

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 9: Interstate Compact on the Placement of Children (ICPC)	Effective Date: December 1, 2013
	Section 8: Minimum Contact for DCS ICPC Placements	Version: 3

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 visit in the child's home and the next visit at a designated location, such as the child's school or daycare. The Family Case Manager (FCM) will make himself or herself 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 have face-to-face contact **once every four (4) months** with Indiana children placed out of state through the ICPC program, and will request that the receiving state visit the child in the off-months. The FCM should notify the receiving state interstate worker of their 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 FCM will:

1. Contact the resource family to schedule the visit with the child;
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 family¹ has as well as any concerns noted by the FCM;
4. Enter the information from the face-to-face contact in the Management Gateway for Indiana's Kids (MaGIK); and
5. Provide [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](#).

¹ Resource home is a term applied to foster homes, pre-adoptive homes, and relative homes that serve or can serve as resources for children in need of out-of-home placement or adoption.

The FCM Supervisor will:

1. Ensure that all children placed in Indiana through ICPC are seen in their homes or designated location monthly;
2. Ensure that the FCM enters all face-to-face contact in MaGIK timely; and
3. Ensure that [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) are 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. Contact the resource family² to schedule the visit with the child;
2. Contact the interstate worker in the receiving state, informing him or her of when he or she plans to visit with the child;
3. Obtain approval for out of state travel and contact DCS Travel Services to make travel arrangements. See separate policy, [9.11 Transportation Costs](#);
4. 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; and
5. Upon returning from the visit, enter the contact information in MaGIK.

The FCM Supervisor will:

1. Assist the FCM with obtaining out of state travel approval and travel arrangements; and
2. Ensure that the information from the face-to-face contact is entered in MaGIK timely.

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.

FORMS

1. [Interstate Compact on the Placement of Children Request \(SF 106\)](#)
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)

RELATED INFORMATION

N/A

² The term resource family refers to foster/adoptive parents, foster parents, and relative or kinship caregivers.