

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 19: Entry into Collaborative Care (CC) for Previously Discharged Older Youth	Version: 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) will make Collaborative Care (CC) available to older youth who are 18 or 19 years of age, but not yet 20 years of age, and who were:

1. Formerly in out-of-home placement through an Indiana court order the month prior to their 18th birthday;
2. Wish to participate in CC; and
3. Meet the eligibility criteria. See separate policy, [11.18 Eligibility to Participate in Collaborative Care](#).

Entry into CC for previously discharged older youth is initiated through the Indiana DCS Child Abuse Hotline (Hotline). The youth must call the Hotline. A service request for assistance is initiated by the Hotline Intake Specialist (IS). In situations where the youth is homeless, an immediate referral is made to the Collaborative Care Case Manager (3CM) to assist the youth with emergency arrangements.

If the youth is not in a crisis situation, a 3CM will meet with eligible older youth interested in participating in the CC program within 48 hours from the time the older youth makes initial contact with DCS.

Code References

[IC 31-28-5.8-5: Eligibility; petitions](#)

PROCEDURE

For older youth with an open Child in Need of Services (CHINS) case or open Juvenile Delinquency (JD) case who are in out-of-home placement and are interested in and eligible to participate in CC, please see policy [11.21 Collaborative Care Case Transfers](#).

Older youth interested in participating in CC, shall contact the Hotline at 1-800-800-5556 in order to initiate a service request for assistance. If the youth arrives at a local DCS office and requests assistance for re-entry into care, the local office staff should make arrangements for the youth to call the Hotline while in the office. The Hotline IS will route the youth's request to the local office as a service request.

Note: If the youth is homeless, the Hotline IS should contact the appropriate 3CM Supervisor for the county where the youth is located so that a 3CM or designee can be immediately dispatched to assist the youth with emergency arrangements.

The 3CM is responsible for:

1. Determining the older youth's eligibility to participate in CC;

2. Making telephone contact with the older youth within 48 hours of the youth's inquiry.

During this call the 3CM shall:

- a. Notify the older youth of his or her eligibility status to participate in CC,

Note: If an older youth is **not eligible** for CC, but is eligible for Voluntary IL services, the 3CM may complete the Voluntary Independent Living (IL) Services Referral, with the youth's permission.

- b. If the older youth is **eligible** to participate in CC the 3CM shall set up a meeting with the older youth to discuss CC, which should take place within two (2) business days of the youth's initial inquiry to DCS,
- c. Regardless of eligibility status, the 3CM will inform the older youth about local resources that the youth may need to access prior to the time the youth re-enters out-of-home placement such as homeless shelters, food banks, or medical clinics.

3. Ensuring the following are completed during the initial meeting (different from the initial call):

- a. Explain CC to the interested older youth. This explanation should include:
 - i. A general timeline for re-entry,
 - ii. The youth's rights and responsibilities, and
 - iii. A description of the re-entry process including necessary paperwork, court information, and placement information.
- b. Prepare the older youth for a re-entry Child and Family Team (CFT) Meeting, if the youth is interested in participating in CC,
- c. Make arrangements for and provide resources to assist a youth who is in crisis in gaining stability,
- d. Give the older youth a copy of the [Voluntary Collaborative Care Agreement](#) form and discuss emergency and long-term placement options (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)), and
- e. Complete a Voluntary IL Services Referral with the older youth who is not interested in participating in CC, but is eligible for and not receiving Voluntary IL Services.

The 3CM Supervisor is responsible for:

1. Administering the youth's grievance process, if the youth is determined ineligible for CC and requests an Eligibility Review. This review will include the following:
 - a. A written request for review,
 - b. A written statement from the youth explaining why the youth believes he or she is eligible, and
 - c. A written statement from the youth identifying any barriers prohibiting eligibility.

Note: After the 3CM Supervisor reviews eligibility, a letter will be sent from the 3CM Supervisor to the youth within 48 hours of receipt regarding the determination and any subsequent appeal rights administered through an Administrative Appeal.

The Older Youth Initiatives Manager (or designee) is responsible for:

1. Reviewing the older youth's Request for Administrative Review.
 - a. Review all relevant documentation from the 3CM Supervisor and the older youth to determine whether the 3CM Supervisor correctly determined eligibility for entry into

- Collaborative Care, and
- b. Send an Administrative Review outcome letter to the youth within five (5) days of receipt of the request for Administrative Review.

Note: The determination of the Older Youth Initiatives Manager or designee is not subject to further agency review.

PRACTICE GUIDANCE

Eligible older youth in out-of-home placement for at least one (1) day during the month before the youth's 18th birthday may participate in CC so long as the youth meets eligibility criteria as defined in policy [11.18 Eligibility to Participate in Collaborative Care](#).

Information regarding local community resources may include: how to access community services such as homeless shelters or food banks; how to access public assistance services such as Women Infants and Children (WIC), Temporary Assistance for Needy Families (TANF), the Healthy Indiana Plan (HIP), or food stamps; or, availability of services specific to former foster youth such as Voluntary IL Services or Medicaid.

FORMS AND TOOLS

[Voluntary Collaborative Care Agreement](#)- Available in hard copy

RELATED INFORMATION

N/A