

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: July 1, 2016
	Section 37: Runaways and Hospitalizations	Version: 5

POLICY

The Indiana Department of Child Services (DCS) will continue to make foster care payments to the resource parent(s) for a maximum of five (5) days when a child in out-of-home care enters a hospital or is a runaway if the intent is for the child to return to the same resource parent(s).

Hospitalization

When a child is hospitalized for more than five (5) days and the resource parent(s) maintains care of the child (as evidenced by visits), DCS may, upon approval of the Regional Manager (RM), make a determination to pay either:

1. Per diem and travel expenses exceeding 162 miles in a month; or
2. Travel only, starting at mile one (1).

Note: DCS will not pay for a five (5) day bed hold if the child is placed in any other setting (e.g., detention center, emergency shelter care facility, residential facility) unless an RM appeal is approved.

[NEW] DCS will **only** pay a Licensed Child Placing Agency (LCPA) per diem in excess of five (5) days for a bed hold when a child is hospitalized if the extension has been approved in writing by the Deputy Director of Placement Support and Compliance.

Runaway

[REVISED] When a child in out-of-home care runs away or is missing, DCS will ensure the appropriate local law enforcement agency (LEA) is contacted immediately (no later than 24 hours) to make a report and verify with the local LEA that the child has been entered into the National Crime Information Center (NCIC) database. DCS will also, within 24 hours, contact the Indiana State Police (ISP) to confirm that the National Center for Missing and Exploited Children (NCMEC) has been contacted and ensure the child’s parent, guardian, or custodian (unless Termination of Parental Rights [TPR] is finalized) and the court are notified.

[REVISED] When the child is located, DCS will notify the child’s parent, guardian, or custodian, the court, the local LEA, and the ISP. DCS will interview the child concerning the reason(s) the child ran away and where and with whom the child was residing. If allegations of human trafficking are made or [indicators of human trafficking](#) are observed during the interview with the child, DCS will ask additional questions to determine if a forensic interview is needed (see [Practice Guidance](#) and separate policy, [2.21 Human Trafficking](#)). A Child and Family Team (CFT) Meeting will be convened to discuss the child’s needs, circumstances that led to the runaway episode, placement concerns, safety issues, and any additional topics that may affect stability for the child.

Code References

1. [42 USC 671\(a\)35](#)

2. [IC 31-33-18-2 Disclosure of unredacted material to certain persons](#)
3. [IC 31-34-1-3.5 Victim of human or sexual trafficking](#)

PROCEDURE

Hospitalization

The Family Case Manager (FCM) will:

1. Engage the CFT regarding the child's return to the same resource home at the end of the temporary absence;
2. Engage the CFT to discuss any possible changes to the current placement and/or an alternative permanency plan. For further guidance, see separate policy, [5.15 Concurrent Planning](#);
3. Encourage the resource parent(s) to have frequent face-to-face contact with the child during the temporary absence;
4. Ensure the resource parent(s) will have all of the necessary resources and support systems in place when the child returns to the home (e.g., counseling services and medical equipment);
5. Submit a [Request for Additional Funding \(SF54870\)](#) to the RM for per diem and/or travel expenses if a resource parent(s) travels and maintains visits, including overnight stays, with a child who is hospitalized for longer than five (5) days; and

[NEW] Note: An LCPA must seek approval from the Deputy Director of Placement and Compliance when requesting per diem for a child who is hospitalized in excess of five (5) days.

6. Document all decisions and actions taken for the steps above in the Management Gateway for Indiana's Kids (MaGIK).

The RM will approve or deny the [Request for Additional Funding \(SF54870\)](#) for per diem and/or travel submitted by the FCM for resource parent(s) who maintain visits, including overnight stays, with a child who is hospitalized longer than five (5) days.

Note: When per diem is approved to be paid for the resource parent(s), only travel exceeding 162 miles in a month may be approved for payment.

Runaway

The FCM will complete the following when notified that a child has run away or is missing:

1. Advise the resource parent(s) or residential provider to immediately contact the local LEA and file a runaway/missing person report if a report has not been filed;

Note: If the resource parent(s) or residential provider is unable to contact the local LEA and file a report, it is the responsibility of the FCM to file a report.

2. Verify with the local LEA that the child is listed in the NCIC database;

Note: If the FCM is unable to verify this information, staff with the DCS Local Office Director (LOD) or designee.

3. Obtain a copy of the runaway/missing person report from the resource parent(s), residential provider, or LEA;

4. **[REVISED]** Verify with ISP that NCMEC has been contacted;
5. Document the runaway episode and corresponding documents in MaGIK;
6. Notify the parent, guardian, or custodian (unless TPR is finalized) and the court of the child's runaway or missing status; and
7. Contact the child's family, friends, school staff, employer, and other individuals who have a close relationship to the child to inquire about the child's whereabouts and document efforts to locate the child in MaGIK.

When the child is located, the FCM will:

1. **[REVISED]** Notify the parent, guardian, or custodian (unless TPR is finalized), the court, and the local LEA;
2. **[REVISED]** Notify ISP to ensure NCMEC is contacted;
3. Interview the child within 48 hours to determine the reason the child ran away from care and where and with whom the child was residing;

Note: If allegations of human trafficking are made or [indicators of human trafficking](#) are observed during the interview with the child, DCS will ask [additional questions](#) to determine if a forensic interview is needed. If warranted, contact the appropriate LEA (see [Related Information](#)) to plan for a human trafficking forensic interview. For further guidance, see separate policy, [2.21 Human Trafficking](#).

