

Glossary of Common Terms

All terms are defined in the context of Child Welfare and applicable federal and state law. Definitions may vary in other context.

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A

Abandonment: Act of a parent, guardian, or custodian leaving a child without adequate care, supervision, support, or parental contact for an excessive period of time and with no intention of returning. The age of the child is an important factor. In legal terminology, “abandonment cases” are suits calling for a Child in Need of Services (CHINS) or Termination of Parental Rights (TPR).

Absent parent: A biological or legal parent who does not live in the same household as the child.

Accreditation: The acknowledgement and verification that an organization fulfills explicit specified standards. For example, public and private child and family service agencies may apply for accreditation with several accrediting bodies- including the Council on Accreditation of Services for Families and Children- conduct a self-assessment, and undergo periodic accreditation reviews to ensure that they meet quality standards.

Acculturation: The process whereby immigrants adapt to and integrate with the host society’s culture by modifying their own.

Active efforts: The term used to describe the level of effort that any party seeking to effect a foster care placement of, or termination of parental rights to an Indian child under State law is required to make in order to satisfy the court that:

- Proactive efforts have been made to provide remedial services and rehabilitation designed to prevent the breakup of the Indian family; and
- These efforts have proved unsuccessful.

Additional Appropriation: Permission to spend specified amount approved by a legislative branch or governmental body in addition to a previously approved budget.

Adjudicate: A finding of the court which shows that allegations made in a petition are substantiated or proved.

Adjudicated father: A person not married to a child’s mother when the child was born, whose relationship to the child has been established by court order or paternity affidavit.

Administration for Children and Families (ACF): An agency within the U.S. Department of Health and Human Services that provides national leadership and creates opportunities for families to lead economically and socially productive lives. ACF’s programs are designed to help children develop into healthy adults and to help communities become more prosperous and

supportive of their members. ACF is responsible for Federal programs that promote the economic and social well-being of families, children, individuals, and communities.

Administrative Law Judge (ALJ): A Hearing Officer who is hired or appointed by a governmental agency to preside over and issue decisions in administrative appeals.

Adoption: The legal process by which a child becomes the legal child of a person or persons other than his or her biological parents.

Adoption and Foster Care Analysis and Reporting System (AFCARS): A federally regulated system for collecting reliable information regarding children under the care and supervision of the State and are receiving Title IV-B and/or Title IV-E federal funds for placement and care.

Adoption and Safe Families Act (ASFA): Federal legislation signed into law in 1997, which provides time limits and guidelines related to children's permanency goals.

Adoption Assistance Agreement: A written agreement, binding on the parties to the agreement, between the State agency, other relevant agencies, and the prospective adoptive parents of a minor child, which at a minimum:

- Specifies the nature, duration, and amount of any payments, services, and assistance to be provided under such agreement; and
- Stipulates that the agreement shall remain in effect regardless of the State of which the adoptive parents are residents at any given time.

Adoption Assistance Program (AAP): A federal program by which the local office, through the use of Title IV-E funds, provides financial assistance to parents who adopt or plan to adopt an eligible child.

Adoption Disruption: An adoption that is terminated prior to finalization, often after the child is placed in the adoptive home, necessitating in a new placement plan for the child.

Adoption Dissolution: A term used to describe an adoption that ends after it is legally finalized, resulting in the child's return to (or entry into) foster care or placement with new adoptive parents. This process requires court action.

Adoption Exchange: An organization that provides adoption information to educate prospective adoptive parents and connect waiting families with waiting children. Often these organizations serve to promote the adoption of children. An adoption exchange may be local, State, regional, national, or international in scope.

Adoption Petition: The legal document through which prospective parents request the court's permission to adopt a specific child.

Adoption Placement: The point at which a child begins to live with a prospective adoptive parent, prior to finalization of the adoption.

Adoption Plan: The birth parent's decisions to allow his or her biological child to be adopted into an adoptive family.

Adoption Proceedings: Those court proceedings leading to the adoption of a child by a qualified pre-adoptive parent. These proceedings require the filing of all mandated official

documents that testify to the absence of any factors that would prohibit the adoption and the appropriateness of the placement for the specific child to be adopted. If there is no factor present that would indicate that the adoption should not be finalized, the court issues an official adoption decree.

Adoption Revocation: Legal withdrawal of an agreement to adoption by the birth parents. Circumstances and time limits for revocation are established by States.

Adult Sibling: Any brother or sister by blood, half-blood, or adoption that is at least 18 years of age.

Adverse Childhood Experiences (ACEs): Per the Centers for Disease Control, ACEs are all potential traumatic experiences that occur to people under the age of 18, including all types CA/N and growing up in an environment of violence, substance abuse, or with a caregiver who is experiencing mental health issues. The more adverse experiences a child faces, the higher the likelihood the child will encounter issues with development, mental health, self-regulation, and chronic health conditions.

Affidavit of Diligent Inquiry (ADI): A sworn statement that the individual made reasonable efforts to locate someone.

Agreed Entry: A document that the parties agreed to, which has been ordered by the court.

Allegation: A charge or complaint about an act or condition which needs to be proved at a hearing.

Alleged Father: A person whose biological relationship to a child is claimed, but has not been established by court order or paternity affidavit and who was not married to the child's mother on or before the date when the child was or is to be born.

Another Planned Permanent Living Arrangement (APPLA): A planned, permanent arrangement that is the goal for a youth age 16 years or older after permanency plans for reunification, adoption, legal guardianship, and relative placement have been ruled out. This plan usually involves the designation of a specific adult or couple who will exercise certain powers and responsibilities and likely live with the youth. Furthermore, the caregiver's familial relationship will continue beyond the youth's formal involvement in foster care.

Appellant: The initiator of an appeal of an action or decision of the court, person, or agency with authority to review the decision.

Appropriation: Permission by a legislative branch or governmental body to spend a specific amount for a certain purpose or purposes.

Appropriation Account: An account used to keep track of appropriation used and amount of appropriation left.

Assessment: An evaluation of a report of Child Abuse and/or Neglect (CA/N). The process of gathering and analyzing information about the child, his or her family, and the circumstances that led to DCS involvement.

Assessment Decision: The decision, based upon the assessment findings, as to whether the assessment should be classified as unsubstantiated or substantiated.

Assessment Findings: The sum total of all the information compiled during the course of an assessment.

Assessment Status: The point at which the assessment is along the progression from start to finish (i.e., not yet started, not yet finished, incomplete due to circumstances that prevent completion, closed).

B

Baby Doe: A medically disabled infant with life-threatening conditions for whom medically indicated treatment is withheld. This is a federal statutory definition and does not apply to or mean an infant abandoned by his or her parent.

Background check: A background check consisting of any or all of the following sources of child protection, juvenile or criminal history:

- Fingerprint-Based National Criminal History Check
- National Sex Offender Registry Check
- Child Protection Services History Check (CPS History Check)
- Local Criminal Court Records Check
- Triple I Check (National Emergency Name-Based Criminal History Record Check)

Best Interests (BI): Title IV-E court order language that indicates the removal of a child from the home is beneficial and necessary to protect the safety of the child. To decide something is in a child's best interests means that all decisions about the child's well-being regarding placement, visitation, services, etc. are made with the ultimate goal of encouraging the child's security, mental health, emotional development, and happiness into young adulthood.

