



## INDIANA DEPARTMENT OF CHILD SERVICES

### CHILD WELFARE POLICY

#### Chapter 18: Licensing of Child Placing Agencies

##### Section 02: Initial Site Review

**Effective Date:** August 1, 2022

**Version:** 1

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

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

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

#### POLICY OVERVIEW

The process to become a Licensed Child Placing Agency (LCPA) helps to protect the health, safety, treatment, and general well-being of youth served. The initial site review is conducted prior to the decision to issue or deny a license to ensure the child placing agency (CPA) is familiar with all regulations and requirements and is prepared to operate at or above minimum standards as mandated by Indiana Code (IC), Indiana Administrative Code (IAC), and Indiana Department of Child Services (DCS) Policies.

[Back to Top](#)

#### PROCEDURE

The DCS LCPA Licensing Unit will conduct an initial site review to ensure an agency seeking licensure as an LCPA is compliant with 465 IAC 2-1.5 and 465 IAC 2-2.

The Licensing Specialist will:

1. Schedule the initial site review after:
  - a. Receiving notification from the applicant that the agency is ready to begin operations, and
  - b. Completing the LCPA Initial Licensure Application Review Checklist. See policy 18.01 Initial Licensing Process for additional information.
2. Confirm the date of the initial site review and send notification to the applicant along with the Master Employee List Template and the LCPA Site Review Tool;
3. Conduct the scheduled initial site review using the LCPA Site Review Tool and Master Employee List Template;

**Note:** The initial site review will include a tour of each office location to ensure adherence with all IAC regulations (See 465 IAC 2-2-7 Office Space and Equipment for additional information); review of personnel files; inspection of employee background checks; and discussion of findings.

4. Complete the LCPA Site Review Tool with a summary of findings, including but not limited to:
  - a. Observations of positive plans or features,
  - b. Description of the facility and furnishings,
  - c. Interactions with personnel,
  - d. Applicant's overall preparation for licensure, and

- e. Any citations, including references to relevant codes.
5. Discuss findings, next steps, and the licensing recommendation with the applicant and obtain agency signatures on the LCPA Site Review Tool;
6. Complete the Background Check Review Summary and submit it to the LCPA Licensing Manager along with the LCPA Site Review Tool and Master Employee List Template;
7. Follow-up with the applicant regarding any citations, including an additional site review, if needed; and
8. Ensure all required actions are documented appropriately.

The LCPA Licensing Manager will:

1. Guide and assist the Licensing Specialist, as needed, during the site review;
2. Review all applicable documents sent from the Licensing Specialist; and
3. Ensure all required actions, including any deviation from best practice, are documented appropriately.

[Back to Top](#)

## RELEVANT INFORMATION

### Definitions

N/A

### Forms and Tools

- Background Check Review Summary – Available from LCPA Licensing Unit
- LCPA Initial Licensure Application Review Checklist – Available from LCPA Licensing Unit
- LCPA Site Review Tool – Available from LCPA Licensing Unit
- Master Employee List Template – Available via KidTraks

### Related Policies

- [13.01 Conducting Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [13.02 Evaluation Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [13.15 Fingerprint-Based Checks](#)
- [18.01 Initial Licensing Process](#)

[Back to Top](#)

## LEGAL REFERENCES

- [IC 31-27-6 Regulation of Child Placing Agencies](#)
- [465 IAC 2-1.5 Licensing of Foster Family Homes for Children](#)
- [465 IAC 2-2 Licensing of Child Placing Agencies](#)

[Back to Top](#)

## PRACTICE GUIDANCE- DCS POLICY 18.02

*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](#)