

**Region 18**

**Biennial Regional Services Strategic Plan**

**SFY 2017 - 2018**

**February 2, 2016**



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Biennial Regional Services Strategic Plan

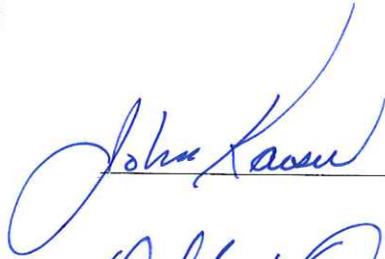
SFY 2017-2018

Region 18

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Approved by:

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Regional Manager:



DATE: 1-8-16

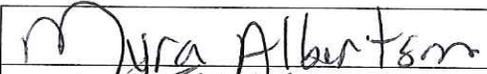
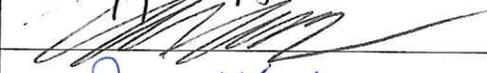
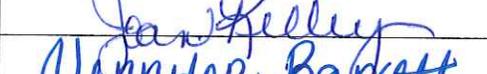
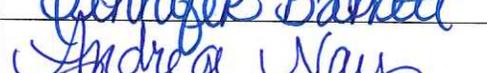
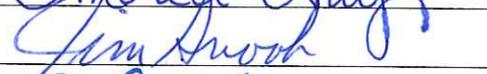
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**Regional Service Council Members:**

**John Kaiser:** Regional Manager Indiana Department of Child Services

**Nancy Lambring:** Clark County Director Indiana Department of Child Services

**Jim Snook:** Harrison County Director Indiana Department of Child Services

**Joan Kelley:** Scott County Director Indiana Department of Child Services

**Mark Barry:** Washington County Director Indiana Department of Child Services

**Andrea Nay:** Scott County Supervisor Indiana Department of Child Services

**Jennifer Barrett:** Floyd County Supervisor Indiana Department of Child Services

**Tacocia Moorman:** Family Case Manager Clark County Indiana Department of Child Services

**Myra Albertson:** Washington County Probation Department

**Judge Vickie Carmichael:** Clark County

**Judge Terrance Coty:** Floyd County

## **I. Biennial Regional Services Strategic Plan 2017-2018 Overview**

The Indiana Department of Child Services (DCS) was created as a standalone agency in 2005, charged with administering Indiana's child protection services, foster care, adoption and the Title IV-D child support systems throughout the state of Indiana. After the Department was formed, DCS engaged national and local organizations for guidance and support to improve the system that cares for its abused and neglected children. This collaboration marked the beginning of Indiana's practice reform efforts. Over the course of the last 10 years, DCS has launched a number of initiatives to improve the manner in which child welfare is administered in Indiana, including the DCS practice model (Teaming, Engaging, Assessing, Planning and Intervening; TEAPI) and the Safely Home Families First Initiative.

In 2008 State legislation was passed that added the requirement for a Biennial Regional Services Strategic Plan that would be tailored toward the provision of services for children in need of services or delinquent children. The "Biennial Plan" incorporates the "Early Intervention Plan" and the "Child Protection Plan" as well as new requirements under the Biennial Plan. The Early Intervention Plan was a focus on programs and service to prevent child abuse and neglect or to intervene early to prevent families from entering the child welfare or delinquency system. The Child Protection Plan describes the implementation of the plan for the protective services of children. It included the following information: Organization; Staffing; Mode of operations; Financing of the child protection services; and the provisions made for the purchase of services and interagency relations.

The Regional Services Council is the structure responsible for this Biennial plan. The purpose of the Regional Services Council is to: Evaluate and address regional service needs, regional expenditures, and to Serve as a liaison to the community leaders, providers and residents of the region.

The Biennial Plan includes an evaluation of local child welfare service needs and a determination of appropriate delivery mechanisms. Local service providers and community members were represented in the evaluation of local child welfare service needs. A survey was sent to local providers as well as interested community partners. In addition, the regional services council conducted a meeting to take public testimony regarding local service needs and system changes.

The Department of Child Services began the process of analyzing service availability, delivery and perceived effectiveness in the summer of 2015. The planning process to develop the Plan involved a series of activities led by a guided workgroup composed of representatives from the Regional Service Council and others in the community. The activities included a needs assessment survey, public testimony, and review of relevant data. While DCS has several other means with which to determine effectiveness of DCS provided services, such as Federal Child and Family Services Review measures, practice indicator reports, Quality Service Reviews (QSRs) and Quality Assurance Reviews (QARs), this process took that information and looked at it through a contracted service lens. The workgroup considered this information in conjunction with the needs assessment, previous service utilization and public testimony to

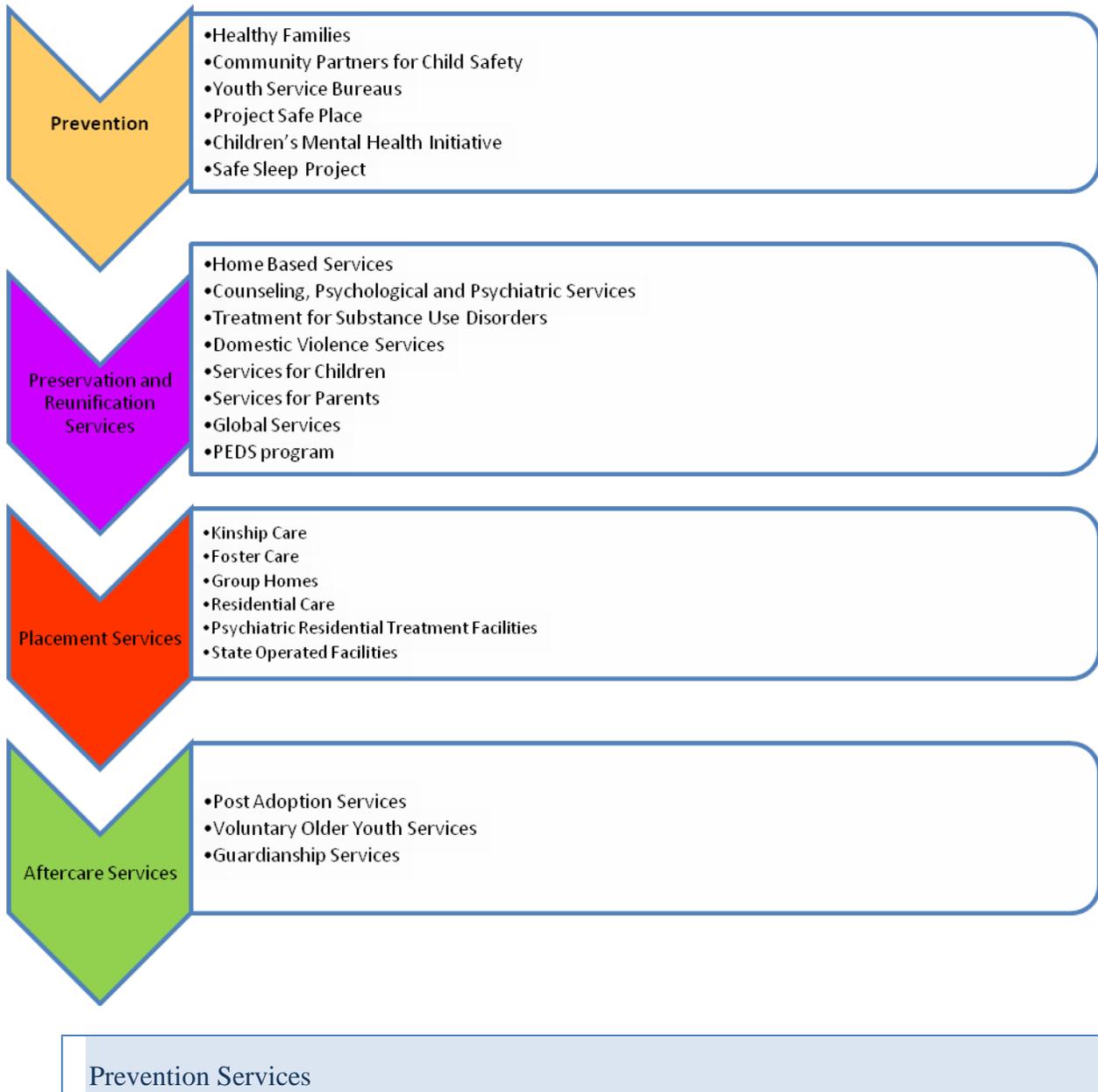
determine the appropriate utilization of available services and to identify gaps in service. As a result, the workgroup developed a regional action plan to address service needs and gaps that are specific to the region. In addition, to address known statewide system issues, the Regional Action Plan includes specific action steps to address the following areas:

1. Prevention Services
2. Maltreatment After Involvement
3. Permanency for children in care 24+ months
4. Substance Use Disorder Treatment

Biennial Regional Services Strategic Plans were approved by the Regional Service Council and subsequently submitted to the Director of the Department of Child Services on February 2, 2016 for final approval.

