

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: July 1, 2012
	Section 4: Emergency Shelter & Residential Care Review and Approval	Version: 2

POLICY: [REVISED]

The Indiana Department of Child Services (DCS) will not place a child into a residential treatment facility prior to receiving approval from the Residential Placement Committee and the court. See separate policy, [8.1 Selecting a Placement Option](#).

Exception: DCS may place a child in a residential facility on an emergency basis prior to court approval, if:

1. Placement is needed because the child's safety and well-being is in imminent danger due to a medical or mental health condition; and
2. A less restrictive placement is not available or will not mitigate the danger.

[NEW] Emergency Shelter Care (ESC) is a program that provides emergency services to meet basic needs for safety, food, clothing, shelter, education, and recreation on a short-term basis, and allows access and admission on a 24-hour basis. It is only available for 20 days unless approved by the DCS Director. To be eligible for an extension, a waiver request should be submitted in writing prior to the 15th day of placement. These waivers will only be granted for exceptional circumstances.

[NEW] The DCS Local Office Director or designee will review all emergency residential placements within 24 hrs of placement and ensure the Family Case Manager (FCM) has requested court authorization for placement.

[NEW] FCM's will pursue the least restrictive, most family like setting available prior to requesting a child be placed in ESC. Residential Care and ESC should only be utilized if there are extenuating circumstances documented that prevent the child from being placed in the least restrictive most family like setting.

[REVISED] DCS will not recommend placing a child under the age of eight (8) in a residential facility, unless recommended by the Child and Family Team (CFT) or Case Plan Conference participants. The Deputy Director of Field Operations must approve all residential placements of children under the age of eight (8). See separate policy, [5.7 Child and Family Team Meetings](#).

Code Reference

N/A

PROCEDURE

For Non-Emergency Residential Placements

The FCM will:

1. Engage the CFT as partners in placement planning and decision-making. See separate policies, [8.1 Selecting a Placement Option](#) and [5.7 Child and Family Team Meetings](#);
2. **[REVISED]** Review the case information and the Child and Adolescent Needs and Strengths Assessment (CANS) result with the Supervisor and DCS Local Office Director to assure that one or more of the following conditions apply:
 - a. Less restrictive placements are not appropriate or there are no other placements available to meet the child's needs,
 - b. The child requires 24 hour supervision, and
 - c. This child is not able to function on a daily basis in a family home environment.
3. Present the Supervisor and the DCS Local Office Director with information regarding the child's needs and reason(s) for recommending residential placement. Include the name of the recommended facility, if known. See separate policy, [8.1 Selecting a Placement Option](#) to ensure that all steps are completed;
4. **[REVISED]** Obtain approval of the DCS Residential Placement Committee by presenting the following information at the scheduled review date: Completed Residential Placement Needs Summary form, a copy of the completed CANS and any other documentation available to support the proposed level of care (i.e. current psychological evaluation, current social history, current family network diagram etc.)

[NEW] Note: The above listed information should be provided via email or hard copy to the Residential Placement Committee members prior to the scheduled review date.

5. **[NEW]** Present the information to the Residential Placement Committee on the scheduled review date; and
6. Obtain court approval prior to making the residential placement.

The Supervisor will:

1. Review with the FCM the child's needs, the recommended facility (if known), and any additional information to support the recommendation for residential placement;
2. **[REVISED]** Assist the FCM in presenting information to the DCS Residential Placement Committee; and
3. **[REVISED]** Request permission from the Deputy Director of Field Operations, if the child is under eight (8) years of age and placement in a residential facility appears to be the most appropriate placement option.

[REVISED] For Emergency Shelter Care Placements

The FCM will:

1. Ensure that the placement is approved by the LOD or designee;
2. Complete the CANS assessment pursuant to the time frames outlined in policy [4.32 Child and Adolescent Needs and Strengths Assessment](#);
3. Review the case information and CANS recommendations with the Supervisor and DCS Local Office Director within five (5) calendar days of placement to determine an appropriate placement recommendation based upon the needs of the child. See separate policy, [5.7 Child and Family Team Meetings](#);
4. **[NEW]** Seek court approval for placement within 48 hours of child entering the initial ESC placement;
5. **[NEW]** Consult with relevant parties to discuss the needs of the child and family so a plan for placement can be devised prior to the 20th calendar day; and
6. **[NEW]** Facilitate an additional case staffing with a Supervisor and Local Office Director to review input from other relevant parties and develop an alternative plan.

The Supervisor will:

1. Review the child's needs with the FCM to ensure that the child is receiving appropriate services at the residential facility;
2. **[REVISED]** Request permission from the Deputy Director of Field Operations, if the child is under eight (8) years of age and placement in a ESC appears to be the most appropriate placement option;
3. Ensure that there is an adequate plan in place in coordination with the ESC to step the child down to a less restrictive setting; and
4. **[NEW]** Coordinate with the ESC, FCM, and Local Office Director if the placement needs to extend beyond 20 days to ensure an extension is requested.

PRACTICE GUIDANCE

[NEW] It is imperative that the FCM be thorough in efforts to locate the most appropriate placement for a child. FCM's should consult with the Regional Foster Care Specialist to exhaust all efforts for alternative placement options prior to making a recommendation for ESC. The Regional Foster Care Specialist can provide guidance on the possibility of using an emergency foster care placement.

FCM's should work with the facility to coordinate and facilitate a smooth transition of the child into placement. See separate policy, [8.9 Placing a Child in Out-of-Home Care](#). FCM's should follow up with the residential or ESC facility to develop a step down plan and facilitate the coordination for follow up care for the child. Discharge planning should start immediately upon admission of the child to the facility.

FORMS AND TOOLS

N/A

RELATED INFORMATION

[NEW] Residential Placement Committee:

A committee that reviews the placement of a child in a child caring institution, a private secure facility, or a group home licensed by DCS to ensure that the placement is the most appropriate setting available and close to the parent's home, consistent with the best interests and special needs of the child. The committee is primarily comprised of DCS staff as well as Guardian Ad Litem's (GAL), Court Appointed Special Advocates (CASA), service providers, etc. The committee will evaluate if the child could be maintained in a lower level of care or if the facility is the residential treatment center that will best meet the needs of the child and family.

[REVISED] IC 31-40-1-2(f)

Requires an out of state residential or group home placement to be pre-approved for payment by the DCS Director, or designee, prior to DCS's assumption of financial liability for such placement.

[NEW] Emergency Shelter Care:

Is considered a short term placement that will only be utilized in crisis situations. The need for ESC placement should be resolved within 10 days, and the maximum stay should not exceed 20 days. Requests for placement to extend beyond 20 days must be sent by the residential

provider to the Deputy Director of Placement Support and Compliance with the rational and explanation of circumstances which justify the extension. The request for extension must be sent no later than day 15 and must only be sent for exceptional circumstances. For a diagnostic and evaluation within the ESC facility, the 20 day time frame still applies.