



INDIANA DEPARTMENT OF CHILD SERVICES

CHILD WELFARE POLICY

Chapter 11: Older Youth Services

Section 22: Voluntary Collaborative Care (CC) Agreement

Effective Date: September 1, 2023

Version: 3

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

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

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

POLICY OVERVIEW

The Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services (DCS) form documents an arrangement between older youth entering Collaborative Care (CC) and DCS. This agreement provides older youth with an outline of what to expect in CC and details the older youth's rights and responsibilities after transfer to CC.

[Back to Top](#)

PROCEDURE

DCS will ensure older youth who are eligible and interested in participating in CC complete and sign the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form on or after their 18th birthday (see policy 11.18 Eligibility to Participate in Collaborative Care).

In order for the CC case to properly open for these older youth, the following must occur in the order of steps below:

1. The Child in Need of Services (CHINS) or Juvenile Delinquency/Juvenile Status (JD/JJS) case must close;
2. A Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form must be signed by the older youth and a representative from the DCS Older Youth Initiatives team the same day as the court's CHINS or JD/JJS case closes; and

Note: This agreement is effective upon the date the last party has signed.

3. The Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form and the CC petition must be filed:
 - a. In the county of wardship and on the same day as the CHINS or JD/JJS case closure if the older youth has a current open CHINS or JD/JJS case and will reside in the county of wardship,
 - b. In the county of wardship and on the same day as the CHINS or JD/JJS case closure if the older youth has a current open CHINS or JD/JJS case and will reside in a different county from the county of wardship. A Motion for Change of Venue to the county in which the older youth resides must also be filed with the other documents, or
 - c. In the county in which the older youth resides if the older youth has been previously discharged from care and wishes to enter CC.

The Family Case Manager (FCM) will:

1. Work with the Older Youth Case Manager (OYCM) to schedule a Child and Family Team (CFT) Meeting with the older youth to ensure CC is discussed with the older youth at a Transition Plan for Successful Adulthood meeting at the child's 17th birthday (see policy 11.06 Transition Plan for Successful Adulthood);
2. Prepare the older youth for possible transition to a OYCM when the older youth is 17 years and 6 (six) months of age; and
3. Work with the OYCM to ensure proper case transfer in accordance with policy 11.21 Collaborative Care Case Transfers.

The OYCM will:

1. Complete the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form with the older youth on or after the older youth's 18th birthday;

Note: Any member of the Older Youth Initiatives team may review and sign the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form with the older youth.

2. Request that the DCS Staff Attorney submit the completed Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form to the court of proper jurisdiction;
3. Attend the court hearing in which the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form is reviewed;
4. Monitor the case to ensure DCS and the older youth are actively participating in the development of the older youth's Case Plan/Prevention Plan to assist the older youth in moving toward independence; and
5. Work with the FCM to ensure proper case transfer in accordance with policy 11.21 Collaborative Care Case Transfers.

The DCS Staff Attorney will:

1. Draft the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and Order;
2. Ensure the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form is signed by the older youth; and
3. File the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services form with the Court, if applicable.

Note: The DCS Staff Attorney in the county where the older youth will reside is responsible for filing the agreement with the court of jurisdiction, which cannot be filed until the CHINS or JD/JS case is closed.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- Case Plan/Prevention Plan (SF 2956) - available in the case management system
- [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

- [11.06 Transition Plan for Successful Adulthood](#)
- [11.18 Eligibility to Participate in Collaborative Care](#)
- [11.21 Collaborative Care \(CC\) Case Transfers](#)

[Back to Top](#)

LEGAL REFERENCES

- [IC 31-28-5.8-2: "Collaborative care agreement"](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 11.22

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](#)