

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 9:</b> Interstate Compact on the Placement of Children (ICPC)	<b>Effective Date:</b> November 1, 2020
	<b>Section 8:</b> Minimum Contact for DCS ICPC Placements	<b>Version:</b> 6

**STATEMENTS OF PURPOSE**

**Minimum Contacts with Children Placed in Indiana**

The Indiana Department of Child Services (DCS) will have **monthly** face-to-face contact with children placed in Indiana through an approved Interstate Compact on the Placement of Children (ICPC) program. The location of the monthly visits may alternate, with one (1) visit in the child’s home and the next visit at a designated location, such as the child’s school or daycare. DCS will be available to meet with the sending state interstate worker when he or she comes for a visit with the child placed in Indiana.

**Minimum Contacts with Indiana Children Placed Out-of-State**

DCS will request that the receiving state have monthly face-to-face contact with an Indiana child placed out-of-state through the ICPC program for the purpose of providing supervision. DCS will have face-to-face contact **once every four (4) months** with the child in his or her placement (and complete the [Face-to-Face Contact \[SF 535571\]](#)), including time alone. DCS should notify the receiving state interstate worker of the intent to visit.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

**PROCEDURE**

**For contacts with ICPC children placed in Indiana**

The Family Case Manager (FCM) will:

1. Contact the resource parent to schedule the visit with the child within 30 days of notification of placement;
2. Conduct the visit with the child in his or her home or other designated location;
3. Send an email to the sending state interstate worker, informing him or her of the date the visit occurred as well as a brief overview of the visit. The email should include any questions or concerns the child and/or resource home has as well as any concerns noted by the FCM. Any questions and concerns should also be reported to the Indiana ICPC Office at [ICPCUnit.dcs@dcs.in.gov](mailto:ICPCUnit.dcs@dcs.in.gov) in order to keep appropriate records and properly notify the sending state;

**Note:** New allegations of Child Abuse and/or Neglect (CA/N) observed by or reported directly to the FCM who is on the scene and immediately (i.e., prior to leaving the scene) initiates an assessment (through face-to-face contact with all alleged child victims), must be reported to the DCS Child Abuse Hotline (Hotline) within 24 hours of leaving the scene see [Practice Guidance](#)). The FCM will also notify the DCS ICPC Office of the allegations.

4. Enter the information from the face-to-face contact in the case management system within three (3) business days; and
5. Provide a completed [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) to the DCS ICPC Office as often as requested on the [Interstate Compact on the Placement of Children Request \(SF 106\)](#), but no less than every three (3) months (see separate policy, [9.09 Placement Updates and Supervision Reports](#)).

The FCM Supervisor will:

1. Ensure all children placed in Indiana through the ICPC are seen in their homes or a designated location monthly;
2. Ensure the FCM enters all face-to-face contacts in the case management system within three (3) business days; and
3. Ensure the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) is completed and sent to the DCS ICPC Office timely. See separate policy, [9.09 Placement Updates and Supervision Reports](#).

#### **For Contacts with Indiana Children Placed Out-of-State**

The FCM will:

1. Use the [Interstate Compact on the Placement of Children Request \(SF 106\)](#) to request that the receiving state have monthly face-to-face contact with an Indiana child placed out-of-state through the ICPC program for the purpose of providing supervision;
2. Contact the resource parent to schedule a visit with the child and resource parent every four (4) months in his or her home;
3. Contact the interstate worker in the receiving state, informing him or her of when he or she plans to visit with the child;
4. Obtain approval for out-of-state travel, and contact DCS Travel Services to make travel arrangements (see separate policy, [9.11 Transportation Costs](#));
5. Email the interstate worker if he or she does not attend the visit, informing him or her of the date the visit occurred as well as a brief overview of the visit;
6. Ensure time alone with the child during each face-to-face contact with the child and resource parent, and complete the [Face-to-Face Contact \(SF 53557\)](#) and use the [5.C Tool: Face-to-Face Contact Guide](#) as needed;
7. Have a virtual face-to-face contact (e.g., video chat) with the child during months the FCM does not have a face-to-face contact; and
8. Enter information from face-to-face and virtual face-to-face contacts in the case management system within three (3) business days.

The FCM Supervisor will:

1. Assist the FCM with obtaining out-of-state travel approval and travel arrangements; and
2. Ensure the information from face-to-face and virtual face-to-face contacts are entered in the case management system within three (3) business days.

#### **PRACTICE GUIDANCE**

If there are concerns about the frequency of visitation by the receiving state, the FCM should contact the DCS ICPC Office for assistance. If the concerns persist, it is the responsibility of the local office to ensure the child is seen as required.

### **Initiation of an Assessment Prior to Reporting the Allegations of CA/N to the DCS Hotline**

When an FCM becomes aware of new CA/N allegations while on the scene and immediately (i.e., prior to leaving the scene) initiates an assessment, the FCM will report the allegations to the DCS Hotline within 24 hours of leaving the scene. An assessment is considered initiated upon face-to-face contact with **all** alleged child victims. See separate policy, [4.38 Assessment Initiation](#) for additional information regarding initiation.

**Note:** If the FCM is unable to ensure safety through face-to-face contact with one (1) or more victims prior to leaving the scene, the FCM must report the allegations to the DCS Hotline immediately.

**All new allegations of CA/N must be reported to the Hotline, per State reporting statutes, and may not be handled as part of the case.** See separate policy, [4.36 Linking Child Abuse or Neglect \(CA/N\) Reports to Open Assessments](#) for more information regarding the receipt of an additional 310 during an open assessment.

The FCM must specify in the report to the Hotline that the assessment has already been initiated. The exact date and time the FCM became aware of the allegations and initiated the assessment must also be specified. The FCM may report the new allegations to the Hotline by emailing or faxing the completed [310](#) form, emailing equivalent information (e.g., time initiated, parent names, child victim names, description of concerns, etc.), or by calling to report equivalent information. The [310](#) or equivalent information may be submitted via email to: [DCSHotlineReports@dcs.in.gov](mailto:DCSHotlineReports@dcs.in.gov), via fax to: 317-234-7595 or 317-234-7596, or via phone to: 1-800-800-5556.

### **FORMS**

1. [Interstate Compact on the Placement of Children Request \(SF 106\)](#)
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)
3. [Preliminary Report of Alleged Child Abuse or Neglect \(310\) \(SF 114\)](#)
4. [Face-to-Face Contact \(SF 53557\)](#)
5. [5.C Tool: Face-to-Face Contact Guide](#)
6. [Indiana ICPC Interactive Guide](#)

### **RELATED INFORMATION**

#### **DCS ICPC Unit Electronic Mailbox**

The DCS ICPC Unit Mailbox [ICPCUnit.dcs@dcs.in.gov](mailto:ICPCUnit.dcs@dcs.in.gov) may be accessed in Outlook. Progress reports, [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#), and questions may be sent to this mailbox.

**Note:** For more information about Indiana DCS' ICPC process, please review the [Indiana ICPC Interactive Guide](#).