - b. Prepare the older youth for a re-entry Child and Family Team (CFT) Meeting if the older youth is interested in participating in CC (see policy 5.07 Child and Family Team [CFT] Meeting),
 - c. Plan for and provide resources to assist an older youth who is in crisis in gaining stability,
 - d. Provide the older youth with a copy of the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form and discuss emergency and long-term placement options (see policy 11.22 Voluntary Collaborative Care [CC] Agreement), and
 - e. Complete a Voluntary OYS Referral with older youth who are not interested in participating in CC but are eligible for but not receiving Voluntary OYS.

The OYCM Supervisor is responsible for administering the older youth's grievance process if the older youth is determined ineligible for CC and requests an Eligibility Review. This review will include the following:

1. The older youth's written request for review,
2. A written statement from the older youth with an explanation as to why the older youth should be eligible for CC, and
3. A written statement from the older youth identifying any barriers prohibiting eligibility.

Note: After the OYCM Supervisor reviews eligibility, the 3CM Supervisor will send a letter to the older youth within three (3) business days of receipt regarding the determination and the right to request an Administrative Review.

The OYCM Division Manager (DM) or designee is responsible for reviewing the older youth's Request for Administrative Review, which includes:

1. Reviewing all relevant documentation from the OYCM Supervisor and the older youth to determine whether the OYCM Supervisor correctly determined eligibility for entry into CC, and
2. Sending an Administrative Review outcome letter to the older youth within five (5) calendar days of receipt of the request for Administrative Review.

Note: The determination of the OYCM DM or designee is not subject to further agency review.

The IL Specialist will:

1. Verify the eligibility of those older youth referred for Voluntary OYS;
2. Ensure a Voluntary Services Referral is completed for those older youth **not eligible** for CC;
3. Ensure an IL case type is open in the case management system; and
4. Monitor the progress of those older youth receiving voluntary services through an OYS Provider.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [4.G Tool: Community Resources and Prevention Services](#)
- [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\) \(English version\)](#)
- [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 56956\) \(Spanish version\)](#)

Related Policies

- [5.07 Child and Family Team \(CFT\) Meeting](#)
- [11.18 Eligibility to Participate in Collaborative Care](#)
- [11.21 Collaborative Care \(CC\) Case Transfers](#)
- [11.22 Voluntary Collaborative Care \(CC\) Agreement](#)

[Back to Top](#)

LEGAL REFERENCES

- [IC 31-28-5.8-5: Eligibility; petitions](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 11.19

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

N/A

[Back to Top](#)