

## DCS Protocol of Worker Specific Activities for Waiver Demonstration

### Waiver Demonstration Referral Directions following the Child Abuse and/or Neglect Assessment for Family Case Managers (FCM):

1) **The FCM *should* refer a child for Waiver Demonstration inclusion** (for more details, see the Waiver Demonstration Inclusion Decision Making Guide) **to their immediate Supervisor when:**

- Child abuse and/or neglect allegations are substantiated; and,
- The need for services is evident and necessary for the child to remain safely in their own home setting, or likely to return home shortly
- The perceived need must be supported and documented by the FCM's utilization of Risk Assessment and Strengths and Needs Assessment.

2) FCM staffs case with immediate Supervisor for inclusion in the Waiver Demonstration.

- This activity can be accomplished one on one, or using the team staffing approach.

3) FCM Supervisor Demonstration Inclusion Staffing Process

- The discussion should focus on the appropriateness of the child's participation in the Waiver Demonstration, and should be based on the child's needs assessment and development of the Case Plan from the Child and Family Team (CFT) Meetings. All interested parties involved in the case should be considered when determining the appropriateness of inclusion in waiver.
- The Supervisor makes the decision that the child is either appropriate or inappropriate for referral for inclusion in the Waiver Demonstration.

4) Supervisory decision of child's inclusion in the Waiver Demonstration:

- Once a child is determined to be appropriate for the demonstration, the child's case should be identified as waiver in the Indiana Child Welfare Information System (ICWIS).

A) Case Plan should be completed for Waiver Demonstration children who have been adjudicated a Child in Need of Services (CHINS) (including both in home and out of home CHINS cases).

B) Informal Adjustment (IA) is completed for Demonstration children that are serviced in their home through an IA.

This document will describe the known service array to be provided to the Demonstration child (inclusion of related services provided to immediate family are also appropriate for

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the document); specific to the child's needs, and promoting preservation, reunification, or another permanency goal.

### **DCS Operational "Next Steps" for Waiver Demonstration:**

- 1) The FCM enters a Risk Assessment into ICWIS.
  - The Risk Assessment completion date must be reflective of a period within 15 days of the Waiver episode begin date.
- 2) The FCM Supervisor creates the Waiver Demonstration child in ICWIS
  - The Waiver episode begin date cannot be earlier than the date the Service Case was opened in ICWIS.
  - Data entry of the Waiver episode begin date initiates the eligibility determination process in ICWIS.
- 3) The FCM gathers and data enters into ICWIS, the required information and verifications for IV-E eligibility determination processing for the Waiver Demonstration child and family.
  - This information is reflective of the month of involvement in the child's case.

### **Administrative Waiver Demonstration Oversight Responsibilities**

#### **FCM Supervisors:**

- 1) Once the Waiver Demonstration child's waiver case has been created in ICWIS, the Supervisor must assure that Waiver Demonstration eligibility determinations are completed in ICWIS within 30 days of their entry into ICWIS.
- 2) Following the removal or detention of an active Waiver Demonstration child from their own home setting, the Supervisor will re-staff the case for continued participation in the Demonstration. Once waiver always waiver.

#### **DCS Local Office Director Responsibilities:**

- 1) The DCS Local Office Director will review and assess their County Waiver Demonstration allocation utilization data in ICWIS on a regular basis.

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- The DCS Local Office Director will be prepared for discussion with their Regional Manager, regarding their County Waiver Demonstration allocation utilization practices at all times.

2) The DCS Local Office Director will meet monthly with their FCM Supervisor(s) to discuss and assess local trends in allocation utilization. Discussion topics to be covered in this meeting include:

- Progress towards meeting established utilization goals
- Current realized increase in utilization
- Any known or perceived barriers to meeting established utilization goals
- Future needs for Demonstration allocation increases

3) All requests from County Directors for Demonstration allocation increases will be made to the Donna Sobecki ([donna.sobecki@dcs.in.gov](mailto:donna.sobecki@dcs.in.gov)).