Beyond a Reasonable Doubt: As a standard of proof, it is that quantum of evidence that is sufficiently conclusive and complete as to remove all reasonable doubt regarding the facts sought to be established. This is the standard required in criminal cases such as those that involve proving that a child is a delinquent.

Birth Parent: An individual's biological mother or father.

Bonding: The process of forming a psychological attachment between two (2) persons.

C

Candidacy: The status of an individual child being a candidate for foster care and therefore at imminent risk of placement. The Indiana Department of Child Services (DCS) will make an initial determination as to whether an individual child is at imminent risk of placement and will re-determine imminent risk every 180 days. See the definition of "child at imminent risk of placement" below.

Caregiver: A person who provides for the physical, emotional, and social needs of a dependent person who cannot provide for his or her own needs. The term most often applies to parents or parent surrogates, daycare and nursery workers, health care specialists, and relatives caring for children, elderly, or ill family members.

Case File: A folder or other container holding documentation and a running record of DCS activities relating to a specific child.

Case Management: Services that include the assessment and identification of client needs, the identification of available resources to meet client needs, the development of an individualized service plan; the coordination, monitoring and evaluation of services for each client, and advocacy for a client to assure that services and resources are accessible and provided.

Case Plan: A written document that follows a prescribed format and identifies specific information about the actions that will be taken and the outcomes that are to be achieved.

Case Plan Goal: A statement of the desired primary outcome resulting from the involvement of DCS and other supporters of the family such as other family members, friends, neighbors and other providers of services required by the family. The case plan goals and the objectives and activities necessary to achieve them must be realistic and achievable for the family. They are to be developed in the course of a Child and Family Team (CFT) meeting which offers an opportunity for all participants to provide input. It is important to limit the number of goals the family needs to work on, making sure to include those goals that are critical to ensuring the safety of the child.

Case Records: Written information and documentation of facts to be preserved as evidence either for service delivery, accountability for court proceedings, or both.

Central Client Index (CCI): This is the database that contains all information stored in the case management system. The State Central Registry and the CCI have been combined to form the Child Protection Index (CPI). See Child Protection Index below.

Child: A person under the age of 18.

Child Abuse and/or Neglect (CA/N): The term used to refer to a child who is alleged to be in need of services, as defined in Indiana Code (IC) 31-34-1-1 through IC 31-34-1-11; i.e., the CHINS definitions. See Chapter 3 Intake, [Statutory Definition of Child Abuse and Neglect](#).

Child Advocacy Center (CAC): Community-based, child-friendly, multidisciplinary service center for children and families affected by sexual abuse or severe physical abuse. These centers bring together, often in one (1) location, child protective services, law enforcement, prosecutors, and medical and mental health professionals to provide a coordinated, comprehensive response to victims and their caregivers.

Child and Family Services Review (CFSR): The CFSR is the federal government's review of how state child welfare systems perform, based on the outcomes that children and families experience. The CFSR examines the delivery of child welfare services and looks at the outcomes for children and families who receive services in the areas of safety, permanency, and child and family well-being.

Child and Family Team (CFT) Meeting: A process that brings together (a) family; (b) interested people such as friends, neighbors, community members; and (c) formal resources such as child welfare, mental health, education, and other agencies with the family for the purpose of:

- Learning what the family hopes to accomplish;

- Setting reasonable and meaningful goals;
- Recognizing and affirming the family strengths;
- Assessing family needs;
- Finding solutions to meet family needs;
- Designing individualized supports and services that match the family's needs and build on their strengths;
- Achieving clarity about who is responsible for agreed upon tasks; and
- Agreeing on the next steps.

The CFTM functions to serve the child and family's achievement of safety, permanency, stability and well-being. This group will bring together the wisdom and expertise of family and friends as well as the resources, experience and expertise of formal supports to work together to assure safety and meet the goals of children and families.

Child at Imminent Risk of Placement: A child less than 18 years of age who, in the near future, reasonably may be expected to face out-of-home placement under IC 31-27 through IC 31-28 and IC 31-30 through IC 31-40 as a result of at least one of the following:

- Dependency, abuse, or neglect.
- Emotional disturbance.
- Family conflict so extensive that reasonable control of the child is not exercised.
- Delinquency adjudication.

Child-Caring Institution (CCI): A residential facility that provides child care on a 24-hour basis for more than 10 children or a residential facility with a capacity of not more than 10 children that does not meet the residential structure requirements of a group home.

Child Fatality Review Panel: Multidisciplinary teams whose specific task is to identify missed prevention opportunities in child fatalities. The goal of a child fatality review panel is to learn, through confidential case review, what could have or should have been done to prevent the deaths.

Child in Need of Services (CHINS): See Chapter 6 Court Involvement, [Statutory Definition of CHINS](#).

Child-Placing Agency: Any person, association or corporation advertising as:

- Placing or finding homes for children; or
- Placing or assisting in placing children in homes of persons other than relatives; or
- Causing or assisting in causing the placement of children for adoption or in another planned permanent living arrangement.

Child Protection Index (CPI): This database contains all information formerly stored in the CCI and the notice requirements from the State Central Registry (SCR). Combining these elements into a single entity (the CPI) allows outside agencies conducting child protection services checks relative to their employees or volunteers to have access to all substantiated information instead of the limited information previously available in the SCR. All information formerly housed in the CCI is accessible to DCS staff in the CPI.

Child Protection Team (CPT): An interdisciplinary, community-wide group, the members of which are either specified by statute or appointed by the local office director.

Child Support Payments (court-ordered): Court-ordered payments made to DCS by the parent or guardian for expenses incurred in the current month for children in out-of-home care. When voluntary child support is not forthcoming from the child's parent or guardian and DCS believes the parent or guardian is capable of producing it, DCS refers the matter to the court to request support. See also Reimbursement Payments.

Child Welfare Services: A continuum of services, ranging from prevention to intervention to treatment, for the purpose of:

- Protecting and promoting the welfare of all children;
- Preventing the neglect, abuse, or exploitation of children;
- Supporting at-risk families through services which allow children, where appropriate, to remain safely with their families or return to their families in a timely manner;
- Promoting the safety, permanency, and well-being of children in care and adoptive homes; and
- Providing training, professional development, and support to ensure a well-qualified child welfare workforce.

Clear and Convincing: A level of proof required in civil cases for the plaintiff to prevail. It is a higher burden of proof than preponderance of evidence but less than beyond a reasonable doubt. This is the level of burden of proof that is required in termination of parental rights cases and in all CHINS proceedings involving Native American children (the burden of proof for TPR under ICWA is "beyond a reasonable doubt").

Code of Federal Regulations (CFR): The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Coercive Intervention: The inability or unwillingness of the parent, guardian, or custodian to provide needed supervision and/or services for a child without a court order.

Co-facilitator: The person who mirrors and supports the facilitator.

Collateral Information: Secondary information gathered in the course of an investigation that tends to support or refute the primary allegations (i.e., information gathered from school teachers, neighbors). These sources of information cannot be approached until the decision to investigate is made.

