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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY | |
| | Chapter 8: Out-of-Home Services | Effective Date: September 1, 2019 |
| | Section 9: Placing a Child in Out-of-Home Care | Version: 8 |

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| STATEMENTS OF PURPOSE |
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The Indiana Department of Child Services (DCS) will provide the resource parent with as much information about the child and his or her case as legally possible, including, but not limited to: the reason for removal, health care information, educational information, the second permanency plan (if concurrent planning), and any special needs to the extent known. See policy [2.6 Sharing Confidential Information](#) for additional guidance. DCS will also provide all relevant information to the Licensed Child Placing Agency (LCPA) at the time of placement or within six (6) business days in the event of an emergency placement.

DCS will ensure all necessary contact information is provided to the resource parent and child (if age and developmentally appropriate) at the time of placement.

DCS will notify the child's school within 72 hours when the child is removed and placed in out-of-home care. A determination of the child's best interests regarding educational placement will be determined in collaboration with the local education agency. See policies [8.20 Educational Services](#) and [8.22 School Notifications and Legal Settlement](#) for further guidance.

DCS will ensure all youth age 14 and older, in out-of-home care, receive and sign the [Indiana Bill of Rights for Youth in Care](#) and ensure the form is explained to the youth in a way he or she can understand.

DCS will ensure a child placed in out-of-home care has a completed Lifebook. DCS will assist in this process by providing the child and/or resource parent with any pertinent family history and pictures, if available, of the child, the child's family, and any other places and/or significant individuals that are important to the child.

Code References

N/A

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| PROCEDURE |
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Prior to placing the child, the Family Case Manager (FCM) will:

1. Conduct the required criminal history background checks **if the placement is in the home of an unlicensed relative**. For further guidance, see policies [13.5 Conducting Background Checks for Unlicensed Placements](#) and [13.6 Evaluation of Background Checks for Unlicensed Out-of-Home Placements](#); and
2. Ensure the Regional Foster Care Specialist (RFCS) or the LCPA contacts the resource parent to:
 - a. Provide as much information as possible regarding the child for purposes of finding appropriate foster home matches, and
 - b. Select and confirm the resource home for placement.

Upon arriving at the placement location, the FCM will:

1. Introduce the child to the resource parent and inform the child when the FCM will return for the initial face-to-face contact (within three [3] business days);
2. Confirm or clarify any relevant information previously shared with the child and the resource parent;
3. Provide the resource parent with the following:
 - a. Full and accurate medical information (e.g., current conditions, history, a list of any medications the child is currently taking, and prescription information) and [Medical Passport \(DCS Pamphlet 036\)](#). For further guidance, see policy [8.27 Maintaining Health Records – Medical Passport](#),
 - b. All necessary releases and consents, including [Statement of Care and Supervisory Authorization for Healthcare \(SF 45093\) Card](#) and/or [Authorization for Health Care \(SF 54247\) Form](#). For further guidance, see policies [8.26 Authorization for Health Care Services](#), and [8.30 Psychotropic Medication](#),
 - c. Medicaid number and any other insurance information for the child. For further guidance, see policy [8.29 Routine Health Care](#),
 - d. [Child and Adolescent Needs and Strengths \(CANS\) Assessment](#) document (for an initial placement the CANS should be provided upon completion). For further guidance, see policy [5.19 Child and Adolescent Needs and Strengths \(CANS\) Assessment](#),
 - e. The most recent court report (for an initial placement the court report should be provided upon completion). For further guidance, see policies [6.8 Three Month Progress Report](#), and [2.6 Sharing of Confidential Information](#),
 - f. Relevant court orders and the [Case Plan \(SF 2956\)](#),
 - g. Notification of any scheduled court hearings and/or Child and Family Team (CFT) Meetings. For further guidance, see policy [5.7 Child and Family Team Meetings](#),
 - h. Available educational information (e.g., the name of the school the child last attended, the child's current grade level, and a summary of academic progress). For further guidance, see policies [8.22 School Notifications and Legal Settlement](#) and [8.20 Educational Services](#),
 - i. [Visitation Plan](#), including any restrictions that may be in place. For further guidance, see policy [8.12 Developing the Visitation Plan](#),
 - j. The FCM's daytime contact number(s), Local DCS Office phone number, and DCS Child Abuse Hotline (Hotline) Number,
 - k. Clothing and personal belongings that the child brought with him or her and/or information regarding securing emergency clothing for the child. For further guidance, see policy [16.1 Clothing, Personal Items, and Permitted Per Diem Expenses](#),
 - l. Advise the resource parent to immediately decontaminate the child if the child was removed from a property used for the illegal manufacture of a controlled substance and was not decontaminated prior to arriving at the placement location. For further guidance, see [Indiana Drug Endangered Children Protocol](#).
4. Provide the resource parent with a copy of the [Resource Parent Role Acknowledgment \(SF 54642\)](#) form, review the form and referenced policies with the resource parent, and answer any questions; and

Note: All documents and information must be provided to the RFCS or LCPA at the time of placement or within six (6) business days of an emergency placement.