#### IV. Service Array

The Indiana Department of Child Services provides a full continuum of services statewide. Those services can be categorized in the following manner:



#### Kids First Trust Fund

A member of the National Alliance of Children’s Trusts, Indiana raises funds through license

plate sales, filing fee surcharges, and contributions. This fund was created by Indiana statute, is overseen by a Board, and staffed by DCS. Kids First funds primary prevention efforts through the Prevent Child Abuse Indiana (PCAI), Healthy Families Indiana and the Community Partners for Child Safety program.

### **Youth Service Bureau**

Youth Service Bureaus are created by Indiana statute for the purpose of funding delinquency prevention programs through a state-wide network. This fund supports 31 Youth Service Bureaus to provide a range of programs including: Teen Court, Mentoring, Recreation Activities, Skills Training, Counselling, Shelter, School Intervention, and Parent Education.

### **Project Safe Place**

This fund, created by Indiana statute, provides a state-wide network of safe places for children to go to report abuse, neglect, and runaway status. These safe places are public places like convenience stores, police departments, fire departments and other places where children gather. Some emergency shelter is also funded through licensed emergency shelter agencies.

### **Community-Based Child Abuse Prevention**

Federal funds available through the Child Abuse Prevention and Treatment Act (CAPTA) support building a community-based child abuse prevention network through which prevention services can be delivered.

### **Healthy Families Indiana (HFI)**

A combination of federal, state, and local funding provides prevention home visiting services through contract to parents of children zero to three years old. The purpose is to teach parents to bond with and nurture their children. The program also advocates for positive, nurturing, non-violent discipline of children.

### **Community Partners for Child Safety (CPCS)**

The purpose of this service is to develop a child abuse prevention service array that can be delivered in every region of the state. This service builds community resources that promote support to families identified through self-referral or other community agency referral to a service that will connect families to the resources needed to strengthen the family and prevent child abuse and neglect. It is intended, through the delivery of these prevention services, that the need for referral to Child Protective Services will not be necessary. Community resources include, but are not limited to: schools, social services agencies, local DCS offices, Healthy Families Indiana, Prevent Child Abuse Indiana Chapters, Youth Services Bureaus, Child Advocacy Centers, the faith-based community, local school systems and Twelve Step Programs.

### **Maternal Infant Early Childhood Home Visiting (MIECHV)**

Maternal Infant Early Childhood Home Visiting (MIECHV) grants are designed to: (1) strengthen and improve the programs and activities carried out under Title V of the Social Security Act; (2) improve coordination of services for at-risk communities; and (3) identify and provide comprehensive services to improve outcomes for families who reside in at-risk communities. The Indiana State Department of Health (ISDH) and the Department of Child Services (DCS) are co-leads of this federal grant, collaborate with Indiana University, Goodwill Industries of Central Indiana, Riley Child Development Center, Women, Infants, and Children (WIC), and the Sunny Start Healthy Bodies, Healthy Minds Initiative at the state agency level to achieve MIECHV goals.

The Indiana MIECHV funding supports direct client service through the expansion of two evidenced-based home visiting programs, Healthy Families Indiana (HFI) and Nurse Family Partnerships (NFP), to pair families—particularly low-income, single-parent families—with trained professionals who can provide parenting information, resources and support during a woman's pregnancy and throughout a child's first few years of life. These models have been shown to make a real difference in a child's health, development, and ability to learn and include supports such as health care, developmental services for children, early education, parenting skills, child abuse prevention, and nutrition education or assistance.

## **Children's Mental Health Initiative**

The Children's Mental Health Initiative (CMHI) provides service access for children with significant mental health issues who have historically been unable to access high level services. The Children's Mental Health Initiative specifically focuses on those children and youth who do not qualify for Medicaid services and whose families are struggling to access services due to their inability to pay for the services. The CMHI helps to ensure that children are served in the most appropriate system and that they do not enter the child welfare system or probation system for the sole purpose of accessing mental health services.

The Children's Mental Health Initiative is collaboration between DCS and the local Access Sites, Community Mental Health Centers and the Division of Mental Health and Addiction. Available services include:

- Rehabilitation Option Services,
- Clinic Based Therapeutic and Diagnostic Services,
- Children's Mental Health Wraparound Services,
- Wraparound Facilitation,
- Habilitation,
- Family Support and Training,
- Respite (overnight respite must be provided by a DCS licensed provider), and
- Placement Services.

Eligibility for the CMHI mirrors that of Medicaid paid services under the Children's Mental Health Wraparound and includes:

- DSM-IV-TR Diagnosis- Youth meets criteria for two (2) or more diagnoses.
- CANS 4, 5, or 6 and DMHA/DCS Project Algorithm must be a 1
- Child or adolescent age 6 through the age of 17

- Youth who are experiencing significant emotional and/or functional impairments that impact their level of functioning at home or in the community (e.g., Seriously Emotionally Disturbed classification)
- Not Medicaid Eligible/Lack funding for service array
- Other children who have been approved by DCS to receive services under the Children's Mental Health Initiative because they are a danger to themselves or others

Note: The Children's Mental Health Initiative is a voluntary service. The caregiver must be engaged in order to access services.

The CMHI started as a pilot project in 2012 and has spread throughout Indiana in 2013 and early 2014. The CMHI and the Family Evaluation process were implemented jointly to improve service access to families without requiring entry into the probation system or the child welfare system in order to access services. As the CMHI service availability expands, the need for Family Evaluations for this target population diminishes.

#### Preservation and Reunification Services

Indiana DCS will continue to provide a full service array throughout the state. Services provided to families will include a variety of services outlined below.

### Home Based Services

- Comprehensive Home Based Services
- Homebuilders
- Home-Based Family Centered Casework Services
- Home-Based Family Centered Therapy Services
- Homemaker/Parent Aid
- Child Parent Psychotherapy

### Counseling, Psychological and Psychiatric Services

- Counseling
- Clinical Interview and Assessment
- Bonding and Attachment Assessment
- Trauma Assessment
- Psychological Testing
- Neuropsychological Testing
- Functional Family Therapy
- Medication Evaluation and Medication Monitoring
- Parent and Family Functioning Assessment

### Treatment for Substance Use Disorder

- Drug Screens
- Substance Use Disorder Assessment
- Detoxification Services-Inpatient
- Detoxification Services-Outpatient
- Outpatient Services
- Intensive Outpatient Treatment
- Residential Services
- Housing with Supportive Services for Addictions
- Sobriety Treatment and Recovery Teams (START)

### Domestic Violence Services

- Batterers Intervention Program
- Victim and Child Services

### Services for Children

- Child Advocacy Center Interview
- Services for Sexually Maladaptive Youth
- Day Treatment
- Day Reporting
- Tutoring
- Transition from Restrictive Placements
- Cross Systems Care Coordination
- Children's Mental Health Wraparound Services
- Services for Truancy
- Older Youth Services
- Therapeutic Services for Autism
- LGBTQ Services

### Services for Parents

- Support Services for Parents of CHINS
- Parent Education
- Father Engagement Services
- Groups for Non-offending Parents
- Apartment Based Family Preservation
- Visitation Supervision

### Global (Concrete) Services

- Special Services and Products
- Travel
- Rent & Utilities
- Special Occasions
- Extracurricular Activities

These services are provided according to service standards found at:

<http://www.in.gov/dcs/3159.htm>

Services currently available under the home based service array include:

Home Based Services			
Service Standard	Duration	Intensity	Conditions/Service Summary
<p><b>Homebuilders</b>® (Must call provider referral line first to determine appropriateness of services)</p> <p>(Master's Level or Bachelors with 2 yr experience)</p>	4 – 6 Weeks	Minimum of 40 hours of face to face and additional collateral contacts	<p><b>Placement Prevention:</b> Provision of intensive services to prevent the child's removal from the home, other less intensive services have been utilized or are not appropriate <b>or Reunification:</b> it is an unusually complex situation and less intensive services are not sufficient for reunification to occur.</p> <p>Services are available 24/7</p> <p>Maximum case load of 2-3</p>
<p><b>Home-Based Therapy</b></p> <p>(HBT) (Master's Level)</p>	Up to 6 months	<p>1-8 direct face-to face service hrs/week</p> <p>(intensity of service should decrease over the duration of the referral)</p>	<p>Structured, goal-oriented, time-limited therapy in the natural environment to assist in recovering from physical, sexual, emotional abuse, and neglect, mental illness, personality/behavior disorder, developmental disability, dysfunctional family of origin, and current family dysfunction.</p> <p>Service is available 24/7. Beginning 7/1/11, some providers will have a 1 hour response time for families in crisis.</p> <p>Maximum case load of 12.</p>
<p><b>Home-Based Casework</b></p> <p>(HBC) (Bachelor's Level)</p>	Up to 6 months	<p>direct face-to-face service hours/week</p> <p>(intensity of service should decrease over the duration of the referral)</p>	<p>Home-Based Casework services typically focus on assisting the family with complex needs, such as behavior modification techniques, managing crisis, navigating services systems and assistance with developing short and long term goals.</p> <p>Service is available 24/7. Beginning 7/1/11, some providers will have a 1 hour response time for families in crisis.</p>

Home Based Services			
Service Standard	Duration	Intensity	Conditions/Service Summary
			Maximum case load of 12.
<b>Homemaker/ Parent Aid</b> (HM/PA) (Para-professional)	Up to 6 months	1-8 direct face-to-face service hours/week	Assistance and support to parents who are unable to appropriately fulfill parenting and/or homemaking functions, by assisting the family through advocating, teaching, demonstrating, monitoring, and/or role modeling new, appropriate skills for coping. Some providers have a 1 hour response time for families in crisis.  Maximum case load of 12.
<b>Comprehensive Home Based Services</b>	Up to 6 months	5-8 direct hours with or on behalf of the family	Utilizing an evidence based model to assist families with high need for multiple home based intensive services. Additionally, will provide: supervised visits, transportation, parent education, homemaker/parent aid, and case management. Some evidence based models require a therapist to provide home based clinical services and treatment. These services are provided by one agency.  This is referable through service mapping or the Regional Services Coordinator  Maximum case load of 5-8.