Comprehensive Child Welfare Information System (CCWIS): Case management Information System developed by states and tribes to meet their child welfare program needs.

Concurrent Planning: Planning that requires caseworkers to plan both for reunification and for permanent placement elsewhere. Ideally, concurrent planning:

- Achieves early permanency for children within or outside the birth family;
- Decreases a child's length of stay in foster care;
- Develops a pool of resource families that can be of assistance to both child and family, and
- Maintains family relationships.

Conditionally Safe: One (1) or more safety factors were identified, and the child can be protected by the voluntary interventions identified in the safety response.

Confidentiality: The legally required process and ethical practice of not disclosing private information about a client without the client's consent, as well as, not soliciting private information from a client unless it is essential in assuring safety, providing services, or achieving permanency for children. In specific circumstances, professionals may be compelled by law to reveal some information, such as a threat of harm, to designated authorities.

Consent Decree: A court approval to put an agreement between disputing parties into the form of a binding judgment or contract.

Contrary to the Welfare (CTW): This is a phrase meaning opposition of the welfare or wellbeing. Title IV-E requires this language. Title IV-E court order language requirement that indicates the removal of a child from the home is beneficial and necessary to protect the safety of the child.

Corporal Punishment: Any kind of punishment inflicted upon the body.

Correctional Facilities for Juveniles: Facilities operated by the Department of Corrections (DOC) to serve adjudicated delinquent juveniles who have been made wards of the DOC by a juvenile court.

Court Appointed Special Advocate (CASA): A community volunteer who has completed a training program approved by the court; and who has been appointed by a court to protect the interests of a child and to provide that child with services requested by the court.

Cultural Humility: An ongoing process where one strives to continuously learn about the culture of others through self-reflection, communication with others, and building of relationships.

Culture: All that in human society which is transmitted socially rather than biologically; the symbolic and learned aspects of human society; a learned complex of knowledge, belief, art, morals, law, and custom.

Custodial Parent: The parent who has been awarded physical custody of a child by a court.

Custodian: Defined, for purposes of juvenile law in IC 31-9-2-31, as a custodian is a person with whom a child resides. This includes any person responsible for the child's welfare who is employed by a public or private residential school or foster care facility. For purposes of cases involving children in need of services, the term includes:

- A license applicant or licensee of a foster home, residential child care facility, child care center, or child care home that is or is required to be licensed;
- A person who is responsible for the care, supervision, or welfare of children while providing services as an employee or volunteer at a home, center, or facility as described above or a public (including a charter) or non-public school;
- A member of the household of the child's noncustodial parent; or
- An individual who has or intends to have direct contact, on a regular and continuing basis, with a child for whom the individual provides care and supervision.

Custody Study: An investigation into the personal lives of parties seeking custody of children that determines the parties' overall ability to properly care for the child in an environment that

will serve the child's best interests. Most of these investigations that are conducted by DCS are specifically ordered by a court of competent jurisdiction. The court names the parties to be investigated and the person, or agency, or both, to complete the investigation.

D

Decree of Adoption: The document signed by a judge to finalize an adoption. It formally creates and legalizes the parent-child relationship between the adoptive parents and the adopted child, as though the child were a biological child. It places full responsibility for the child on the new parents.

Detention: Placement of a child who is or appears to be a child in need of services in a shelter care facility.

Detention Hearing: A court hearing required within 48 hours after Detention.

Diligent Search:

Efforts made to locate or identify the parents, relatives, non-relative kin, and case participants of a child, initiated at the outset of a case, with updates provided in court reports until the permanency goal is achieved or the court excuses further search.

Disaster: A sudden, unplanned event that causes great damage or serious loss to an organization. It results in an organization failing to provide critical business functions for some predetermined minimum period of time.

Discipline: Training that develops self-control, character, orderliness, and efficiency.

Disposition: A decision by a judge regarding:

- A child's care, treatment, rehabilitation;
- Participation by the parent, guardian, or custodian in the plan of care for the child;
- Efforts made, if the child is a child in need of services, to prevent the child's removal from the parent, guardian, or custodian; or
- Efforts made, if the child has already been removed, to reunite the child with the parent, guardian, or custodian in accordance with federal law; and
- Family services that were offered and provided to a child in need of services or the child's parent, guardian, or custodian in accordance with federal law.

Dispositional Hearing: Hearings held by the juvenile or family courts to determine the legal resolution of a case after adjudication. Dispositional hearings may determine where the child will live for the time being, who will have legal custody, and what services the child and family need to reduce the risk and address the effects of maltreatment.

Domestic Violence: A pattern of assault and/or coercive behaviors, including physical, sexual, and psychological attacks as well as economic coercion, that adults or adolescents use against their intimate partners in which the perpetrator and victim are currently or previously have been dating, cohabiting, married, or divorced.

Drug Endangered Children: Children who are at risk of suffering physical or emotional harm as a result of illegal drug use, possession, manufacturing, cultivation, or distribution. They may also be children whose caretaker's substance misuse interferes with the caretaker's ability to parent and provide a safe and nurturing environment.

Dually Licensed Home: A home that is licensed to provide both foster care and licensed child care.

Due Process: The principle that every person has the legal protection of a day in court, notice of the Court date and the allegations, representation by an attorney, and the benefit of procedures that are speedy, fair, and impartial.

E

Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program: A Medicaid program that requires all States to evaluate, treat, and ameliorate any physical or mental conditions found in eligible children under age 21. State programs are required to inform all eligible persons and their families of the benefits available and help them obtain appropriate treatment.

Ecomap: A graphic representation of a family in relation to their environment.

Educational Conference: A conference called by a local school corporation to determine if the corporation has exhausted all local options for providing the special education and related services required by a special needs child.

Educational Neglect: Failure to ensure that a child's educational needs are met. Such neglect may involve permitting chronic truancy, failure to enroll a child in school, or inattention to special education needs.

Eligible Child: A child who meets the criteria for receiving funds or services under various entitlement programs.

Emancipation: Release of a child fully or partially by a juvenile court from the control of the person or agency having legal responsibility for the child. The court will specify the terms of the emancipation.

Emergency: A sudden, unexpected event requiring immediate action due to its potential threat to health, safety, the environment, or property.

Emergency Removal: An involuntary removal of a child that is required to protect the immediate health and safety of the child. These removals generally occur with little or no preparation.

Emotionally Abused Child: A child whose health or welfare is harmed or threatened with harm, when his or her parent, guardian, custodian inflicts or allows to be inflicted an emotional injury or creates or allows to be created a risk of emotional injury upon the child.

Emotional Injury: Injury to the mental or psychological capacity or emotional stability of a child as evidenced by a substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to his or her age, development, culture and environment as testified to by a qualified mental health professional.

Emotional Neglect: Failure to provide adequate nurturing and affection or the refusal/delay in ensuring a child receives needed treatment for emotional or behavioral problems. Emotional

neglect may also involve exposure to chronic or extreme domestic violence. A finding of emotional neglect must be supported by documentation from a Qualified Mental Health Professional.

