

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 9:</b> Interstate Compact for the Placement of Children (ICPC)	<b>Effective Date:</b> November 1, 2008
	<b>Section 8:</b> Minimum Contact for ICPC Placements	<b>Version:</b> 1

**POLICY**

**Minimum Contacts With Children Placed in Indiana**

The Indiana Department of Child Services (DCS) will have **monthly** face-to-face contact with children placed in Indiana through an approved Interstate Compact for the Placement of Children (ICPC) program. The location of the monthly visits may alternate, with one visit in the child's home and the next visit at a designated location, such as the child's school or daycare.

**Minimum Contacts With Indiana Children Placed Out of State**

DCS will have face-to-face contact **every 60 days** with Indiana children placed out of state through the ICPC program, and will request that the receiving state visit the child in the off-months. The Family Case Manager (FCM) should notify the receiving state interstate worker of their intent to visit. As such, the FCM will make himself or herself available to meet with the sending state interstate worker when they come for a visit with the child placed in Indiana.

According to [ICPC Regulation No. 9](#), a visit is considered to be a stay with the proposed placement that lasts no longer than 30) days. Any stay lasting longer than 30 days is considered a placement. The only time a stay longer than 30 days can be considered a visit is if it begins and ends within the period of a child's vacation from school as determined by the academic calendar of the school.

Code References

1. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
2. [ICPC Regulation No. 9](#)

**PROCEDURE**

**For contacts with ICPC children placed in Indiana**

The FCM will:

1. Contact the resource family to schedule the visit with the child;
2. Conduct the visit with the child in their home or other designated location. See separate policy, [8.10 Minimum Contact](#), for information of what assessments should take place at the visit;
3. Send an email to the sending state interstate worker, informing them of the date the visit occurred, as well as a brief overview of the visit. The email should include any questions or concerns the child and/or resource family has, as well as any concerns noted by the FCM;

4. Enter the information from the face-to-face contact in the Indiana Child Welfare Information System (ICWIS); and
5. Provide [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)
6. to the DCS ICPC Office as often as requested on the [ICPC Request/100A \(SF106\)](#), but no less than every three (3) months. See separate policy, [9.9 Placement Updates and Supervision Reports](#).

The Supervisor will:

1. Ensure that all children placed in Indiana through ICPC are seen in their homes or designated location monthly;
2. Ensure that the FCM enters all face-to-face contact in ICWIS timely; and
3. Ensure that [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)
4. are completed and sent to the DCS ICPC Office timely. See separate policy, [9.9 Placement Updates and Supervision Reports](#).

#### **For Contacts with Indiana Children Placed Out of State**

The FCM will:

1. Contact the resource family to schedule the visit with the child;
2. Contact the interstate worker in the receiving state, informing them of when they plan to visit with the child;
3. Obtain approval for out of state travel and contact DCS Travel Services to make travel arrangements. See separate policy, [9.11 Transportation Costs](#);
4. Email the interstate worker if they do not attend the visit, informing them of the date the visit occurred, as well as a brief overview of the visit; and
5. Upon returning from the visit, enter the contact information in ICWIS.

The Supervisor will:

1. Assist the FCM with obtaining out of state travel approval and travel arrangements; and
2. Ensure that the information from the face-to-face contact is entered in ICWIS timely.

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS</b>
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1. [ICPC Request/100A \(SF106\)](#)- Available in ICWIS
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)

<b>RELATED INFORMATION</b>
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N/A