

	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 17: Placement Documentation	Version: 1

PROCEDURE

PLACEMENT DOCUMENTATION:

Placement Information

In accordance with the Master Contract that Residential Providers and Licensed Child Placing Agencies (LCPAs) have with the State, DCS and Probation are required to give certain documents to the Provider either prior to placement or within 6 calendar days. It is critical that these documents are provided in a timely manner. The provider must develop a treatment plan for each child within 7 days of placement. If the provider does not have adequate information (specifically the PDR and IYAS), appropriate treatment cannot occur. The contract specifically states:

Information to be supplied by the Placing Agency. At the time of placement or within six (6) calendar days thereafter, the Placing Agency is required to furnish the Contractor with all pertinent information that relates to the Child and the Child’s care and treatment while placed with the Contractor if such information exists. Such information will include:

- Child’s Case Plan (if available or as soon as required by law);
- Approved assessment tool result (IYAS, Dispositional Tool or Residential Tool, for Probation youth)
- Predispositional Report (PDR)*;
- Relevant court order(s);
- Child’s education records in the possession of the Placing Agency;
- Copy of Child’s current Indiana Medicaid card or Medicaid number (as soon as available from Medicaid);
- ICPR, which will include the appropriate billing information for the Child;
- Child health summary records, medical records, and medical passport, if available (IC 31-28-1, IC 31-28-2, IC 31-28-3);
- All necessary releases and consents, including authorization to seek medical treatment.

In addition, the Master Contract now contains the following language:

Adherence to the Case Plan and Assessment Tool Results. The program and services that the Contractor provides to a Child under this Contract and the ICPR must be consistent with all the terms and provisions of any Case Plan prepared for the Child, or any other written Case Plan for the Child that is in effect at the time of placement, and any modifications to the Case Plan that are made while the Child is placed with the Contractor. The programs and services shall also be consistent with the needs of the Child as identified on any assessment completed by the Placing Agency and provided to the Contractor. **For probation youth, this would be the IYAS** and for DCS youth, this would be the CANS. The Contractor shall support the activities of the Placing Agency in the achievement of safety, permanency and well-being objectives as outlined in the Case Plan **and the reduction of risk for probation youth.** The Contractor shall work in conjunction with the assigned Family Case Manager or Probation Officer in the planning of treatment, service delivery, and family visits.

The Contractor shall complete Treatment Plans for each Child admitted to its program(s), except for emergency shelter care. The Treatment Plan must address the primary reasons for placement as well as a method for achieving the Child's permanency plan. **For probation youth, the treatment plan must also address the criminogenic needs of the youth as outlined on the IYAS, giving priority to those rated the highest.** The Contractor shall ensure that its staff, the Child him/herself, and any significant family members and/or significant individuals, are actively involved in the treatment planning process. The Treatment Plan must be completed within the timeframe set for Medicaid for both the medically necessary portions of the Treatment Plan and the non-medically necessary portions of the Treatment Plan. For providers who do not offer behavioral health services, Treatment Plans must be completed within seven (7) days of admission. It is recommended that a temporary Treatment Plan be completed within the first 24 hours or as soon as possible if the placement is over the weekend. The Treatment Plan must be updated every ninety (90) days. Additionally, the Contractor shall have a written discharge plan for the Child.