### Comprehensive Home-Based Services

The most recent addition to the home-based service array includes Comprehensive Home-Based Services. Comprehensive Services include an array of home based services provided by a single provider agency. All providers offering services through this standard are required to utilize an Evidence Based Practice (EBP) model in service implementation, which include but is not limited to, Motivational interviewing, Trauma Focused Cognitive Behavioural Therapy and Child Parent Psychotherapy.

In addition, Family Centered Treatment is being supported by DCS as a model of

Comprehensive Home-Based Services. This service provides intensive therapeutic services to families with children at risk of placement or to support the family in transitioning the child from residential placement back to the family. This model also is effective in working with families who have very complex needs. The service works to implement sustainable value change that will improve life functioning and prevent future system involvement.

Services Available Through Comprehensive Home Based Services		
Service Standard	Target Population	Service Summary
FCT – Family Centered Therapy	<ul style="list-style-type: none"> <li>● Families that are resistant to services</li> <li>● Families that have had multiple, unsuccessful attempts at home based services</li> <li>● Traditional services that are unable to successfully meet the underlying need</li> <li>● Families that have experienced family violence</li> <li>● Families that have previous DCS involvement</li> <li>● High risk juveniles who are not responding to typical community based services</li> <li>● Juveniles who have been found to need residential placement or are returning from incarceration or residential placement</li> </ul>	<p>This program offers an average of 6 months of evidenced based practice that quickly engages the entire family (family as defined by the family members) through a four phase process. The therapist works intensively with the family to help them understand what their values are and helps motivate them to a sustainable value change that will improve the lives of the whole family.</p>

## Services Available Through Comprehensive Home Based Services

Service Standard	Target Population	Service Summary
<p>MI – Motivational Interviewing</p>	<ul style="list-style-type: none"> <li>● effective in facilitating many types of behavior change</li> <li>● addictions</li> <li>● non-compliance and running away of teens</li> <li>● discipline practices of parents.</li> </ul>	<p>This program offers direct, client-centered counseling approaches for therapists to help clients/families clarify and resolve their ambivalence about change. Motivational Interviewing identifies strategies for practitioners including related tasks for the clients within each stage of change to minimize and overcome resistance. This model has been shown to be effective in facilitating many types of behavior change including addictions, non-compliance, running away behaviors in teens, and inappropriate discipline practices of parents.</p>
<p>TFCBT – Trauma Focused Cognitive Behavioral Therapy</p>	<ul style="list-style-type: none"> <li>● Children ages 3-18 who have experienced trauma</li> <li>● Children who may be experiencing significant emotional problems</li> <li>● Children with PTSD</li> </ul>	<p>This program offers treatment of youth ages 3-18 who have experienced trauma. The treatment includes child-parent sessions, uses psycho education, parenting skills, stress management, cognitive coping, etc. to enhance future safety. Treatment assists the family in working through trauma in order to prevent future behaviors related to trauma, and a non-offending adult caregiver must be available to participate in services.</p>
<p>AFCBT – Alternative Family Cognitive Behavioral Therapy</p>	<ul style="list-style-type: none"> <li>● Children diagnosed with behavior problems</li> <li>● Children with Conduct Disorder</li> <li>● Children with Oppositional Defiant Disorder</li> <li>● Families with a history of physical force and conflict</li> </ul>	<p>This program offers treatment to improve relationships between children and parents/caregivers by strengthening healthy parenting practices. In addition, services enhance child coping and social skills, maintains family safety, reduces coercive practices by caregivers and other family members, reduces the use of physical force by caregivers and the child and/ or improves child safety/welfare and family functioning.</p>

## Services Available Through Comprehensive Home Based Services

Service Standard	Target Population	Service Summary
ABA – Applied Behavioral Analysis	<ul style="list-style-type: none"> <li>● Children with a diagnosis on the Autism Spectrum</li> </ul>	<p>This program offers treatment for youth with autism diagnosis to improve functional capacity in speech and language, activities of daily living, repetitive behaviors and intensive intervention for development of social and academic skills.</p>
CPP – Child Parent Psychotherapy	<ul style="list-style-type: none"> <li>● Children ages 0-5 who have experienced trauma</li> <li>● Children who have been victims of maltreatment</li> <li>● Children who have witnessed DV</li> <li>● Children with attachment disorders</li> <li>● Toddlers of depressed mothers</li> </ul>	<p>This program offers techniques to support and strengthen the caregiver and child relationship as an avenue for restoring and protecting the child’s mental health, improve child and parent domains, and increase the caregiver's ability to interact in positive ways with the child(ren). This model is based on attachment theory but integrates other behavioral therapies.</p>
IN-AJSOP	<p>Children with sexually maladaptive behaviors and their families</p>	<p>This program offers treatment to youth who have exhibited inappropriate sexually aggressive behavior. The youth may be reintegrating into the community following out-of-home placement for treatment of sexually maladaptive behaviors. Youth may have sexually maladaptive behaviors and co-occurring mental health, intellectual disabilities or autism spectrum diagnoses. CBT-IN-AJSOP focuses on skill development for youth, family members and members of the community to manage and reduce risk. Youth and families learn specific skills including the identification of distorted thinking, the modification of beliefs, the practice of pro social</p>

Services Available Through Comprehensive Home Based Services		
Service Standard	Target Population	Service Summary
		skills, and the changing of specific behaviors
Intercept	Children of any age with serious emotional and behavioral problems	Treatment is family-centered and includes strength-based interventions, including family therapy using multiple evidence based models (EBM), mental health treatment for caregivers, parenting skills education, educational interventions, and development of positive peer groups.

### **Sobriety Treatment and Recovery Teams**

Indiana is currently piloting a promising practice program that has shown very positive outcomes with families in Kentucky. The program combines a specially trained Family Case Manager, Family Mentor, and Treatment Coordinator to serve families where there are children under the age of 5 and the parent struggles with a substance use disorder. The Family Mentor is someone who has had history with the child welfare system and is currently in recovery. The program is being piloted in Monroe County. Currently there are three active Family Case Managers, one Family Mentor and one Treatment Coordinator with the ability to add 2 additional mentors. It is estimated that the full team will be serving approximately 30 families at any given time. Currently DCS is expanding this program into Vigo county.

### **Adolescent Community Reinforcement Approach (ACRA)**

The Department of Mental Health Addictions (DMHA) has trained therapists at two agencies in Indianapolis. This model will be expanded through this inter-department collaboration and ensures that the service is available to adolescents in need. This EBP uses community reinforcers in the form of social capital to support recovery of youth in an outpatient setting. A-CRA is a behavioral intervention that seeks to replace environmental contingencies that have supported alcohol or drug use with pro-social activities and behaviors that support recovery.

This outpatient program targets youth 12 to 18 years old with DSM-IV cannabis, alcohol, and/or other substance use disorders. Therapists choose from among 17 A-CRA procedures that address, for example, problem-solving skills to cope with day-to-day stressors, communication skills, and active participation in pro-social activities with the goal of improving life satisfaction and eliminating alcohol and substance use problems. Role-playing/behavioural rehearsal is a critical component of the skills training used in A-CRA, particularly for the acquisition of better communication and relapse prevention skills. Homework between sessions consists of practicing skills learned during sessions and participating in pro-social leisure activities. The A-CRA is delivered in one-hour sessions with certified therapists.

### **Trauma Assessments, TF-CBT, CPP**

DCS recently expanded the service array to include Trauma Assessments and Bonding and Attachment Assessments. Trauma Assessments will be provided to appropriate children, using at least one standardized clinical measure to identify types and severity of trauma symptoms. Bonding and Attachment Assessments will use the Boris direct observation protocol. These new assessments will provide recommendations for appropriate treatment.

Child Parent Psychotherapy (CPP) and Trauma Focused Cognitive Behavioral Therapy (TF-CBT) are two of the possible models that could be utilized. DCS has trained a cohort of 28 therapists to provide Child Parent Psychotherapy. This first cohort of trained therapists includes 9 teams of 3 therapists from within the CMHC network and one additional DCS clinician. These therapists completed their training in May 2014, but will receive another year of consultation through the Child Trauma Training Institute as they begin to fully implement the model. DCS began offering training to a second cohort of clinicians to ensure service availability for children in need. DCS has trained approximately 300 clinicians throughout the state to provide TF-CBT. These agencies are both CMHC's and community-based providers and will ensure that TF-CBT is available for children and families in need.

