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SECTION 3 CHILDREN IN NEED OF SERVICES: PROCEDURES FOR SERVICES DELIVERY TO CHINS

301 Scope and Purpose

The procedures outlined in this section are to be implemented by the family case manager (FCM) when the involvement of the juvenile court is required. State and federal legislation passed in recent years forms the basis of service delivery to children who are under the supervision of the County Office of Family and Children (COFC). The Indiana Juvenile Code, in IC 31-9, 10, 14, 16, 19, 31-32 and 34-40, specifies the steps to be followed in the adjudication of a child in need of services (hereafter referred to as CHINS). These steps are summarized in this section. Procedures for termination of parental rights are summarized in Section 7.

The purpose of the Juvenile Code is:

- (1) to protect the health and safety of children; and,
- (2) when remaining in their own homes is contrary to the children's well-being, to see that a plan for permanency is developed in a timely manner.

Whenever assessment indicates that it may be possible to preserve the family, services to the family are to be provided to strengthen family life by assisting parents to fulfill their parental obligations. As defined in IC 31-9-2-45, family services are those services intended to prevent removal of a child from the child's own home, to reunite the child with the child's parent, guardian or custodian or to implement a permanent plan for the child such as adoption, establishing guardianship, or emancipation. Removal of children from their families occurs when it is in the child's best interest or in the best interest of public safety. In practice, this purpose translates into removing children from their own homes if the child is assessed to be unsafe and circumstances are such that steps cannot be taken to ensure the child's safety in the home without resorting to temporary removal.

The Social Security Act, in Title IV, Parts B and E (42 US Code 620-629e and 670-679b), emphasizes the use of family services as defined above in an effort to reduce the number of children entering foster care, as well as to reduce the number of children already in the foster care system. The purpose of this federal legislation may be broadly defined as:

- (1) prevention of unnecessary separation of children from parents;
- (2) improvement in quality of care and services to children and families; and
- (3) permanency for children through reunification with parents or through adoption or other permanent plan.

42 USC 671 (a)(16) mandates a case plan and a case review system (meeting the requirements of 42 USC 675) for each child receiving Title IVE-FC (Foster Care) funds. Additional federal funds are available to states that implement the case plan and review system, as well as other federal requirements, for all children for whom the Division of Family and Children (DFC) has responsibility. The DFC has determined that the case plan and review system will be implemented for all children under the care and supervision of the COFC, as well as for juvenile delinquents and status offenders (JD/JS) for whom the COFC has supervisory responsibility. The Juvenile Code includes federal requirements for the case plan and case review system.

The purpose of the case plan and review is to ensure that a permanency plan is developed quickly which provides the court with information regarding the alternative that is best suited to establish permanency for the child. To accomplish this, periodic and timely assessment is to be made of the:

- (1) appropriateness of the child's placement;
- (2) appropriateness of the services provided to assist the child and family; and
- (3) ability of the family to reintegrate the child safely back into the home.

Development of a permanency plan must be completed according to federal time frames designed to establish a viable permanency plan for the child as expeditiously as possible.

301.1 Legal and Regulatory Base

Indiana Juvenile Code: IC-31-9, 10, 14, 16, 19; 31-40.
 Indiana Administrative Code: 470 IAC 3-9-3.
 The Social Security Act, Title IV, Parts B and E as amended (42 US Code 620-629e and 670-679b).
 45 CFR 1355, 1356, 1357

301.2 ICWIS Component

Hearing types are under the Hearing Icon in the Case Management Module. Forms and documents are accessed through Tracking. Click on Tracking in the Case Management Module. Click on the Document icon. Select from the category drop down list the type of document required. Select the specific document from the Title drop down list, and click OK. This opens the Document Tracking History window for the document selected. Directions for entering data, tracking signatures, documents, and events are listed on the Bulletin Board under Service/Case Management – Tracking and in the revised ICWIS Student Training Manual.

302 Outline of CHINS Procedures and Requirements of the Social Security Act

The following is a step-by-step summary outline of the adjudication/disposition process for CHINS cases and procedures for fulfilling federal requirements of the Social Security Act. Detailed discussions of each point will be found in subsections 303 through 308. These steps may vary somewhat depending on local county office or court procedures.