5. Obtain the signature of the resource parent on the [Resource Parent Role Acknowledgement \(SF 54642\)](#) form.

After the child has been placed with the resource parent, the FCM will:

1. Document the child's placement within 24 hours in the case management system;
2. Prepare a report for the court that includes the child's current placement information;
3. Ensure a plan for visitation between the child and his or her parents is developed within 48 hours of removal. For further guidance, see policy [8.12 Developing the Visitation Plan](#);
4. Utilize the [School Notification \(SF 47412\)](#) to notify the child's school of the child's removal and placement in out-of-home care within 72 hours. For further guidance, see policy [8.22 School Notifications and Legal Settlement](#);
5. Complete a referral to the Education Services Team for assistance in determining the child's best interest, if there is potential for an educational placement change. For further guidance, see policy [8.20 Educational Services](#);
6. Conduct a face-to-face contact with the child and placement resource within three (3) business days following placement;
7. Ensure a plan for visitation between the child and his or her sibling(s) is developed within five (5) days of removal (if the siblings are not placed together). For further guidance, see policy [8.12 Developing the Visitation Plan](#);
8. Ensure the child's [Safety Plan \(SF 53243\)](#) addresses visitation;
9. Provide youth age 14 and older with a copy of the [Indiana Bill of Rights for Youth in Care](#). Explain the form to the youth in a developmentally appropriate manner. Ensure the youth signs the form, and upload the signed form to the case management system; and
10. Collaborate with the child and the resource parent to ensure the child has a Lifebook and the Lifebook is updated.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Resource Parent Role Acknowledgment \(SF 54642\)](#)
2. [Medical Passport \(DCS Pamphlet 036\)](#)
3. [Visitation Plan](#) – Available in the case management system
4. [Case Plan \(SF 2956\)](#) – Available in the case management system
5. [Statement of Care and Supervisory Authorization for Health Care \(SF 45093\)](#) Card
6. [Authorization For Health Care \(SF 54247\)](#)
7. [Indiana Bill of Rights for Youth in Care](#)
8. [School Notification \(SF 47412\)](#)
9. [Safety Plan \(SF 53243\)](#)
10. [Child and Adolescent Strengths and Needs \(CANS\) Assessment](#) – Available in the case management system

RELATED INFORMATION

Lifebooks and/or Adoption Workbooks

Lifebooks and/or Adoption Workbooks come pre-packaged and can be ordered by contacting the Indiana Adoption Program Manager. The FCM may also contact his or her Regional Adoption Liaison to place an order for Lifebooks and/or Adoption Workbooks. The Lifebooks and/or Adoption Workbooks will be mailed to the FCM in the DCS local office.

Note: The use of **pre-packaged** Lifebooks and/or Adoption Workbooks is not mandatory. The FCM, therapist, family member or foster parent may create a unique Lifebook and/or Adoption Workbook for a child using a photo album, scrapbook materials, or any creative idea that would be most meaningful for that child.

DCS currently has the following types of pre-packaged Lifebooks and Adoption Workbooks (described by [Adoption World Publishing](#))¹:

My Adoption Workbook

My Adoption Workbook is a kid-friendly workbook that guides the social worker and child through the adoption process. This workbook provides a sensitive, but forthright explanation of separation, followed by hands-on activities to help prepare a child for change and work through the process.

Nothing raises a child's anxiety more than the unknown. ***My Adoption Workbook*** carefully guides the child and social worker through the entire process from separation to post-adoption. Exercises are designed to reduce the fears and to promote a healthy child-to-parent relationship. Special emphasis is given to helping the child:

- Explore fears or fantasies;
- Work through abuse, trust and love issues;
- Build self-esteem;
- Handle new situations; and
- Adjust to change.

The One & Only Me

The One & Only Me is a book that helps foster, adoptive, and other troubled children connect to their current situation, as well as, their beginnings. This book creates a living history for children dealing with a chaotic past.

The Real Me

The Real Me teen Lifebook is a tool to use when working with teens. The teenage years are a challenge even in the best situations. For teens in foster care or living in a group setting, the uncertainties about the future can cause additional stress and worry. The chapter *What My Future Holds* provides a framework that youth can use to process the many issues they face. It also prompts them to gather the necessary documentation for job hunting.

¹ [Adoption World Publishing](#) (2014)