### **Parent Child Interaction Therapy**

DMHA has started training therapists at Community Mental Health Centers in Parent Child Interaction Therapy (PCIT), which DCS children and families will access through our collaboration and master contracts with the CMHC's. Additionally, with the DCS

Comprehensive Service supporting the usage of evidenced-based models, PCIT will increase in its availability throughout the state.

PCIT is an evidence-based treatment for young children with emotional and behavioral disorders that places emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns. Disruptive behavior is the most common reason for referral of young children for mental health services and can vary from relatively minor infractions such as talking back to significant acts of aggression. The most commonly treated Disruptive Behaviour Disorders may be classified as Oppositional Defiant Disorder (ODD) or Conduct Disorder (CD), depending on the severity of the behaviour and the nature of the presenting problems. The disorders often co-occur with Attention-Deficit Hyperactivity Disorder (ADHD). PCIT uses a unique combination of behavioral therapy, play therapy, and parent training to teach more effective discipline techniques and improve the parent-child relationship. PCIT draws on both attachment and social learning theories to achieve authoritative parenting. The authoritative parenting style has been associated with fewer child behavior problems than alternative parenting styles.

### **Successful Adulthood: Older Youth Services**

Indiana's Older Youth Services delivery method utilizes the broker of resources model, which is designed to: 1) ensure youth have or establish ongoing connections with caring adults; and 2) promote youth to develop as productive individuals within their community, by the acquisition and maintenance of gainful employment, the achievement of educational/vocational goals, and the receipt of financial skills training. This model shall also aid in future program development and design for other resources to facilitate the successful transition to adulthood for foster youth.

This model places the provider in the role of connecting youth with services provided in the youth's community or through a natural, unpaid connection to the youth rather than by the contracted provider. Over time, the youth should be able to depend on their social network and individual knowledge in order to accomplish tasks related to living independently.

## V. Available Services:

Region 18 has a wide variety of services available for families and children through the Department of Child Services as well as Juvenile Probation Departments. Region 18 has been an important proving ground for comprehensive services and new evidence-based models that have only recently become available.

Region 18 only has 1 active provider of services for Domestic Violence Perpetrators (Batterers Intervention Program) despite heavy demand. Family Case Managers surveyed within the region identified Substance Use Treatment services along with Mental Health services as being the two most highly needed community based services in the region.

Appendix A shows all contracted services in the region as well as the most frequently used services, expenditures by service, and the projected budget for SFY 2017 and 2018.

## VI. Needs Assessment Survey

Each region in the state conducted a needs assessment survey of individuals who have knowledge and experience with child welfare and juvenile probation services. During spring and summer of 2015, the surveys were administered to Family Case Managers (FCMs), service providers, and other community members to measure their perceptions of 26 services in their communities in terms of need, availability, utilization and effectiveness. The intent of the survey was to evaluate local service needs. Results of the survey were used to assist in determining the regional child welfare and juvenile probation service needs, utilization and the appropriate service delivery mechanisms. Results of the surveys are located in Appendix B.

Family Case Managers in Region 18 indicated the following services were the **most available**:

1. Home-based Case Management
2. Health Care Services
3. Father Engagement Services
4. Mental Health Services
5. Comprehensive Home Based Services

Family Case Managers in Region 18 indicated the following services were the **most utilized**:

1. Home-based Case Management
2. Substance Use Services
3. Health Care Services
4. Mental Health Services
5. Public Assistance

Service Provider staff in Region 18 indicated the following services were the **most available**:

1. (tie) Home-based Case Management and Motivational Interviewing
2. (tie) Mental Health Services and First Steps
3. TF-CBT
4. Employment Training Services
5. Home-based services

Service Provider staff in Region 18 indicated the following services were the **most utilized**:

1. Motivational Interviewing
2. (tie) Home-based Case Management and Concrete Items and Services (assistance)
3. (tie) Housing services (rent/utility assistance) and Other services not listed
4. (tie) Older Youth Services and Child Care Assistance
5. TF-CBT

FCMs in the region identified Housing as the least available resource while providers indicated that respite care for children already in care as the least available.

## **VII. Public Testimony Meeting**

The Public Testimony meetings were advertised on the DCS web page titled “Biennial Plan Public Notices.” The web page included the purpose, dates, times and locations for each of the meetings throughout all 18 DCS Regions. Additionally, the Public Testimony meetings were advertised in each of the local offices and included the purpose, dates, times and locations for each of the meetings throughout all 18 DCS Regions. Email notifications of the public meetings were sent to all contracted providers and other community groups.

The Public Testimony meeting for the Child Protection Plan/Biennial Regional Services Strategic Plan was held on October 16<sup>th</sup>, 2015 (11:00AM) at the Clark County Department of Child Services office (1421 Youngstown Shopping Center Jeffersonville, IN 47130 A summary of the testimony is provided in Appendix C.

Testimony was limited, however 2 themes were presented. First, the idea that populations experiencing substance abuse issues need to be approached more from the family perspective rather than the individual perspective. Secondly, how can the State increase the availability of kinship care opportunities and provider financial support to the family in those instances.

## **VIII. Summary of the Workgroup Activities**

Region 18 held a Community Meeting on November 13<sup>th</sup> at the Washington County Government Center in Salem, Indiana. Subsequent meetings with the region’s management team followed.

The topics of discussion included:

**1. Prevention Services**

386 families in Region 18 received prevention services in 2015 and about 31% of those families had received prevention services previously. 42% of families receiving services needed help/information finding subsidized housing. 28% were concerned about their children's school attendance and nearly half needed assistance accessing mental health services. Many families were also in need of employment/job training and also child care assistance.

**2. Maltreatment After Involvement**

An extensive discussion regarding what actually qualifies and is calculated as Maltreatment after involvement occurred. In Region 18, 45% of the time when maltreatment after involvement occurred, it was in the first 90 days of the case. 38% of the time, MAI occurred in the second quarter. 90% of the time, a parent is the initial perpetrator and also the perpetrator in the subsequent incident.

**3. Permanency for children in care 24+ months**

For children who have been in foster care (includes any placement that is court ordered) 24 months or more, Indiana is finding permanency within the following 12 months 28% of the time. The federal standard for this measure is 30.3% Region 18 is at 37%. 60% of the time, youth in this category have a case plan goal of adoption.

**4. Substance Use Disorder Treatment**

Substance use and the lack of treatment options continue to be an area of concern for DCS region 18 along with the rest of the State and Nation. According to data made available through DCS, drug dependency has been identified as a stress factor experienced by parents just under 60% of the time since 2011. In region 18 that number has been as high as 83% with a low of 67%.

The data considered are included in Appendix A: Service Array and Appendix D: Additional Regional Data.

## IX. Regional Action Plan

### *Overview*

The Regional Action Plan presented in this section is based on all data collected that addressed regional service needs. These data sources assessed the following areas:

- Service availability (through the needs assessment survey)
- Service effectiveness (through the needs assessment survey)
- Public perception of regional child welfare services (through public hearings)
- Quality Service Review Indicators and Stress factors (4 rounds)
- Community Partners for Child Safety prevention services
- Regional services financing
- Regional workgroup determination of service available/accessibility
- Additional input provided by the workgroup

These data sources were considered by regional workgroups to determine service needs that were to be prioritized by a region for the relevant biennium. To address these service needs, regional workgroups formulated action steps which included distinct, measurable outcomes. Action steps also identified the relevant parties to carry out identified tasks, time frames for completion of tasks, and regular monitoring of the progress towards task completion.

