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**Child Support Hotline: 800-840-8757**  
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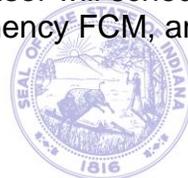
Date: April 1, 2021  
To: MaGIK Users  
From: Sarah Sailors, Deputy Director of Field Operations  
Subject: Assessment to Permanency Case Transfer Process  
DCS-21-03

The Indiana Department of Child Services (DCS) held a Rapid Improvement Event (RIE) in January 2021 to address the widespread variations of how a case is transferred from assessment to permanency. The RIE included internal and external stakeholders from around the state who developed a plan that allows for a standardized and collaborative transition of case information from assessment to permanency. The plan:

- Focuses on the transfer from assessment to permanency;
- Seeks to eliminate confusion about who is responsible for each task;
- Defines roles to eliminate variation from county to county (and unit to unit within each county); and
- Seeks to prevent:
  - Delays in communication and placement supports,
  - Less valuable service to families, and
  - Tension between assessment and permanency workers.

Effective February 1, 2021, the assessment to permanency case transfer process will include the following steps:

1. The assessment Family Case Manager (FCM) and FCM Supervisor decide to open a case and determine case type;
2. The assessment team will contact the staff responsible for case assignment and the permanency FCM will be identified within one (1) business day;
3. The case is created in the case management system and assigned to the permanency FCM;
4. The assessment FCM Supervisor will schedule a transition staffing with the assessment FCM, the permanency FCM, and the permanency FCM Supervisor; and



*Children will live in safe, healthy and supportive families and communities.*

5. Case transition meeting and the completion of the Assessment to Permanency Case Transfer Staffing tool (available in Power Apps) will be completed within five (5) business days of the decision to open a case.

A transition Child and Family Team (CFT) Meeting attended by both the assessment and permanency FCMs is still a vital function for successful case transfer, but will no longer need to be completed before a case is officially transferred from the Assessment Team to the Permanency Team.

Any questions may be directed to local office management or the Strategic Solutions and Agency Transformation (SSAT) Division at [SSAT@dcs.in.gov](mailto:SSAT@dcs.in.gov).

Sincerely,



Sarah Sailors, Deputy Director of Field Operations



*Protecting our children, families and future*