

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 7: In-Home Services	Effective Date: July 1, 2010
	Section 9: Travel and Overnight Stays	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will require notifications and/or approvals for travel and participation in overnight activities as follows:

[REVISED] In-State Travel, Activities or Events

1. IA's - The child's FCM will engage the parent, guardian, or custodian during their monthly visits to identify any upcoming in-state travel that the child may be involved in that would require an overnight stay.
2. In-Home CHINS – For in-state travel that requires an overnight stay over 48 hours the parent, guardian, or custodian should notify the child's Family Case Manager (FCM) during their monthly scheduled visits, via phone (i.e., voice mail messages are acceptable) or e-mail, unless this is a reoccurring visit with the non-custodial parent.

[REVISED] Out-of State Travel

1. IA's – The child's FCM will engage the parent, guardian, or custodian during their monthly visits to identify any upcoming out-of-state travel.
2. In-Home CHINS - For any overnight out of state travel, the parent, guardian, or custodian must notify the FCM at least seven (7) days in advance, whenever possible. For any out of state overnight travel exceeding 48 hours the parent, guardian, or custodian must have court authorization through a court order. The parent, guardian, or custodian should notify the child's FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-state travel unless this is a reoccurring visit with the non-custodial parent.

Note: In the event of an emergency requiring a parent, guardian, or custodian to travel out-of-state and the stay will exceed 48 hours, and the DCS local office is closed, the parent, guardian, or custodian must call the Child Abuse and Neglect Hotline (1-800-800-5556) to obtain verbal authorization from the on-call Supervisor. The parent, guardian, or custodian must provide the on call Supervisor with the vehicle color, make/model and license plate number in which the child will be traveling. The parent, guardian, or custodian must notify the assigned FCM the next business day. Refer to the DCS [Disaster Plan](#) for detailed instructions regarding ensuring the safety and security for all children under DCS care and supervision during an emergency or disaster.

Out-of-The Country Travel

1. IA's - The child's FCM will engage the parent, guardian, or custodian during their monthly visits to identify any upcoming out-of-the country travel.

2. In-Home CHINS - For all out-of-country travel, the parent, guardian, or custodian must obtain written authorization from the DCS Regional Manager, and a court order. Authorization must be requested at least one (1) month in advance.

Code References

N/A

PROCEDURE

[REVISED] In-State Travel

IA's

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits; and
2. Partner with the parent, guardian, or custodian to identify any upcoming in-state travel that the child may be involved in that would require an overnight stay.

In-Home CHINS

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits;
2. Partner with the parent, guardian, or custodian to identify upcoming in-state travel that the child may be involved in that would require an overnight stay;
3. Collect during scheduled monthly visits and document in the Management Gateway for Indiana's Kids (MaGIK) the following details if the child will be participating in any in-state travel that would require an overnight stay:
 - a. The date, duration, and location of the travel;
 - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
 - c. The name of the adult(s) who will accompany the child; and
 - d. Contact telephone and lodging information.

The parent, guardian, or custodian will:

1. Collaborate with the FCM during their scheduled monthly visit to identify upcoming in-state travel that the child may be involved in that would require an overnight stay; and
2. Communicate with the FCM during their scheduled monthly visit or at least seven (7) days in advance, any overnight stays over forty-eight (48) hours, unless this is a reoccurring visit with the non-custodial parent.

[REVISED] Out-of State Travel

IA's

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits; and
2. Partner with the parent, guardian, or custodian to identify any upcoming out-of-state travel.

In-Home CHINS

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits;

2. Partner with the parent, guardian, or custodian to identify any upcoming out of state travel;
3. Collect during scheduled monthly visits and document in MaGIK the following details if the child will be participating in any out-of-state travel that would require an overnight stay exceeding 48 hours:
 - a. The date, duration, and location of the travel;
 - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
 - c. The name of the adult(s) who will accompany the child;
 - d. Contact telephone and lodging information;
 - e. Vehicle color, make/model and license plate number in which the child will be traveling; and
4. Submit a court report to the Supervisor for approval, if the travel will require an overnight stay exceeding 48 hours.

The Supervisor will:

1. Partner with the FCM to assure that the family's needs are being met; and
2. Review and approve the court report, if the travel will require an overnight stay exceeding 48 hours.

The parent, guardian, or custodian will:

1. Collaborate with the FCM during their scheduled monthly visit to identify any upcoming out-of-state travel at least seven (7) days in advance whenever possible; and
2. Communicate with the FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-state travel if the travel will require an overnight stay exceeding 48 hours.

[REVISED] Out-of- The Country Travel

IA's

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits; and
2. Partner with the parent, guardian, or custodian to identify any upcoming out-of-the country travel.

In-Home CHINS

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits;
2. Partner with the parent, guardian, or custodian to identify upcoming travel that the child may be involved in that would require out-of-the country travel;
3. Collect during scheduled monthly visits and document in MaGIK the following details if the child will be participating in any travel requiring overnight stays:
 - a. The date, duration, and location of the travel;
 - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
 - c. The name of the adult(s) who will accompany the child;
 - d. Contact telephone and lodging information;
 - e. Vehicle color, make/model and license plate number in which the child will be traveling.

4. Submit the parent, guardian, or custodian's request for out-of-the country travel to the Regional Manager, who will then forward their decision to the DCS Local Office Director. The request may be made by e-mail; and
5. Submit a court report to the supervisor for approval after receiving approval from the Regional Manager.

The Supervisor will:

1. Partner with the FCM to assure that the family's needs are being met; and
2. Review and approve the court report.

The parent, guardian, or custodian will:

1. Collaborate with the FCM during their scheduled monthly visit to identify any upcoming travel that the child may be involved in that would require out-of-the country travel; and
2. Communicate with the FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-the-country travel.

PRACTICE GUIDANCE

The Indiana Department of Child Services (DCS) is legally responsible for children who are identified as In-Home CHINS. It is equally important that DCS partners with children and their families who are participating in an Informal Adjustment (IA). Therefore, it is imperative that DCS knows the whereabouts of all children under their care and supervision at all times unless the terms of the Informal Adjustment (IA) include travel restrictions.

FORMS

N/A

RELATED INFORMATION

[REVISED] "Blanket" Travel Requests

The DCS local office Director can approve "blanket" travel requests for frequent in-state travel or out of state travel that does not require an overnight stay in excess of 48 hours each instance. Such requests should be clearly detailed in writing and include the following:

1. Specific child/children to travel,
2. Adult(s) who will accompany the child, and
3. Travel location and reason for frequency of travel.