<b>Measurable Outcome for Prevention Services:</b>		Increase the availability and awareness of Prevention services within the region including substance abuse awareness, safe sleep, and human trafficking.		
<b>Action Step</b>	<b>Identified Tasks</b>	<b>Responsible Party</b>	<b>Time Frame</b>	<b>Date of Completion</b>
Identify and update available programs/groups within the region.	Distribute information and make available at local community agencies and other government offices.	Region 18 Management Team	10 months	10/2016
Continue to fund Safe Sleep Info packets distributed by local hospitals.	Via prevention RFP	Regional Services Council	2 years	12/2017
Coordinate with local home-maker clubs to distribute Sleep Sacks.	N/A	Region 18 Management Team	Summer 2016	8/2016
Provide educational articles on safe sleep to local newspaper publishers and medical.	N/A	Region 18 Management Team	Summer 2016	8/2016
Host an educational event to increase awareness of Human Trafficking.	Coordinate with AG's office and get speakers from the Southern Indiana Human Trafficking Task Force.	Region 18 Management Team	Coincide with 2017 Kentucky Derby Festival	April 2017

<b>Measurable Outcome for Maltreatment after Involvement:</b>		Decrease incidents of MAI in the first 90 days of cases by 10%.		
<b>Action Step</b>	<b>Identified Tasks</b>	<b>Responsible Party</b>	<b>Time Frame</b>	<b>Date of Completion</b>
Convene a regional committee to meet quarterly to review all incidents of MAI within the .	<p>Identify systems issues that result in MAI.</p> <p>Identify commonalities of MAI in those cases.</p> <p>Make recommendations to local offices to reduce instances of MAI .</p>	Region 18 Management Team	On-going from 1/2016	12/2017

<b>Measurable Outcome for Permanency for children in care 24+ months:</b>		Increase occurrence of permanency for this population within the region to 45% by the end of 2018.		
<b>Action Step</b>	<b>Identified Tasks</b>	<b>Responsible Party</b>	<b>Time Frame</b>	<b>Date of Completion</b>
Convene a regional committee to review all cases of children in care over 24 months.	<p>Establish criteria to prioritize cases recommended for PRT.</p> <p>Identify common barriers and make recommendations.</p> <p>Supervisors will address and document permanency directives in all clinical staffing for children in this population.</p> <p>Increase the amount of CFTM's for this population.</p>	Region 18 Management team	<p>Regional committee formed</p> <p>Establish criteria for PRT recommendations</p>	<p>3/16</p> <p>5/16</p>

<b>Measurable Outcome for Substance Use Disorder Treatment:</b>		Increase the availability and access of information available within Region 18 for substance use disorder treatment services and support services/groups. Advance knowledge of new treatment options/programs as they become available.		
<b>Action Step</b>	<b>Identified Tasks</b>	<b>Responsible Party</b>	<b>Time Frame</b>	<b>Date of Completion</b>
Confer with regional probation departments and prosecutor offices; committee creation. Coordinate with Governor's Commission for a Drug Free Indiana.	Committee will combine resources/info regarding substance use trends, catalogue available services, support groups/religious organizations, and make information available through multiple outlets.	Region 18 Local Office Directors  Probation Departments within DCS Region 18  Prosecutors within Region 18	12 months  24 months	12/2016 for committee creation  12/2017 for information/resources to be made available.

#### X. Unmet Needs

Region 18 will continue to pursue opportunities to bring additional Domestic Violence Batterers Intervention programs to the more populated counties within the region (currently only available in Washington County. )

#### XI. Child Protection Plan

## CHILD PROTECTION PLAN

I. Region 18

A. Name and code of local offices of the Department of Child Services located within the region:

County: Clark	Code: 10
County: Floyd	Code: 22
County: Harrison	Code: 31
County: Scott	Code: 72
County: Washington	Code: 88
County:	Code:
County:	Code:
County:	Code:

II. Type of Child Protection Plan: Regional Child Protection Plan

III. Planning and Community Involvement: **(Please attach a copy of the notice(s) of the hearings on the county child protection plan.)**

A. Was the notice of the public hearing posted or published at least 48 hours in advance of the hearing (excluding weekends and holidays)?

1. Yes  No  (Please explain)

B. Was the procedure for notice of hearing according to IC 5-14-1.5-5 (attached) followed in detail? (Please check all that apply.)

1.  Public Notice was given by the Local Office Director and Regional Manager
2.  Notice was posted at the building where the hearing occurred and/or at the local offices of the Department of Child Services. (Required procedural element)

C. Give the date(s) and location(s) of the public hearings and attach a copy of the notice posted. October 16<sup>th</sup>, 2015 11:00 a.m. Clark Co DCS 1421 E 10<sup>th</sup> Street, Jeffersonville, In 47130

D. Sign-in sheet(s) for the public hearing(s) and a copy of any written testimony presented can be found in the public testimony section of this plan.

IV. **The Staffing and Organization of the Local Child Protection Service**

A. Describe the number of staff and the organization of the local child protection services (CPS) including any specialized unit or use of back-up personnel.

**NOTE: The term CPS refers only to the reporting and assessment of child abuse and neglect**

1. 34 Number of Family Case Managers assessing abuse/neglect reports full time.
2. 30 Number of Family Case Managers with dual responsibilities; e.g., 50% CPS assessments and 50% ongoing services or 20% CPS and 80% ongoing services.
3. 3 Number of Family Case Manager Supervisor IVs supervising CPS work only.
4. 6 Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% ongoing services.
5. 0 Number of clerical staff with only CPS support responsibilities.
6. 15 Number of clerical staff with other responsibilities in addition to CPS support.
7. Does the Local Office Director serve as line supervisor for CPS?  
Yes  No

B. Describe the manner in which suspected child abuse or neglect reports are received.

1. Is the 24-hour Child Abuse and Neglect Hotline (**1-800-800-5556**) listed in your local directories with the emergency numbers as required by law?  
Yes  No

2. All calls concerning suspected child abuse and neglect are received through the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556, including all times when the local DCS offices are closed.

C. Describe your current system of screening calls and reporting allegations of child abuse and neglect. (Attach any tools you presently use if helpful.)

The Indiana Child Abuse and Neglect Hotline (hereinafter “Hotline”) receives all calls, faxes, e-mails, etc. from inside and outside the state regarding the suspected abuse and neglect of children occurring within the state of Indiana. Intake Specialists, most of whom have been Family Case Managers, gather the information from each caller and provide a verbal recommendation to parents, guardians, and professionals. The Intake Specialist bases that recommendation on current laws, policies, and practices regarding abuse or neglect. The Intake Specialist routes their completed report to a Hotline supervisor for approval via MaGIK. The Hotline supervisor can make edits/changes within the MaGIK system or send the report back to the Intake Specialist for changes. Once approved by the supervisor, all reports with a recommendation of assess or screen out are routed to the local county’s queue for final approval. In the county queue, the local county has the ability to agree with or disagree with the Hotline recommendation. If the local county changes the decision, the local county will notify individuals who received a Hotline recommendation of that decision change.

If an immediate response to a report is required, the Intake specialist calls the local office via telephone during regular business hours. After hours, the Intake Specialist provides the on call designee essential information needed to immediately initiate the assessment. The written documentation is then forwarded via MaGIK to the local office’s county queue.

From 4:30-9:30p, Monday-Thursday, the on-call designee is notified via telephone of all 24 hour response time reports. Upon Hotline Supervisor approval, 24 hour response time reports will be routed to the county queue. From 9:30p-7:00a Sunday-Thursday, the Hotline will contact the on-call designee **ONLY** for reports requiring an immediate initiation. From Friday at 4:30 PM to Sunday at 9:30 p.m., the Hotline will contact the on-call designee on all 24 hour reports and Information/Referrals involving open cases. The Hotline will follow weekend processes for contacting on-call on Holidays.

All reports approved to a county queue will be emailed to that county’s distribution list by MaGIK. All reports approved from the county queue with a decision of assess will automatically be e-mailed to that county’s distribution list by MaGIK. Reports approved by the local office with a decision of screen out, can be changed after closure to assess.

- D. Describe the procedure for assessing suspected child abuse or neglect reports:
1. Please indicate when abuse assessments will be initiated.
    - a. Within 24 hours of complaint receipt. See Chapter 4, Section 38 of the Child Welfare Manual (Initiation Times for Assessment).

Yes                       No
    - b. Immediately, if the child is in imminent danger of serious bodily harm.

Yes  No

2. Please indicate who will assess abuse complaints received during and after working hours. (Check all that apply)

- a.  CPS
- b.  CPS and/or Law Enforcement Agency (LEA)
- c.  LEA only

4. Please indicate when neglect assessments will be initiated. See Chapter 4, Section 38 of the Child Welfare Manual (Initiation Times for Assessment).

a. Immediately, if the safety or well-being of the child appears to be endangered.

Yes  No

b. Within a reasonably prompt time (5 calendar days).

Yes  No

5. Please indicate who will assess neglect complaints received during and after working hours. (Check all that apply)

- a.  CPS only
- b.  CPS and/or LEA
- c.  LEA only

E. Describe the manner in which unsubstantiated child abuse or neglect reports are maintained. Refer to Indiana Child Welfare Manual Chapter 2 Section 13, Expungement of Records.

Please indicate if you have received and are following the "Record Retention Guidelines."

Yes  No

- F. Describe the policy and procedure you follow when receiving complaints of institutional child abuse/neglect from the Hotline. State assessments: Please describe procedures for reporting allegations in state institutions and facilities. Refer to Indiana Child Welfare Manual Chapter 4, Section 30 Institutional Assessments:

**1.) Statewide Assessments:** The Indiana Department of Child Services Hotline receives and processes reports of possible Child Abuse and/or Neglect (CA/N) that occurred in an institution setting located within the state. Licensed residential placement providers are mandated reporters and are required to report CA/N incidents and allegations. The Hotline staff will determine if the incident/allegation rises to the level of legal sufficiency to warrant further assessment and provide their recommendation to the Institutional Child Protection Services unit (ICPS). If the CA/N report is screened in for further assessment, the ICPS unit will assess allegations of abuse and neglect in group homes, residential treatment centers, emergency shelter care centers, day cares, schools, correctional facilities, etc. Allegations involving a foster home will be assessed by the local DCS office staff where the alleged incident occurred. The ICPS Director will assign the new report to the ICPS assessor in the respective Super Region for follow up. There are currently ten (10) ICPS Family Case Managers based in local DCS offices throughout the state. The ICPS unit handles the 24 hour and 5 day response times. In cases where immediate attention is warranted, ICPS staff works in tandem with the Hotline and DCS local offices to ensure one hour response times are achieved and child safety is established. All reports are forwarded to the appropriate licensing/governing bodies at the time of report and again at completion for further review. Reports that are screened out, are forwarded to the appropriate licensing people when applicable.