STEP	FAMILY CASE MANGER ACTIVITY	MANUAL SUBSECTION	LEGAL CITE
Legend: *	See Glossary for definition of term.		
**	Reference to section of 42 US Code		
***	Hereafter referred to as “Checklist” (See Appendix H to this section.)		
Detention* (placement of child (This step may take place at other times during CHINS process.)	(1) Obtain verbal or written order from court, if possible, or obtain assistance from law enforcement officer.	303.1/303.2	IC 31-34-2
	(2) Document taking child into	303.2/303.5	IC 31-34-2

	custody without a court order.		
	(3) Notify parent, guardian, or custodian that child is being placed and why and of their legal rights.	303.2/303.5 Appendix A/ Appendix F	IC 31-34-3 IC 31-34-4-6
	(4) Complete Checklist of Preplacement Preventive and Reunification Services.***	Appendix H	
	(5) Complete SF49584/FPP0018 Taking Custody of a Child Without a Verbal or Written Court Order: Description of Circumstances. The person taking custody of a child (law enforcement/probation officer, FCM) is to complete this form.	303.2 Appendix B	IC 31-34-2-3
Detention hearing (This step may take place at other times during CHINS process.)	(1) Hearing to be held within 48 hours, excluding Saturdays, Sundays, and holidays.	303.6	IC-31-34-5-1
	(2) Written "Notice of Hearing" to be sent to parent, guardian, or custodian, and to child, advising of time, place, and purpose of hearing.	303.6 Appendix G	
Visitation Plan	(1) Visitation Plan must be developed within 5 working days of the date of removal.	303.9	
Case documentation	Create case in ICWIS within 45 days. Enter Adoption and Foster Care Analysis and Reporting System (AFCARS) information into case within the six-month (180-day) reporting period. The amount of time for entering the data will depend upon when events occurred within the reporting period. NOTE: Failure to enter this data within specified time frames results in the determination by the federal government of an "error" causing a financial penalty to the Division.		
Written intake information	Complete required form/format.	304.21 Appendix C	IC 31-34-7-1
Preliminary inquiry*	(1) Complete informal investigation to determine probable cause* that child is a CHINS.	304.22 Appendix D	IC 31-9-2-94; 31-34-7-1
	(2) Complete required form/format.	304.22	

	Note: The COFC may provide rehabilitative and preplacement preventive services to a child/family during the initial investigation for up to 60 days. To do so requires that a case be opened in ICWIS as a request for services. Thereafter, the COFC must either establish a voluntary services referral agreement (SRA) or obtain court authority to continue services through a CHINS proceeding or informal adjustment.	Appendix E	
Decision to request authorization to file petition* (The attorney for the COFC makes this decision/request.)	Submit preliminary inquiry to COFC attorney or prosecuting attorney.	305	IC 31-34-7-2; IC 31-34-7-3
Request to file petition, take custody	Family case manager or attorney completes required form to be filed with court.	305 Appendix J	IC 31-34-9-1
Authorization to file petition, take custody	(1) Family case manager or COFC attorney completes required form for judge to sign.	305	IC 31-34-9-2
	(2) Evidence of probable cause that child is a CHINS is needed for judge to authorize petition.	305	
File petition	Family case manager or attorney completes required form.	305 Appendix K	IC 31-34-9-3
Set date of initial hearing	(1) Work with court or attorney to set date.	305	
	(2) Send summons* to parent, guardian, or custodian.	306.1	IC 31-34-10-2 IC 31-32-9
	(3) Send subpoenas* to all witnesses testifying on behalf of COFC.	306.1	Trial Rule 45
Initial hearing		306.3	IC 31-34-10
Factfinding hearing		306.4	IC 31-34-11
Predispositional report*	(1) Complete predispositional report. Must include a statement regarding the child's needs and recommendations for meeting those needs as well as the results of criminal history checks.	306.5 Appendix M 306.54	IC 31-34-18