Ethical Practice: Behavior or professional conduct that meets the system of moral principles and perceptions about right versus wrong, developed and guided by the profession's standards of conduct or code of ethics.

Ethnic: Of or pertaining to a group of people recognized as a class on the basis of certain distinctive characteristics such as religion, language, ancestry, culture, national origin, rites and rituals, foods, etc.

Ethnicity: The condition of belonging to a particular ethnic group.

Every Student Succeeds Act (ESSA): A Federal Act implemented in 2016, requiring local education agencies and child welfare agencies to collaborate to determine best interests and provide transportation for foster children who attend their school of origin but have been placed outside of the district.

Evidence-Based Practice: Involves identifying, assessing, and implementing strategies that are supported by scientific research as being effective in improving outcomes for children and families. In child welfare practice, evidence-based practices are those that have strong research design, evidence of significant positive effects, sustained effects, and capacity for replication.

Exigent Circumstances: Situations that would cause a reasonable person to believe that a timely interview with the child is necessary due to concerns for the child's well-being and safety, and that seeking parental, guardian, or custodian consent first may cause harm to the child or place the child at greater risk.

Expunge: To destroy of all records, reports, photographs, x-rays and other materials.

F

Facilitator: The person responsible for leading and directing the process and resolving differences.

Factitious Disorder Imposed on Another: A syndrome, previously known as Munchausen by proxy syndrome, in which a parent or caregiver deliberately makes a child sick or convinces others that the child is sick by misleading (i.e., lying, exaggerating, or reporting fictitious episodes) others into thinking that the child has a medical problem.

Family: The nuclear unit of parent and child regardless of their physical location or legal status.

Family and Children Trust Clearance Fund: A fund that provides services to:

- Children who are adjudicated as children in need of services (CHINS) or delinquent.
- Families participating in an Informal Adjustment (IA).
- Individuals who are receiving assistance for adoption.
- Individuals age 18 to 21 who were previously wards and with whom there is an independent living agreement.

In addition, services provided to families and children who are non-wards and at risk and destitute children can be paid from this account. This includes children who are Title IV-E and TANF-EA eligible as well as children who are not eligible for any type of reimbursement.

Family Functioning: The family's capacity, availability, and willingness to meet the child's basic care and developmental needs reliably on a daily basis.

Family Network Diagram: A pictorial representation of a family's connections to their extended family, persons, and/or systems in their environment, which combines the Genogram and the Ecomap.

Family Preservation Services: Services provided to prevent a child from being removed from his or her parent, guardian, custodian and/or to reunite the child with his or her parent, guardian, or custodian when removal has occurred.

Felony: Offense defined in criminal law for which a convicted person could be imprisoned for more than one (1) year.

Fetal Alcohol Syndrome (FAS): Refers to a set of physical and mental birth defects found in those whose parent drank alcohol regularly and heavily prior to and/or during pregnancy.

Fit and Willing Relative: Permanent placement of a child, as a plan of permanency, with a relative who is able and willing to care for the child.

Five-Year Child and Family Services Plan: The CFSP is a strategic plan that sets forth a state's or tribe's vision and goals to strengthen its child welfare system. It outlines initiatives and activities that the state or tribe will carry out over the next 5 years to administer and integrate programs and services to promote the safety, permanency, and well-being of children and families.

Foster Care: The temporary care of a child by individuals who have no legal or custodial rights to the child. Foster care is generally supervised by the State or a license child placing agency that has legal custody of the child. Should the placement become more long-term because it is in the best interest of the child, it is deemed to be a planned, permanent living arrangement.

Foster Care Adoption: The adoption of a child from the foster care system, after a determination has been made that reunification cannot occur, and the parental rights of the birth parents have been terminated.

Foster Child: A child who has been placed in the State's legal custody because the child's custodial parent or guardian is unable to provide a safe family home due to abuse, neglect, or an inability to care for the child.

Foster Parent: An adult who is licensed to provide a temporary home and everyday nurturing and support for children who have been removed from their homes.

Foster Family Home: A place where an individual resides and provides licensed care and supervision on a 24-hour basis to a child.

G

Genogram: A family diagram used to identify significant family members that may be of support and family patterns such as alcoholism, domestic violence, mental illness, and physical illnesses.

Grief: Emotional reaction to a significant loss. For children and families in the child welfare system, it can be the acutely sad and painful emotions experienced when they are separated from each other.

Governor's Child Protection Task Force: A multidisciplinary group of Indiana experts who will provide advice and opinions about child abuse and neglect cases to the legally mandated local DCS child protection service staff throughout the State. Only a local office supervisor or director can make a referral to the task force. The referral is sent to the DCS Child Welfare Deputy Director who determines whether the referral should be passed on to the task force.

Group Home: A residential structure in which care is provided on a 24-hour basis for not more than 10 children.

Guardian: A person appointed by a court to have the care and custody of a child, or the child's estate, or both.

Guardian Ad Litem (GAL): A person appointed by a court to represent and protect the best interests of a child and to provide the child with services requested by the court.

Guardianship: The transfer of parental responsibility and legal authority for a minor child to an adult caregiver who intends to provide permanent care for the child. This can be done without terminating the parental rights of the child's parents. Transferring legal responsibility removes the child from the child welfare system, allows the caregiver to make important decisions on the child's behalf, and establishes a long-term caregiver for the child. In the Guardianship Assistance Program, the guardian is provided with a monthly subsidy for the care and support of the child.

H

Hague Convention: A multinational agreement (The Convention on Protection of Children and Co-operation in Respect of Inter-Country Adoption) that sets out internationally agreed-upon rules and procedures for adoptions between countries that have a treaty relationship under the Convention. It provides a framework for member countries to work together to ensure that adoptions take place in the best interests of children and to prevent the abduction, sale, or trafficking of children. The Convention also establishes a central authority in each country to ensure that one (1) authoritative source of information and point of contact exists for prospective adoptive parents to receive reliable and accurate information.

Health Care Provider: Any person who is: a licensed physician, intern, or resident; an osteopath, a chiropractor, a dentist, a podiatrist; a registered nurse or other licensed nurse; a mental health professional; a paramedic or emergency medical technician; a social worker, x-ray technician, or laboratory technician employed by a hospital; or any person working under the direction of any of the practitioners listed.

Health Insurance Portability and Accountability Act (HIPAA): Federal legislation primarily concerning transactions that generally involve submitting health claims for payment and transmitting insurance information. The legislation applies to "covered entities" which include

health plans, health care clearing houses, or health care providers who transmit any health information in electronic form in connection with a transaction within the scope of HIPAA. The principal purpose of local DCS offices is not to provide for the provision or payment of health care related services. Therefore, local offices are not considered covered entities subject to HIPAA regulations. However, local offices continue to have the same duties and obligations to safeguard identifying information concerning clients in these programs.

Hispanic: A person who identifies his or her ethnicity or ancestry as having roots in Spain. The term is also used by some individuals to identify the common bond of those who speak Spanish.

Home-Based Services: Services provided primarily to families in their homes.