**Institutional Abuse or Neglect:** Institutional Child Protection Services (ICPS) for the Department of Child Services assesses allegations of abuse or neglect regarding children in an Institutional setting, when the alleged perpetrator is responsible for the children's care and safety. Reports are received through the statewide hotline and assessments are initiated within the assigned timeframes (1 hour, 24 hour or 5 day) to determine the safety of the child. Upon completion of the assessment, ICPS will make a determination of the allegations to be either unsubstantiated or substantiated. Further services, referrals, safety plans may take place during and at the conclusion of the assessment to continue to ensure child's safety and reduce future risk. ICPS assessments are completed by the ICPS unit, consisting of Family Case Managers stationed throughout the state.

The Institutional Child Protection Service (ICPS) Unit will conduct an assessment of a report of Child Abuse and/or Neglect (CA/N) if the allegations state the incident of CA/N occurred while the child was in the care of one of the following:

1. Residential Facility (i.e. DCS licensed Child Caring Institutions, Group Homes and Private Secure Facilities);
2. School;
3. Hospital;
4. Juvenile Correctional Facility;
5. Adult Correctional Facility that houses juvenile offenders;
6. Bureau of Developmental Disabilities (BDDS) Certified Group Home;
7. Licensed Child Care Home or Center;
8. Unlicensed Registered Child Care Ministry; or
9. Unlicensed Child Care Home or Center (see Related Information).

ICPS will NOT conduct assessments involving:

1. Licensed Foster Homes through DCS
2. Licensed Foster Homes through a private agency
3. Fatality or near-fatality assessments regardless of allegations or where said allegations took place.
4. Abandoned infants (IC 31-9-2-0.5, as amended):

**Please describe procedures for taking custody of an “abandoned infant,” for purposes of IC 31-34-21-5.6, (Abandoned Infant Protocols should be renewed at this time and can be incorporated here to satisfy this item.)**

### **Emergency Placement of Abandoned Infants**

The DCS Local Office FCM who needs to place an abandoned infant in substitute care will initially place the child in emergency foster care when the team set out below cannot convene prior to the child’s need for substitute care.

**Note:** This placement should be emergency shelter care only and should not be considered a long-term placement for the child.

In order to determine the final recommendation of placement for the child, the DCS Local Office FCM will convene a multi-disciplinary team comprised of the following team members:

1. CASA or GAL;
2. DCS Local Office Director or designee;
3. Regional Manager;
4. Supervisor;
5. SNAP worker (if appropriate); and
6. Licensing FCM.

The team will make a recommendation for placement, documenting the best interests of the child and the reasoning used in determining the most appropriate placement for the child. This recommendation and report on the interests served with this decision shall

first be submitted to the Local Office Director (LOD), then to the juvenile court for review.

- G. **Describe the inter-agency relations and protocols in existence regarding the provision of child protection service. Describe protocols outlining information sharing between DCS, law enforcement and prosecutors.**

See Attached Protocols

- H. **Describe the procedures that you follow upon receiving and referring child abuse or neglect reports to another county or state where family resides or where abuse or neglect occurs. (Refer to Indiana Child Welfare Policy Manual Chapter 3, Section 1 and Chapter 4, Section 35).**

The Hotline will refer an abuse/neglect report for assessment to the local office where the incident occurred. If it is determined that the incident occurred in another county or additional county to where the Hotline sent the assessment, the local office shall communicate and/or coordinate that information.

If a caller reveals an incident occurred out of state, the Hotline staff will provide the caller with contact information regarding the state where the allegation occurred and recommend the local office to email or fax a copy of any report taken to that agency. If the report presents concerns of a child imminent danger, the Hotline may reach out to the appropriate state agency directly.

If the Hotline receives a call from another state referencing abuse and/or neglect that allegedly occurred in Indiana, Hotline staff will determine if the report meets legal sufficiency to assign for assessment, determine where the incident occurred, and route the report with a recommendation to the local office's county queue.

If the Hotline receives a call from another state seeking home study or placement study, that information is documented as an Information and Referral and provided to the local office. The local office shall determine whether or not they will respond to the request. The Hotline will also refer the report to the ICPC unit via email.

If the Indiana Child Abuse and Neglect Hotline receives a call from another state requesting a service request to check on children that were placed in Indiana by the calling state, the Hotline will notify the local office to complete a safety check on the placed children via a service request and will notify ICPC staff if it appears the placement was illegal.

- **Describe special circumstances warranting an inter-county investigation (Refer to Indiana Child Welfare Policy Manual Chapter 3, Section 11)**

When a DCS local office receives allegations of CA/N that may pose a conflict of interest due to relationships between subjects of the report and local office staff, the local office may transfer the report to another county or region for assessment.

**I. Describe the manner in which the confidentiality of records is preserved. (Refer to Indiana Child Welfare Policy Manual Chapter 2, Section 6)**

The Indiana Department of Child Services (DCS) will hold confidential all information gained during reports of Child Abuse and/or Neglect (CA/N), CA/N assessments, and ongoing case management.

DCS abides by Indiana law and shares confidential information with only those persons entitled by law to receive it.

DCS shall comply with any request to conduct CA/N history checks received from another state's child welfare agency, as long as the records have not been expunged, when:

1. The check is being conducted for the purpose of placing a child in a foster or adoptive home;
2. The check is being conducted in conjunction with a C/AN assessment; and
3. The requesting state agency has care, custody and control of the child and the request is to check Child Protection Services (CPS) history of an individual who has a prior relationship with the child.

DCS will advise individuals who make calls reporting CA/N, parents, guardian, or custodian and perpetrators of their rights regarding access to confidential CA/N information.

DCS will make available for public review and inspection all statewide assessments, reports of findings, and program improvement plans developed as a result of a full or partial Child and Family Services Review (CFSR) after approval of the Chief Legal Counsel.

DCS will provide unidentifiable CA/N information of a general nature to persons engaged in research. The DCS Central Office shall provide such information upon written request.

DCS Central Office will submit all public records requests for substantiated fatality or near fatality records to the juvenile court in the county where the child died or the near fatality occurred for redaction and release to the requestor.

All records sent from DCS shall be labeled or stamped "CONFIDENTIAL" at the top of each record. Any envelope containing records shall also be labeled "CONFIDENTIAL".

DCS will protect the confidentiality of all information gained from non-offending parents in families experiencing domestic violence. Prior to releasing any information (i.e. during court proceedings where disclosure of certain information is mandatory), the non-offending parent will be notified so they may plan for their safety and the safety of the child(ren).

**J. Describe the follow-up provided relative to specific Assessments (See Chapter 4, Section 21 of the Indiana Child Welfare Policy Manual):**

The Indiana Department of Child Services (DCS) will provide a summary of the information contained in the Assessment Report to the administrator of the following facilities if such a facility reported the Child Abuse and/or Neglect (CA/N) allegations.

1. Hospitals;
2. Community mental health centers;
3. Managed care providers;
4. Referring physicians, dentists;
5. Licensed psychologists;
6. Schools;
7. Child caring institution licensed under IC 31-27;
8. Group home licensed under IC 31-27 or IC 12-28-4;
9. Secure private facility; and
10. Child placing agency as defined in IC 31-9-2-17.5.

DCS will provide this summary 30 days after receipt of the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (CA/N intake report).

**K. Describe GAL/CASA appointments in each county.**

Describe how guardian ad litem or court appointed special advocates are appointed in your county? Clark: The volunteer is appointed to all of the children in the family who are CHINS. there are not enough volunteers to cover all of the CHINS (that is the goal) so CASA volunteers are appointed to the cases for whom the judge (or magistrate) requests a volunteer. If there is no special request from the judge then the volunteer is appointed to the younger children who cannot speak for themselves and the larger sibling groups to serve as many children as possible with the volunteers that are available. Floyd: The court will order a CASA appointment on specific cases. When not by the court the CASA director will prioritize & assign when possible. Harrison: Advocates are appointed by the Juvenile Court Judge or Referee. Scott: The Judge orders that a Court Appointed Special Advocate be assigned a child. The CASA Director assigns a trained, volunteer CASA to the child. The cases will be assigned for high needs as

priority. Children will go on a wait list for assignment. Washington: The CASA Director assigns the CASA and the Judge appoints the GAL

What percentages of CHINS cases are able to have advocates assigned?  
43%

**L. Describe the procedure for Administrative Review for Child Abuse or Neglect Substantiation in DCS (See IC 31-33-26, 465 IAC 3 and the Indiana Child Welfare Policy Manual, Chapter 2, Section 2).**

For any report substantiated by DCS after October 15, 2006, DCS will send or hand deliver written notification of the DCS decision to substantiate child abuse or neglect allegations to every person identified as a perpetrator. The notice will include the opportunity to request administrative review of the decision.

