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Date: March 1, 2021
To: DCS Staff
From: Sarah Sailors, MSW
Deputy Director of Field Operations
Subject: Residential Treatment Changes
DCS-21-01

Dear DCS Staff,

As a result of a Rapid Improvement Event held in August 2020, several changes will be made to the process of a child being placed for residential treatment. These changes include the process in which the child gets approved for residential treatment, the frequency of contact with a child, and increased Child and Family Team (CFT) Meetings.

Formerly, DCS youth were reviewed for residential treatment through the Residential Placement Committee (RPC). Effective March 1st, 2021, the new process in place for the RPC is the Child-Focused Treatment Review (CFTR). During the CFTR, if placement for residential treatment is appropriate, a Residential Treatment Facility Search will be completed to assist with determining the appropriate placement of the child and a step-down plan will be completed. Effective April 1st, 2021, a referral for the completion of a 30-day Assessment must be completed within 24 hours of the CFTR recommendation for residential treatment, or within 24 hours of emergency placement or court ordered placement in residential treatment. Finally, a DCS youth placed in residential treatment for at least five (5) months must be presented at a Permanency Roundtable (PRT). For juvenile justice youth, a CFTR will be introduced as a best practice.

Additional information about these changes are outlined below:

Preparation for Residential Treatment

A Child-Focused Treatment Review (CFTR) replaces the Residential Placement Committee (RPC) and will be held prior to a child being placed in residential treatment. Once the Family Case Manager (FCM) determines the child may need residential treatment, a CFTR should be scheduled within 24 to 48 business hours. For DCS youth, the CFTR will discuss if residential treatment is appropriate for the youth. For juvenile justice youth, the CFTR will assist to make determinations regarding the recommendation for residential treatment facility and services to be provided to the youth and family.

Note: If an emergency placement in residential treatment occurs, a residential treatment-focused Child and Family Team (CFT) Meeting will be held within 5-10 business days of placement instead of scheduling a CFTR. See below for additional guidance regarding this process.

Participants of the CFTR include the FCM and FCM Supervisor (for DCS youth), Probation Officer (PO) and PO Supervisor (for juvenile justice youth), the child, child's family, resource parent (if applicable), Clinical Consultant (for DCS youth), Probation Services Consultant (for probation youth), Guardian Ad Litem (GAL) and/or Court Appointed Special Advocate (CASA), service providers, and other DCS support staff relevant to the case. If it is decided residential treatment is the best option for the youth, the team will discuss services to be provided to the youth and their families and begin discussing step-down planning.

Residential Treatment Facility Search

The Residential Treatment Facility Search is an online tool, used as a guide for selecting appropriate residential treatment facilities for children with DCS or juvenile justice involvement.

Step-Down Planning

The [Step-Down Planning Form](#) must be completed during each CFTR and updated every 90 days. This form consists of the child's demographics, DCS/Probation history, service and educational needs, justification for residential treatment, and step-down planning.

Residential Treatment Focused Child and Family Team (CFT) Meeting

For DCS youth, a residential treatment focused CFT Meeting must occur within 5-10 business days of a child being placed in residential treatment. An initial discharge plan must be created during this meeting. Additional residential treatment focused CFT Meetings must occur every 30 days while the DCS youth is placed in residential treatment.

Minimum Contact

A Family Case Manager (FCM) will complete contact with a child placed in residential treatment one (1) time per week, which may be a virtual contact. **One (1) contact per month must be a face-to-face contact.** All other requirements outlined in policies [8.10 Minimum Contact](#) and [11.26 Minimum Contact for Collaborative Care Placements](#) are still in effect.

Note: DCS staff must continue to follow the Back on Track plan regarding contact with youth in residential settings.

Permanency Roundtable (PRT)

A DCS youth who has been placed in residential treatment for at least five (5) months must be presented at PRT.

Additionally, beginning April 1, 2021, a 30-day Assessment (completed by a contracted provider) will be required each time a child is placed in residential treatment. The Assessment will either approve or deny the child's need for residential treatment. If residential treatment for the child is denied, a new CFTR must occur to determine the next steps.



Indiana children will live in safe, healthy and supportive families and communities.