Home Study: Process of mutually assessing and preparing prospective foster, adoptive, or kinship families to determine their suitability to foster or adopt and determine the type of child whose needs would best be met by them. A home study may include a range of evaluative activities, visits to the family's residence, and educational activities.

I

Imminent risk: Immediate threat of injury or harm to a child when no interventions have occurred to protect the child.

Immunity: Legal protection from civil or criminal liability provided to a person making a report of CA/N.

Implied: Suggested, indicated, or understood although not clearly or openly expressed.

Incest: Sexual intercourse between persons who are closely related by blood. In the United States, incest is prohibited by many State laws and cultural tradition.

Incident: An occurrence by chance or due to a combination of unforeseen circumstances, which, if not handled in an appropriate manner, may escalate into an emergency, disaster, or even a crisis.

Indiana Adoption Program: A State program designed to assist in securing permanency for children through adoption.

Indian Child: Any unmarried person under age 18 who is either a member of an Indian tribe, or is eligible for membership in an Indian tribe.

Indian Child Welfare Act (ICWA): Federal law that regulates placement proceedings involving Indian (Native American) children. If the child is a member of a tribe or eligible for membership in a tribe, the family has the right to protection under the ICWA. These rights apply to any child protective case, adoption, guardianship, termination of parental rights action, runaway or truancy matter or voluntary placement of children.

Indian Tribe: Any Indian tribe, band, nation or other organized group or community of Indians recognized as eligible for the services provided to Indians by the Secretary of the United States Department of the Interior because of their status as Indians, including any Alaska native village as defined in Section 3(c) of the Alaska Native Claims Settlement Act (85 Stat. 688, 689).

Indiana Code (IC): Indiana statutory law.

Individual Education Plan (IEP): A plan for educational support services and outcomes developed for students enrolled in special education programs.

Individuals with Disabilities Education Act (IDEA): A law that governs how States and public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities. Infants and toddlers with disabilities (birth- two [2] years) and their families receive early intervention services under IDEA Part C. Children and youth (ages 3 to 21) receive special education and related services under IDEA Part B.

Informal Adjustment (IA): A program of care, treatment, and rehabilitation established without involving the formal procedures of the juvenile court.

Informed Consent: A process of continually informing clients about the intervention plans and the possible risks so those clients may provide consent to proposed treatment with adequate knowledge of costs, benefits, and alternative procedures. Informed consent is not satisfied by the mere completion of a written form. A valid consent form is not an open-ended blanket agreement, but rather an agreement to specific procedures based on adequate information.

Intake Officer: A Family Case Manager (FCM) or other DCS staff person or a Probation Officer who performs the assessment, Preliminary Inquiry, or other functions specified by the juvenile court or juvenile law.

Interstate Compact on the Placement of Children (ICPC): Federal law which governs movement of children between states.

Irrevocable: Impossible to retract or revoke.

J

Jurisdiction [of a court]: The specific type of case a court is designated to hear. For example, criminal courts hear criminal cases, and civil courts often hear adoption cases. Geographical factors also have implications for a court's jurisdiction.

Juvenile and Family Court: Court that specializes in areas such as child maltreatment, domestic violence, juvenile delinquency, divorce, child custody, and child support. These courts were established in most States to resolve conflict and to intervene in the lives of families in a manner that promotes the best interest of children.

Juvenile Delinquency: Antisocial or criminal behavior by children or adolescents.

K

L

Law Enforcement Agency (LEA): An agency that has jurisdiction where CA/N occurred. LEA may investigate a report in coordination with DCS.

Learning Disability: A lifelong neurological disorder resulting in a child having difficulty reading, writing, spelling, reasoning, and/or recalling or organizing information. Children with learning disabilities have normal or above normal intelligence.

Legal Counsel: Another term for a lawyer or attorney. A legal counsel advises clients about their legal rights and obligations and represents clients in legal proceedings.

Legally Free: The legal status of a child whose birth parents' rights have been legally terminated so that the child is free to be adopted by another family.

Legal Settlement: A finding by the court relative to children who have been removed from their homes. The school district having legal settlement of the child is where the child's parent or guardian lives. If the child is moved out of that school district, the school district determined to be the district of legal settlement by the court is responsible for paying tuition transfer to the school district into which the child is moved.

Legend Drug: Drugs which are inappropriately prescribed or are stolen from the manufacturing facility and illegally distributed.

License: A license, including a license for foster homes, therapeutic foster homes, and special needs foster homes may be issued to any foster family home applicant or licensee by DCS upon completion and approval of the application process.

Licensed Child Placing Agency (LCPA): A private agency that is licensed by the State of Indiana through DCS. LCPAs provide training and recommend individuals for special needs and therapeutic foster home licenses. LCPAs also conduct adoption home studies and make recommendations regarding the readiness of the child and adoptive family in the preparation for adoption. DCS Central Office licenses the child placing agencies, but DCS does not manage or operate the LCPAs.

Life Book: A type of book designed for developing a record of the life of a child who is in out-of-home care. The book may contain photographs, narration, art work the child has done, etc. There are many such specialty products available for recording the life of a child.

Litigation: Legal proceedings.

M

Mandated Reporter: Individuals required by State statutes to report CA/N to the proper authorities (usually child protective services or law enforcement agencies). In Indiana, all citizens are mandated reporters.

Mediation: The practice of involving trained, neutral, third-party mediators in child welfare cases as a means of resolving disputes and expediting permanency for children in foster care. This process may involve birth parents, kin, and foster or adoptive parents in planning by engaging them in an inclusive, confidential, and nonjudgmental process in which their wishes are considered and respected.

Medically Fragile: A child who has a medical condition that is:

- Documented by a physician and may become unstable or change abruptly resulting in a life-threatening situation;

- Chronic and progressive illness or medical condition; or
- Requires special service or ongoing medical support.

Medical Neglect: The denial or deprivation by those responsible for the care, custody, and control of the child, of medical or surgical treatment or intervention which is necessary to remedy or ameliorate a medical condition which is life threatening or causes injury. Medical neglect includes not only serious, but mild and moderate medical neglect as well.

Medical Passport: A booklet provided to the child's substitute caregiver to assist in tracking the child's medical history. Periodically, the information contained in the Medical Passport is to be entered into the case management system, after which the Medical Passport booklet is to be returned to the child's substitute caregiver. When the child leaves out-of-home care, the Medical Passport and other medical documents are to be given to the child without cost.

Multi-Ethnic Placement Act and Inter-Ethnic Placement Act (MEPA/IEPA): Federal requirements established to prohibit discrimination, whether directed at children in need of appropriate, safe homes, at prospective parents, or at previously "underutilized" communities who could be resources for placing children. The three (3) basic mandates include:

- Prohibiting the delay or denial of a child's foster care or adoptive placement on the basis of the child's or the prospective parent's race, color, or national origin;
- Prohibiting the denial to an individual of the opportunity to become a foster or adoptive parent on the basis of the prospective parent's or the child's race, color, or national origin; and
- Requiring diligent recruitment of foster and adoptive parents who reflect the racial and ethnic diversity of the children in the state who need foster and adoptive homes.

N

National Child Abuse and Neglect Data System (NCANDS): A voluntary national data collection and analysis system created in response to the requirements of the Child Abuse Prevention and Treatment Act (CAPTA).