DCS Administrative Review is a process by which an individual identified as a perpetrator, who has had allegations of child abuse and/or neglect substantiated on or after October 15, 2006, has the opportunity to have a review of the assessment done by an Indiana Department of Child Services (DCS) employee not previously involved in the case. The alleged perpetrator can present information for the Administrative Review with his or her request to unsubstantiate the allegations.

A request for Administrative Review must be submitted by the individual identified as a perpetrator and **received** by the DCS local office that conducted the assessment or the DCS Institutional Child Protection Services (ICPS) within **fifteen (15) calendar days** from the date that the Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review (State Form 54317) was hand delivered to the alleged perpetrator. If the Notice is mailed, an additional three (3) days is added to the deadline.

**Note:** If the request for an Administrative Review deadline is on a day that the DCS local office is closed, the deadline is extended to the next business day.

DCS requires that the Administrative Review be conducted by one of the following:

1. The DCS Local Office Director in the county responsible for the assessment;
2. The DCS Local Office Deputy Director in the county responsible for the assessment;
3. The DCS Local Office Division Manager in the county responsible for the assessment; or
4. The Regional Manager in the region responsible for the assessment.

If the DCS Local Office Director, Deputy Director, Division Manager or Regional Manager was the person who approved the initial [Assessment of Child Abuse or Neglect \(SF113/CW0311\)](#) determination, or was otherwise involved in the assessment, preparation of the report, or has a conflict of interest, he or she will not conduct the

Administrative Review. The Administrative Review will be conducted by a different DCS Local Office Director, Deputy Director, Division Manager or Regional Manager.

The individual identified by DCS to conduct the Administrative Review may at his or her discretion and subject to the time limits stated herein, refer the request to the community Child Protection Team (CPT) review and make a recommendation.

DCS will require that the Administrative Review decision is made by the appropriate DCS Local Office Director, Regional Manager, Local Office Deputy Director or Division Manager. Community CPT's are prohibited from making the decision.

The objectives of an Administrative Review are to:

1. Provide an internal review of the assessment by DCS at the request of the perpetrator; to determine whether or not the assessment provides a preponderance of evidence to support the conclusion to substantiate the allegation(s);
2. Provide an opportunity for the alleged perpetrator to submit documentation (not testimony) regarding the allegation(s) substantiated to challenge the substantiation;
3. Comply with due process requirements that mandate DCS to offer a person identified as a perpetrator the opportunity to challenge allegations classified as substantiated. An Administrative Review is one step in the DCS administrative process.

If a Court's finding(s) support the substantiation, DCS **will not conduct** an Administrative Review, the person will remain on the Child Protection Index (CPI) and any request for Administrative Review will be denied. Findings of this type can be found in a Child in Need of Services (CHINS) or criminal/juvenile delinquency case orders.

1. A court in a Child in Need of Services (CHINS) case may determine that the report of child abuse and/or neglect is properly substantiated, child abuse and/or neglect occurred or a person was a perpetrator of child abuse and/or neglect. The determinations made by the court are binding.
2. A criminal (or juvenile delinquency) case may result in a conviction of the person identified as an alleged perpetrator in the report (or a true finding in a juvenile delinquency case). If the facts that provided a necessary element for the conviction also provided the basis for the substantiation, the conviction supports the substantiation and is binding.

If a CHINS Court orders a finding that the alleged child abuse or neglect identified in the report did not occur; or the person named as a perpetrator in a report of suspected child abuse or neglect was not a perpetrator of the alleged child abuse or neglect, DCS **will not conduct** an Administrative Review. The finding of the court is binding and the report will be unsubstantiated consistent with the court's finding. The DCS local office will notify the alleged perpetrator of the assessment conclusion, whether or not an Administrative Review occurs based on the court's finding. Upon notification, the individual identified as a perpetrator will have the opportunity to request reconsideration of a denial in writing within 15 days of the denial (including an additional three days if

the denial is sent by mail) and provide any basis he/she may have to support the basis for alleging an error in the decision to deny administrative review.

The individual identified by DCS to conduct the Administrative Review may deny the Administrative Review, uphold the classification of the allegation(s) as substantiated, reverse the allegations classified as substantiated or return the report for further assessment so that additional information can be obtained. An Informal Adjustment does not justify a denial of an Administrative Review. The individual identified by DCS to conduct the Administrative Review may not stay the administrative review process.

**Note:** For those Administrative Reviews that were stayed before the effective date of this policy, the administrative review process must be concluded in accordance with the stay letter provided to the perpetrator. If no deadline was provided by DCS, see Notice of to Reactivate Administrative Review or Appeal Request (Chapter 2 Notification Tool- Section M).

DCS will complete the Administrative Review and will notify the DCS local office of the decision so that appropriate action can be taken consistent with the decision. The individual identified by DCS to conduct the Administrative Review will also notify the individual identified as a perpetrator in writing of the outcome within **fifteen (15) calendar days** from the DCS local office receipt of the individual's request for administrative review.

The DCS LOD or designee will maintain in the assessment case file a record of:

1. The date of the Administrative Review;
2. The person who conducted the Administrative Review;
3. The Administrative Review decision; and
4. The copy of the review decision letter. See Practice Guidance.

This procedure does not apply to child abuse and/or neglect (CA/N) substantiated assessments involving child care workers, licensed resource parents or DCS employees. DCS will notify a DCS employee substantiated for child abuse or neglect that an automatic administrative review will be conducted after substantiation has been approved. The review will be conducted by a team of DCS staff members as designated by DCS Policy. DCS will notify a child care worker or a licensed foster parent, in writing, of the date, time and place of a face to face meeting with the DCS staff member who conducts the administrative review before the DCS determination to substantiate is approved. These administrative reviews are conducted automatically, without any request for review from the individual identified as a perpetrator. While these individuals are invited to attend their administrative review, the administrative review will occur regardless of the attendance of the individual identified as a perpetrator. DCS will require that the administrative review occur prior to supervisory approval of the assessment finding. A written review decision will be mailed or hand delivered to the individual identified as a perpetrator. Following the review, the DCS staff member will notify the person of the review decision. The written review decision will include procedures that

the person must follow to request an administrative appeal hearing before an Administrative Law Judge. (Refer to the Indiana Child Welfare Manual, Chapter 2, Sections 3 and 4.)

**Are you automatically holding an Administrative Review on all Child Care Workers, foster parents substantiated for child abuse and/or neglect prior to substantiation?**

Yes  No

**Does your region schedule administrative reviews for child care workers and foster parents in accordance with DCS Policy?**

Yes  No

The Indiana Department of Child Services (DCS) recognizes the right of the alleged perpetrator to request an Administrative Appeal Hearing if substantiated allegations of Child Abuse and/or Neglect (CA/N) are upheld in the DCS Administrative Review or when an administrative review is denied. The process outlined herein will apply to all assessments that substantiate CA/N against a named individual identified as a perpetrator on or after October 15, 2006. (Refer to the Indiana Child Welfare Manual, Chapter 2, Section 5.)

If the substantiated assessment is against a minor perpetrator, the request for an Administrative Appeal Hearing must be made by the child's parent, guardian, custodian, attorney, Guardian ad Litem (GAL), or Court Appointed Special Advocate (CASA).

DCS requires that all requests for Administrative Appeal Hearing by an individual identified as a perpetrator utilize the Request for an Administrative Appeal Hearing for Child Abuse or Neglect Substantiation (54776) and that the request be received by DCS Hearings and Appeals within **thirty (30) calendar days** (if request hand delivered) or **thirty-three (33) calendar days** (if request mailed) from the date identified on the Notice of Right to Administrative Appeal of Child Abuse/Neglect Determination (State Form 55148).

**Note:** If the request for an Administrative Appeal is received on a day that the DCS Hearings and Appeals is closed, the next business day is considered the receipt date. If the request deadline is on a day that DCS Hearings and Appeals is closed, the deadline is extended to the next business day.

If the substantiated assessment is against a DCS employee or a child care worker as defined in DCS policies Chapter 2, Section 3 Child Care Worker Assessment Review (CCWAR) Process and Chapter 2, Section 4 Assessment and Review of DCS Staff Alleged Perpetrators, the Administrative Appeal Hearing will be scheduled to be heard within twenty (20) calendar days of the date the request is received by Hearings and Appeals, unless the perpetrator (appellant) waives the time limit in writing as outlined in 465 IAC 3-3-9.

At the hearing, the DCS local office representative will:

1. Review assessment documentation prior to the hearing; and
2. Bring supporting documentation to be entered as evidence and witnesses to the hearing. Exhibits should be appropriately redacted to eliminate all Social Security numbers, identification of the report source, and any other information necessary for redaction.