4. Document the results of the interview in MaGIK (contacts);
5. Convene a CFT meeting to discuss and plan to meet the child's needs and respond to the needs of current and subsequent placements; and
6. Document all decisions and actions taken for the steps above in MaGIK.

PRACTICE GUIDANCE

Bed Holds

A bed hold may be utilized for a maximum of five (5) days. A bed hold will end prior to five (5) days if there is no intent for the child to return to the resource home. If the child does not return to the placement within five (5) consecutive days of absence, then the placement and per diem charge will be terminated for that child, unless otherwise approved by the RM.

[NEW] Note: Placement and per diem payment for a bed hold in excess of five (5) days may only be made to an LCPA with written approval of the Deputy Director of Placement and Compliance.

If approved, the per diem may continue to be paid beyond five (5) days if it is likely that a hospitalized child will return to the placement he or she was in prior to absence.

Note: A bed hold may not be used for absence due to detention in a juvenile delinquency matter unless an RM appeal is approved.

Indicators of Human Trafficking¹

If any of the following indicators or a combination of several indicators of human trafficking are observed during the course of an assessment, the FCM should staff with his or her supervisor to determine if a human trafficking forensic interview is needed:

Child Indicators:

1. Child may not be able or willing to speak on his or her own behalf;
2. Child may not be able to speak English;
3. Child may not be allowed to speak to the FCM alone;
4. Child may not have access to identification and/or travel documents;
5. Child may work long hours and receive little or no pay;
6. Child may not cooperate with the FCM during the interview (e.g., provide wrong information about identity and living situation);
7. Child may not attend school or has large gaps in his or her education history;
8. Child may live at his or her workplace or with his or her employer and many other people in a small area;
9. Child may have a **heightened** sense of fear and distrust of authority;
10. Child may have engaged in prostitution or commercial sex acts;
11. Child may have a significantly older boyfriend or girlfriend;
12. Child may be a runaway; and/or
13. Child may be in a public place (e.g., hotel) and found in possession of drugs/alcohol.

Indicators in the Home:

During each home visit, the FCM will observe for the following potential signs of human trafficking. If the FCM believes that human trafficking may be occurring, the FCM will speak to his or her supervisor to determine if a human trafficking forensic interview is needed.

1. The child's home lacks personal effects (e.g., no toys) or the child has a small room that is different from the rest of the house;
2. The yard may be fenced and access to phones is denied;
3. The child may live in the same place he or she works (e.g., behind a restaurant, in a motel with other workers, etc.);
4. The child may be unaware of the location of his or her home due to multiple moves or the human trafficker may lie to the child about his or her whereabouts;
5. The child may be isolated and have no relationships outside of the home (e.g., the child does not attend school or play with other children in the neighborhood); and/or
6. There may be multiple, unrelated people living in the home.

Types of Questions to Ask During an Interview for Possible Cases of Human Trafficking

When allegations of human trafficking have been made or the FCM observes indicators of human trafficking during the interview with the child, the following questions should be asked to help determine if a human trafficking forensic interview is needed:

1. Tell me about your friends. What activities do you do with them? Where do these activities occur? (These questions will help determine if the child is able to leave the home, play, and visit friends - this can indicate levels of control and possible trafficking.)
2. Tell me about what you do in a typical day. What do you do outside of the home (e.g., work, extracurricular activities, etc.)? Do you like your work/doing these activities? Has someone told you/pressured you to participate in these activities? What happens if you

¹ State of Florida Department of Children and Families (2009). *Human Trafficking of Child Indicator Tool*. Retrieved from <http://www.dcf.state.fl.us/programs/humantrafficking/docs/HumanTraffickingOfChildrenIndicatoTool0109.pdf>.

do not participate in these activities? (These questions will help determine if the child feels forced to work or participate in other activities and what the consequences are if they do not participate.)

- How long have you been working? How many hours do you work each week? How much money do you make from work? How often are you paid? What do you do with your money after you are paid? Do you owe anyone any money, if so, how much do you owe and what led to the debt? (These questions will help determine if the child is forced to work to pay off any "debt", such as travel expenses, clothing, food, and/or rent. The number of hours the child works may also indicate if the child's work interferes with school attendance.)

FORMS AND TOOLS

[Request for Additional Funding \(SF54870\)](#)

RELATED INFORMATION

Emergency Contacts to Request an Interviewer

Contact the appropriate number listed below to request an interviewer if human trafficking is identified during the CA/N intake or the FCM observes indicators of human trafficking and it is determined a human trafficking forensic interview is appropriate.

County	Agency	Contact
Lake, St. Joseph, Porter, or LaPorte	U.S Dept. of Homeland Security	1-800-973-2867 <i>Ask for Duty Agent on Call</i>
Marion	Marion County Hotline	1-888-373-7888 <i>Hotline will contact IMPD to notify Det. on duty</i>
All Counties except Lake, St. Joseph, Porter, LaPorte, and Marion	US Dept. of Homeland Security	1-800-973-2867 <i>Ask for Special Agent Assigned to Human Trafficking</i>
All Counties- <i>business hours only- attempt other contact first</i>	US Attorney's Office	(317)226-6333 <i>Ask for Co-Chair of IPATH</i>

Note: For non-emergencies, contact the Office of the Attorney General's tip-line at humantraffickingtip@atg.in.gov.