Natural Consequences: Discipline that occurs as a result of circumstances brought about by a child's actions rather than any intervention by a substitute caregiver.

Near Fatality: Defined by the CAPTA as "an act that, as certified by a physician, places the child in serious or critical condition". DCS defines near fatality as a situation in which a child has been admitted to the intensive care unit (ICU) or a neonatal intensive care unit (NICU) and has been placed on a ventilator due to injuries sustained from alleged abuse/neglect.

Neglect: The inability or refusal by those responsible for the care, custody, and control of a child to provide necessary food, clothing, shelter, medical care, education, or supervision necessary for the child's well-being.

Non-Custodial Parent: A parent who does not have physical custody of a child.

Non-Emergency Removal: A voluntary or involuntary removal of a child under circumstances that do not require immediate protection of the health and safety of the child. In such circumstances, appropriate planning can be done.

Nurturance: Behaviors and activities that further the growth and development of another person, family, group, or community.

O

Older Youth: An individual who is at least 18 years of age but less than 21 years of age.

Omission: An occurrence, in the context of child protection service, in which the parent, guardian, or custodian allowed that person's child to receive any injury that the parent, guardian, or custodian had a reasonable opportunity to prevent or mitigate.

Out-of-Home Care: An array of services, including family foster care, kinship care, and residential group care, for children who have been placed in the custody of the State and who must reside temporarily away from their families.

P

Parens Patriae: A legal term referring to the State's power to act for or on behalf of children who cannot act on their own behalf, in their best interest.

Parent: A biological or adoptive parent. This term, unless otherwise specified in the Juvenile Code, refers to both parents regardless of their marital status.

Parental Rights: The legal rights and corresponding legal obligations that go along with being the parent of a child.

Paternity Affidavit: The official document that a putative father signs in order to legally declare that he is the father of a child.

Peer Coaches: Individuals who are DCS staff members and are trained to educate facilitators for their role and responsibilities in CFT Meetings. Peer coaches have all been facilitators themselves.

Per Diem Rate: The amount that foster parents are paid per day for the care of children in their homes.

Periodic Case Review: A scheduled case review of each child who is placed in the child's own home or in out-of-home care under a dispositional decree. This review is to be conducted no less frequently than once every six (6) months by a court.

Permanency Goal: The desired outcome of intervention and service, which is determined to be consistent with the health, safety, well-being, and best interests of the child.

Permanency Planning: A plan made for a child in out-of-home care. The goal of the plan is to see that the child is placed in a permanent home under circumstances that will ultimately eliminate the need for DCS supervision. Permanency options available to the court include:

- Reunification;
- Adoption;
- Legal Guardianship;
- Another Planned Permanent Living Arrangement (APPLA); or
- Fit and Willing Relative.

Permanency Round table (PRT): A PRT is a team of DCS experts who meet to review permanency options for a child with a Legal Permanency Status of “Fair” or lower, as determined by the Regional Permanency Roundtable Liaison or the Regional Permanency Team (RPT).

Perpetrator: May refer to any person who abused or neglected a child. Prior to substantiation of CA/N or conviction in a criminal court for such an act, the term “alleged” is used to define the term.

Petition: A written request or plea in which a specific court action is requested.

Physical Abuse: Child abuse that results in physical injury to a child. This may include: burning, hitting, punching, shaking, kicking, beating, or otherwise harming a child. Although an injury resulting from physical abuse is not accidental, the parent or caregiver may not have intended to hurt the child. The injury may have resulted from severe discipline, including injurious spanking or physical punishment that is inappropriate to the child’s age or condition. The injury may be the result of a single episode or of repeated episodes and may range in severity from minor marks and bruising to death.

Physical Neglect: Failure to provide for a child’s basic survival needs, such as nutrition, clothing, shelter, hygiene, and medical care. Physical neglect may also involve inadequate supervision of a child and other forms of reckless disregard of the child’s safety and welfare.

Placement: The arrangement for the care of a child in a relative home, foster home, group home, CCI, shelter care facility, or a medical facility; or the process of moving a child from one home to another.

Poverty: A lack of financial resources. While someone may have a lack of resources due to poverty, this does not automatically mean they are unable to meet the needs of the child.

Pre-adoptive Home: A resource family home that has been approved to adopt a specific child at an adoption staffing.

Predispositional Report (PDR): A report that is prepared by the FCM to aid the court in arriving at a disposition regarding the case. This contains a statement of the needs of the child for care, treatment, rehabilitation, or placement. It also includes a recommendation for the care, treatment, rehabilitation, or placement of the child.

Preliminary Inquiry: A written report prepared for the court that provides information about the child’s background, current status, and school performance. The report must include the facts and circumstances which establish reason to believe the child is a CHINS.

Prenatal Substance Exposure: Fetal exposure to maternal drug and alcohol use that may significantly increase the risk for developmental and neurological disabilities in the child. The effects may cause severe neurological damage and growth retardation in the substance-exposed newborn.

Preponderance of Evidence: The degree of evidence that carries greater weight or is more convincing than the evidence which is offered in opposition to it; or evidence

which, as a whole, shows the fact to be proved to be more probable than not or greater than 50% likely to be true. The CHINS standard is “preponderance of the evidence”.

Private Adoption Agency: Any Indiana-licensed child placing agency which provides adoption services.

Private Secure Facility (PSF): A locked living unit of an institution for children age six (6) years or older with chronic behavior that endangers themselves or others.

Probable Cause: The existence of facts and circumstances within one’s knowledge and of which one has reasonable, trustworthy information, which are sufficient in themselves, in the context of child welfare, to warrant someone to believe a child is a CHINS.

Program Improvement Plan (PIP): A plan that is created by an entity such as a government agency or corporate enterprise that is designed to improve a component of their operations. For DCS, this is based on outcomes from the Child and Family Services Review (CFSR).

Progress Report: A report on the status of dispositional decree implementation and the resulting outcome relative to a child who is the subject of the decree. DCS will prepare the report and submit to the court every three (3) months after the dispositional decree, or at any time after the date of the original dispositional decree when ordered by the court to file a report.

Proof Beyond a Reasonable Doubt: All the evidence must point to one (1) conclusion, without reasonable question or doubt. This is the standard used in criminal or delinquency cases.

Protective Custody: A child may be taken into custody by a law enforcement officer under an order of the court. If a law enforcement officer’s action will not adequately protect the safety of the child, the child may be taken into custody by a law enforcement officer, probation officer, or caseworker acting with probable cause to believe the child is a CHINS if:

- It appears the child’s physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody;
- There is not a reasonable opportunity to obtain an order of the court; and
- Consideration for the safety of the child precludes the immediate use of family services to prevent removal of the child.

Psychological Maltreatment: A pattern of caregiver behavior or extreme incidents that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another’s needs. This maltreatment may be perpetrated by parents or caretakers using extreme or bizarre forms of punishment or threatening or terrorizing a child. The term is also known as emotional abuse or neglect, verbal abuse, or mental abuse.