V. **Community Child Protection Team (CPT)**

A. Have confidentiality forms been signed by all team members?

County	Yes	No
Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floyd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Harrison	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Washington	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

B. How often are CPT meetings scheduled at the present time? Include the date of the last meeting.

County	Weekly	Monthly	Telephone	As necessary, but at least	Date of last meeting
Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/27/2015
Floyd	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/19/2015
Harrison	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/8/2015
Scott	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/4/2015
Washington	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/7/2015
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

C. How many meetings were held in:

County	SFY 2014	SFY 2015
Clark	11	10
Floyd	12	9
Harrison	12	10
Scott	10	10
Washington	12	10

D. Are emergency CPT meetings held?

Yes  No

If yes, how many:

a. in SFY 2014? Clark: 0

b. in SFY 2015? Clark: 0

E. What was the average attendance for the CPT meetings?

1. in SFY 2014? Clark 6; Floyd 8; Harrison 11; Scott 4; Washington 11

2. in SFY 2015? Clark 6; Floyd 7; Harrison 13; Scott 3; Washington 11

F. What was the number of reports reviewed by the CPT:

1. in SFY 2014? Clark 20; Floyd 54; Harrison 121; Scott 150; Washington 24

2. in SFY 2015? Clark 20; Floyd 52; Harrison 108; Scott 111; Washington 24

D. What was the number of complaints reviewed by the CPT:

1. in SFY 2014? Clark 0; Floyd 0; Harrison 8; Scott 0; Washington 0

0

2. in SFY 2015? Clark 0; Floyd 1; Harrison 6; Scott 0; Washington

H. Please list **names, addresses, and telephone numbers of CPT members** (Refer to I.C. 31-33-3) and **note the name of the coordinator by adding \*\* next to their name:**

1. Director of local DCS or director's designee
- 2-3 Two (2) designees of juvenile court judge
4. County prosecutor or prosecutor's designee
5. County sheriff or sheriff's designee
6. The chief law enforcement officer of the largest LEA in the county or designee
7. **Either** president of county executive or president's designee **or** executive of consolidated city or executive's designee
8. Director of CASA or GAL program or director's designee  
(\*See note after #13.)

**The following members are to be appointed by the county director:**

9. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee  
Clark: Bunny Nash, 630 Meigs Ave., Jeffersonville, In  
Floyd: Shannon Johnson, 2813 Grantline Rd., New Albany, In  
Harrison: Linda Simko 315 S. Harrison Dr., Corydon, In  
Scott: Barbara Decker, 325 S. Third St., Scottsburg, In  
Washington: Christine Mahuron, 500 N. Harrison St. Salem, In
- 10-11. Two (2) persons, each of whom is a physician or nurse experienced in pediatric or family practice  
Clark: Jennifer Hannon 1421 E. 10th St., Jeffersonville, In, & Donna Morgan 1850 State St., New Albany, In  
Floyd: Amy Beach 2305 Green Valley Rd., New Albany, In & Vacant  
Harrison: Brittany Shewmaker, RN 1141 Hospital Dr., NW, Corydon, In  
Scott: Jennifer Craig, MD 1465 N. Gardner St, Scottsburg, In  
Brittany Combs, RN 1471 N. Gardner St., Scottsburg, In;  
Washington: Betty Sease, RN & Chris Lee, 911 N Shelby St., Salem, In

12-13. One (2) citizens of the community Clark: Mary Ann Moyer 118 E. Chestnut St., Jeffersonville, In Floyd: Charlotte Buss, 1917 Bono Rd., New Albany, In Harrison: Velvet Wolf North Harrison Elementary School; Robin Morgan, 2725 Crestview Ave., Lanesville, In Scott: Nicole White 255 Hwy 31 South, Austin, In Washington: Sara Bugh 1956 N State Rd. 135, Salem, In & Jon Kuss 35 Public Square, Salem, In

**\*Note:** If #8 was left blank because your county does not yet have a CASA or GAL program, add another citizen of the community to make your number of team members total 13 as specified by I.C. 31-33-3-1 Director of local CPS or director's designee. (Refer to Child Welfare Manual, Chapter 1, Section 1.)

County	Name	Address	Phone
Clark	Nancy Lambring Brad Fortner**	1421 E 10 <sup>th</sup> St., Jeffersonville, In	812-288-5444
Clark	Kathie Danner J. Reagan	501 E. Court Ave., Jeffersonville, In	812-285-6301
Clark	Jill Peterson	501 E. Court Ave., Jeffersonville, In	812-285-6264
Clark	Det. Jim Haehl	501 E. Court Ave., Jeffersonville, In	812-285-6264
Clark	Chris Carter	501 E. Court Ave., Jeffersonville, In	812-285-6282
Clark	Shay Grahn	P.O. Box 866, Jeffersonville, In	812-285-0743
Floyd	LOD Vacant **	824 University Wds. Dr., New Albany In	812-949-5056
Floyd	Denise Beckwith	2524 Corydon Pike, New Albany, In	812-948-5444
Floyd	Linda Lorch	503 State St., New Albany, In	812-949-1000
Floyd	Joe Towns	249 City County Bldng., New Albany, In	812-948-5420
Floyd	Vacant	Floyd County Sheriff & Chief LEA	
Floyd	Mark Seabrook	1130 Eastridge Dr., New Albany, In	812-944-9644
Floyd	Debbie Medford	601 E. Grantline Rd., New Albany, In	812-948-0400
Harrison	Dale Stroug**	2026 HWY 337, Corydon, In	812-738-8166
Harrison	Elizabeth Day Melanie Radcliff	300 N. Capitol Ave., Corydon In	812-738-3182
Harrison	Otto Schalk	1445 Gardner Ln., Corydon In	812-738-4241
Harrison	Emily Poe Stumler	1445 Gardner Ln., Corydon In 47112	812-734-4241
Scott	Joan Kelley**	1050 W. Community Way, Scottsburg, In	812-725-2503
Scott	Jennifer Lowry	1E. McClain Ave. Ste G20, Scottsburg, In	812-752-8480
Scott	Cindy Watts	HWY 31, Austin, In	812-794-8730
Scott	Chris Owens	1 E. McClain Ave., Ste 220 Scottsburg	812-752-8466
Scott	Rick Barrett	111 S. First St., Scottsburg, In	812-752-4462
Scott	Mike Nichols	203 S. Lake Rd., North, Scottsburg, In	812-752-4462
Washington	Mark Barry**	711 Anson St., Ste 103, Salem, In	812-883-4305
Washington	Myra Albertson	806 Martinsburg Rd., Salem, In	812-883-1446
Washington	Dustin Houchins	806 Martinsburg Rd., Salem, In	812-883-1446
Washington	Roger Newlin	801 Jackson St., Salem, In	812-883-5999
Washington	Frank Nobles	645 S. New Salem Rd., Salem In	812-967-4045
Washington	Donna Koerber	702 E. Market St., New Albany In	812-949-7305

VI. County Child Protection Service Data Sheet

A. List the cost of the following services for CPS only: **(Please do not include items which were purchased with Title IV-B or other federal monies.)**

1. List items purchased for the Child Protection Team and costs	<b>2014</b> <b>0</b>	<b>2015</b> <b>0</b>
2. Child Advocacy Center/Other Interviewing Costs		<b>0</b>

B. Please provide the annual salary for the following positions and total the salaries for each of the classifications listed below: (Please include all staff with dual responsibilities and estimate and indicate percentage of salary for CPS time only. For example, if a Family Case Manager works 40% CPS and 60% ongoing child welfare services, use 40% of the salary, the CPS portion. Also, if the Local Director acts as line supervisor for CPS, include the proper percentage of salary on the line for Family Case Manager Supervisors. **(Attach a separate sheet showing your computations.)**

Average Salaries to be used in calculations

<i>Job Classification</i>	SFY 2014		SFY 2015	
	<i>Average Salary</i>	<i>Fringe</i>	<i>Average Salary</i>	<i>Fringe</i>
Family Case Manager	\$35,307.76	Salary X (1.1953)+\$10,444	\$37,955.75	Salary X (2.223)+\$10,444
Family Case Manager Supervisor	\$42,970.25	Salary X (1.1953)+\$10,444	\$46,185.92	Salary X (2.223)+\$10,444
Clerical Support	\$25,520.94	Salary X (1.1953)+\$10,444	\$26,113.07	Salary X (2.223)+\$10,444
Local Office Director	\$51,200.47	Salary X (1.1953)+\$10,444	\$56,069.35	Salary X (2.223)+\$10,444

		<b><u>2014</u></b>	<b><u>2015</u></b>
1	Family Case Managers IIs	1,812,398	1,934,191
2	FCM Supervisors (or Local Director)	354,665	351,579
		_____	_____

	3 Clerical Support Staff	240,387	242,253
	<b>Total Cost of Salaries</b>	2,407,450	2,528,023
C.	<b>Grand Total of VI (Total Cost of Services In A, <u>plus</u> Total Cost of Salaries in B</b>	2,407,450	2,528,023

**CERTIFICATION**

I certify and attest that the local Child Protection Service Plan of Region 18 is in compliance with IC 31-33-4-1; and copies of the plan have been distributed in conformity with same.

\_\_\_\_\_  
Signature of Regional Manager

Regional Manager's Name

Date