Putative Father: A man, regardless of age, who is commonly accepted or supposed to be a child’s father and who has signed a paternity affidavit to legally declare that he is, in fact, the father of a child. A putative father was not married to the child’s mother on or before the date that the child was or is to be born nor has his paternity of the child been established in a court proceeding.

Putative Father Registry: Registry system that serves to ensure that birth fathers’ rights are protected. Some States require that birth fathers register, while other States presume that the father does not wish to pursue paternity rights if he does not initiate any legal action.

Q

Quality Assurance/Quality Improvement: The process and measures an organization uses to determine how its products or services measure up to the standards established for them. All State child welfare agencies are required to develop and implement standards to ensure that children in foster care are provided quality services that protect the safety and health of the children. They are also required to operate an identifiable quality assurance system that evaluates the quality of services, identifies strengths and needs of the service delivery system, provides relevant reports, and evaluates implemented program improvement measures. In child welfare agencies, quality assurance programs may contain one (1) or more of the following components:

- A client information/data system;
- A peer review system; and
- A case record review system.

R

Racial Disproportionality: The difference in the percentage of children of a certain racial or ethnic group in the country as compared to the percentage of the children of the same group in the child welfare system.

Reasonable Efforts: The exercise of ordinary diligence and care by DCS to utilize all family preservation services available to:

- Enable the child to live at home safely; or
- Effect the safe reunification of the child and family when it has been necessary to remove a child from the home to ensure immediate safety; or
- Make and finalize alternate permanency plans in a timely manner when reunification is not appropriate or possible.

Rebuttable Presumption: A presumption based upon certain known facts that support a belief; however, the presumption may be rebutted, or overcome, through the introduction of contrary evidence.

Receiving State: A party state of the ICPC with which another (sending) party state can arrange for the receipt of any child into the state for placement with state or local public authorities or with private agencies or persons.

Redaction: A process where a document is reviewed thoroughly to remove text prior to release.

Regional Permanency Team (RPT): A team available in each DCS region to assist in identifying permanency options and planning to achieve permanency for each child in need of services.

Regional Services Councils (RSC): All 18 regions have an RSC. Many of our community partners are represented on these councils including judges, foster parents, GAL/CASA, and DCS staff. The purpose of these councils is to:

- Assess the services available in communities;
- Identify needed services for families and children; and
- Ensure the needed services are available in communities.

Rehabilitative Services: Services provided to the child and/or family to address issues identified as leading to involvement with DCS. These services include but are not limited to parenting classes, drug and alcohol treatment, and psychological assessment.

Reimbursement Payments: Court-ordered payments made to DCS by the parent or guardian that are applied to expenses incurred by the Family & Children Fund for the care of a child in out-of-home care. These payments may be applied to expenses incurred over the entire placement period or any portion of the placement period.

Relative: Any person who is related to a child by blood or marriage. See also “specified relative” below which relates to eligibility of the child for the expenditure of Title IV-E funds for the child’s care.

Relative Placement: A placement, licensed or unlicensed, in which a qualified adult (e.g., a grandparent, aunt, uncle, or adult sibling) provides care for a related child. By law, a court must consider placement in the home of any willing relative of a child in need of out-of-home care before considering placement elsewhere.

Relinquishment of Parental Rights: A voluntary termination of parental rights (TPR).

Requested Custody Study: An investigation not ordered by a court, but rather requested by either an out-of-state court or agency or by an attorney representing a person seeking custody whose purpose is to substantiate, prior to court action, a person’s ability to properly care for child whose custody is being sought.

Resource Home: A term applied to foster homes, pre-adoptive homes, and relative homes that serve or may serve as resources for children in need of out-of-home placement.

Resource Parent: Includes a pre-adoptive parent, foster parent, and relative or kinship caregiver.

Respite Care: Child care offered for designated periods of time to allow a caregiver to tend to other family members; alleviate a work, job, health, or housing crisis; or take a break from the stress of caring for a seriously ill child. Respite for foster and adoptive parents is a preventive measure that enhances the quality of care for the child, gives the caregiver a deserved and necessary break, and ensures healthy and stable placements for children.

Responsibility: The state, quality, or fact of being responsible; a thing or person that someone is answerable for; a duty, obligation or burden.

Right to be Heard: Resource parents of a child in foster care who are required to be notified, also have been given the right to be heard in all court proceedings pertaining to a child in their care.

Risk: Risk is the likelihood that a child may experience abuse and/or neglect based on vulnerabilities and exposure to harm.

Risk Assessment: A measure of the likelihood that a child will be maltreated in the future, frequently through the use of checklists, matrices, scales, and other methods of measurement.

Risk Factor: Behaviors and conditions present in the child, parent, or family that will likely contribute to child maltreatment occurring in the future. Major risk factors include substance abuse, domestic/family violence, and mental health problems.

Role: A function or position. With respect to child welfare, many entities (e.g., parent, guardian, or custodian; DCS; and service providers) play a specific role in the life of the child.

S

Safety: Safety is the protection from immediate harm due to caregiver's abilities to address all known threats.

Safety Assessment: A part of the child protective services case process in which available information is analyzed to identify whether a child is in immediate danger of moderate or serious harm. Safety assessments also are conducted throughout the life of a case, including while in-home services are provided, when a child is in out-of-home care, preceding and during family visitation, and throughout the process of achieving permanency for the child.

Safety Plan: A casework document developed when it is determined that a child is in imminent or potential risk of serious harm. In the safety plan, the caseworker targets the factors that are causing or contributing to the risk of imminent serious harm to the child and identifies, along with the family, the interventions that will control the safety factors and assure the child's protection.

Secure Facility: A place of residence other than a shelter care facility, that prohibits the departure of the child.

Sending State: A party state of the ICPC that arranges with another (receiving) party state for the receipt of any child into the state for placement with state or local public authorities or with private agencies or persons.

Sexual Abuse: According to CAPTA, the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or interfamilial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

Shaken Baby Syndrome: Injury to an infant or child resulting from the child's having been shaken, usually as a misguided means of discipline. The most common symptoms, which can be inflicted by seemingly harmless shakings, are bleeding and/or detached retinas and other bleeding inside the head. Repeated instances of shaking and resultant injuries may eventually cause mental and developmental disabilities.

Shelter Care Facility: A place of residence licensed under the laws of any state, other than a secure facility, which is not locked to prevent a child's departure unless the administrator determines that locking is necessary to protect the child's health.

Social Security Act: Federal legislation enacted in 1935, which created the public welfare system. In its current amended form, it now includes, under the welfare umbrella, public assistance (Title IV-A which is the AFDC program), child welfare services (Title IV-B), child

support (Title IV-D), foster care and adoption assistance (Title IV-E), Medicaid (Title XIX) and Social Services Block Grant (Title XX).

Social Security RSDI and Other Benefits: Social Security for Retirement, Survivors, and Disability Insurance; these benefits are paid for the care of dependents.

Social Service Block Grant (SSBG): A federally funded social services program under Title XX of the Social Security Act, which provides reimbursement for social services. DCS, other state agencies, and private providers are reimbursed for social services provided to eligible recipients.

Solution Focused Questions: Questions used with clients to get to the underlying needs of the family. These questions help family members define the who, what, why, where, when, and how of the problem and the solution. It helps to identify the nature of the problem and the solutions, as well as who else is interested in this problem or has information that might be helpful in solving the problem.

Special Needs Children: Children in out-of-home care who meet certain criteria related to greater challenges in securing adoptive families for them. This most frequently refers to children who are at least 2 years of age; part of a sibling group; children of color; or those with special physical, emotional, or developmental needs. There is no federal definition of special needs and guidelines for classifying a child as special needs vary by State.

Specified Relative: For purposes of determining a child's eligibility for the expenditure of Title IV-E funds, a specified relative is any of the following or the spouse of any of the following, (even if the marriage is terminated by death or divorce) who is within the fifth degree of kinship to the child and whose relationship is by blood, half-blood or legal adoption.

- Mother (biological, adoptive, or step);
- Father (biological, adoptive, or step);
- Grandmother or grandfather (including great, great-great, great-great-great);
- Sister or brother (including step and in-law);
- Aunt or uncle (including great, great-great, in-law);
- Niece or nephew (including great and great-great);
- First cousin; and
- First cousin once removed,

State Central Registry (SCR): A statewide registry, the information from which was incorporated into the CCI as a result of legislation passed during the 2006 legislative session. The combined data formed the CPI (see CPI above).

State Children's Health Insurance Program (SCHIP): Title XXI of the Social Security Act, jointly financed by the Federal and State governments and administered by the States. This national program is designed for families who earn too much money to qualify for Medicaid, yet cannot afford to buy private health insurance. Within broad Federal guidelines, each State determines the design of its program, eligibility groups, benefit packages, payment levels for coverage, and administrative and operating procedures.

Statewide Automated Child Welfare Information System (SACWIS): A comprehensive automated case management tool that supports social workers' foster care and adoption assistance case management practice.

Status Offense: Acts of delinquency that are not crimes for adults. The status offenses under the Juvenile Code include: running away, truancy, habitual disobedience, curfew violations, and underage drinking.

Strengths-Based: A perspective that emphasizes an individual or family's capabilities, support system, and motivation to meet challenges.

Subpoena: A document requiring a person to appear at a certain court on a certain day to give testimony in a specified case.

Substantiate: An investigation disposition concluding that the allegation of child maltreatment or risk of maltreatment was supported or founded by State law or State policy. A child protective services determination means that credible evidence exists that child abuse or neglect has occurred.

Summary Recording: A digest of factual information relevant and material to the agency's service delivery and the client's response to the same.

Summons: A document notifying a person of the filing of a lawsuit against the person. In CHINS cases, a summons is sent to the parent, guardian, or custodian of the child alleged to be a CHINS.

Supplemental Security Income (SSI): A federally funded, needs-based disability program for adults and children that provides monthly cash benefits and, in most States, automatic Medicaid eligibility.

Surrogate Parent Program: A program in which a person is assigned to monitor the educational needs and rights of special needs children whose parents are unknown or unavailable. The administrator of the special education program that an eligible child attends makes the assignment. An FCM cannot serve as a surrogate. Special training is required before persons who qualify to be surrogates can accept an assignment.

T

Teaming, Engaging, Assessing, Planning, Intervening (TEAPI): A social work practice methodology designed to:

- Protect children from abuse and neglect;
- Support families in identifying and using their inherent strengths and the resources in their community to resolve the conditions that led to abuse and neglect;
- Effect permanent change that enhances the safety, permanency, and well-being of children and families;
- Maintain and develop essential connections with family when children are unable to remain in their homes; and
- Ensure that all children have the opportunity to achieve swift permanency through family preservation, family reunification, adoption or independent living.

Temporary Assistance for Needy Families (TANF): A program that provides assistance and work opportunities to needy families by granting States the Federal funds and wide flexibility to develop and implement their own welfare programs. The focus of the program is to help move recipients into work and to turn welfare into a program of temporary assistance.

Termination of Parental Rights (TPR): A judicial proceeding in which a court terminates the rights of a parent or guardian to a child either voluntarily by having the parent or guardian sign a relinquishment or a consent for adoption or involuntarily via a court finding that the parent or guardian has abandoned the child, is unfit to care for the child.

Testimony: Verified evidence given by a competent witness under oath or affirmation as distinguished from evidence derived from writing other sources.

Therapeutic Foster Family Home: Care provided by foster parents who have received special training to care for a wide variety of children and adolescents, usually those with significant emotional or behavioral problems. Therapeutic foster parents typically receive additional supports and services.

Title IV-B: A section under the federal Social Security Act that provides grants to states for the purpose of enabling the federal government, through the US Department of Health and Human Services, to cooperate with state agencies in establishing, extending, and strengthening child welfare services.

Title IV-E: A section under the federal Social Security Act legislation which concerns the foster care maintenance assistance (Title IV-E-FC) program, AAP, guardianship assistance, and prevention services.

Trauma: An internal or external injury or wound brought about by an outside force.

Trauma Informed Care: Takes in account the whole person (physical, emotional, and mental), and recognizes the symptoms of trauma and acknowledges the role the trauma has played in the person's life.

Tuition Transfers: Payments to be made by the school corporation having legal settlement when a child is placed out of the school corporation.

U

United States Code (USC): Federal statutory law.

Universal Precautions: Use of appropriate barrier precautions (e.g., gloves) by workers whose occupation involves exposure to blood. The purpose of using universal precautions is to prevent contact with blood or other bodily fluids capable of transmitting HIV infection.

Unsubstantiated: An assessment disposition that determines that there is not sufficient evidence under State law or policy to conclude that a child has been maltreated or is at risk of maltreatment. A child protective services determination means that credible evidence does not exist that child abuse or neglect has occurred.

V

Victim: Someone who is harmed by or made to suffer from an act, circumstance, agency or condition. A person who is deceived, swindled, taken advantage of, or duped.

Visitation: A fundamental right of children in placement to visit with their parents, siblings, grandparents and/or significant others. The purpose of visitation is to maintain family attachments, reduce the sense of abandonment that children may experience during placement, and prepare for permanency.

Vital Record: Official records usually maintained by States that document births, deaths, marriages, divorces, naturalization, and adoption.

Voluntary Collaborative Care Agreement: An agreement between an older youth who is participating in Collaborative Care and DCS. The agreement addresses the youth's placement, services, involvement in court, reasons for termination of the agreement, and rules of conduct.

Voluntary Placement Agreement: An agreement between the parent, guardian, custodian and DCS concerning a child with an emotional, behavioral, or mental disorder or a developmental or physical disability who is voluntarily placed out of the home for special treatment or care, solely because the parent, guardian, or custodian is unable to provide the treatment or care.

W

X

Y

Youth Development: A process that prepares young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences that help them to become socially, morally, emotionally, physically, and cognitively competent. Positive youth development addresses the broader developmental needs of youth. In contrast to deficit based models that focus solely on youth problems.

Youth Involvement/Engagement: A component of family-centered practice that centers on recognizing youth as experts in determining what is best for themselves and engaging youth in the development of policy, program, and service design and in decision making, implementation, and evaluation.

Z