	(2) Make copy of predispositional report available to specified parties within a reasonable time prior to the hearing.	306.6	
	(3) Attach State Form 2956, Case Plan which must be developed in cooperation with child's foster parent(s). Attach "Checklist."***	Appendix L	
		Appendix H	
Petition for Parental Participation (Follows CHINS adjudication; time of filing may vary.) Case Plan*	(1) File petition, if needed. (2) Set date for hearing.	308	IC 31-34-16
	(1) Complete State Form 2956, Case Plan in cooperation with any substitute caregiver, within 45 days of placement or dispositional decree, whichever comes first.	306.62	42USC Sect. 675 (1)** IC 31-34-15
	(2) Provide a copy of the Case Plan to parents within 10 days of completion.	306.62	
Dispositional* hearing	(1) Court order must include "reasonable efforts" and "continuation in the child's home would be contrary to the child's welfare" language. and address the results of criminal history checks related to specified proposed placements.	306.7	42 USC 672(a)(1) IC 31-34-19-10
	(2) An out-of-home placement cannot be approved by the court if anyone in the home has specified criminal offenses that appear in the course of criminal history checks.	306.72	IC 31-34-19-7
	(2) Copies of progress report to be made available per IC 31-34-22-2.	306.741	
First Periodic Case Review (To be held at least once every 180 days from date of placement or date of dispositional decree, whichever comes first.)	(1) Must be a formal court hearing (2) Complete progress report. Must include input from child's foster parent(s) and information regarding family services provision.	307.1	IC 31-34-21-2 IC 31-34-23
	(3) Complete "Checklist."***	Appendix H	

Permanency* hearing (To be held not more than 30 days after the court determines reasonable efforts are not needed or every 12 months from date of placement or date of dispositional decree, whichever comes first.)	(1) Must be a formal court hearing.	307.2	42 USC Sect. 675 (5)(C)**
	(2) Complete progress report for court. Information from the child's foster parent(s) regarding the child's progress while in care must be included as well as the results of criminal history checks.	306.72 306.74	IC 31-34-21-7.5 IC 31-34-21-8
	(3) Notification same as for first periodic review.	307.1	IC 31-34-21-4
	(4) Order must include "reasonable efforts" and "best interests" language.	307.11	IC 31-34-21-5
	(5) Complete a new case plan.		
	(6) Copies of progress report to be made available per IC 31-34-22-2.		

NOTE: The issue of permanency may be addressed at any point in the court proceeding, including the periodic case review.

Modification of disposition	(4) Send written notification of review hearing to parent, guardian, custodian; foster parent, prospective adoptive parent named in a petition for adoption of the child, other significant caregivers, GAL/CASA.	Appendix P	IC 31-34-21-4
	(5) Court order must include "reasonable efforts" and "best interest" language.)		
	(6) Complete a new case plan.		
	(7) Copies of progress report to be made available per IC 31-34-22-2.		
	(1) Complete "Checklist."***	Appendix H	42 USC Sect. 671(a)(15)(B)**
	(2) May be requested by court, child, parent, guardian, custodian, guardian ad litem, probation officer, family case manager, prosecutor, COFC attorney, or provider of court-ordered services to child, parent, guardian, or custodian.	306.75	IC 31-34-23

303 Taking Custody and Detention

The COFC is required by law to make reasonable efforts to prevent the removal of a child from the child's own home. However, despite such efforts, or when circumstances preclude them, taking custody of a child may become necessary. Custody may be taken at any one of several points during the CHINS process: during or after the initial investigation of an abuse or neglect intake report; prior to the preliminary inquiry; at the time a CHINS petition is filed; or during or following adjudication of CHINS.

303.1 Persons Who May Take Custody of a Child

The Juvenile Code, in IC 31-34-2, specifies who has authority to take custody of a child as follows:

- (1) A law enforcement officer under an order of the court.

NOTE: In reality, it is also possible for the FCM to obtain a court order to remove a child, but the FCM must also attempt to obtain the assistance of a law enforcement officer relative to the removal. An FCM can act alone only if in compliance with (3) below.

- (2) A law enforcement officer, acting with probable cause to believe that the child is a CHINS, if:
 - (a) it appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody;
 - (b) no reasonable opportunity exists to obtain a court order; and
 - (c) consideration for the safety of the child precludes the immediate use of family services to prevent removal of the child.

NOTE: A law enforcement officer may take a person into custody if:

- (a) the law enforcement officer has probable cause to believe that the person is the alleged perpetrator of an act against a child, and
 - (b) the law enforcement officer believes the child to be a child in need of services as a result of the alleged perpetrator's act. (IC 31-34-2-2)
- (3) A probation officer or FCM acting with probable cause to believe that a child is a CHINS, given that they encounter the same circumstances as delineated in (2) above, and only if the situation renders obtaining assistance from a law enforcement officer impractical.
- (4) A law enforcement officer, probation officer or FCM acting with probable cause to believe that a child is a CHINS because the child is a missing child. In these circumstances, FCMs are required to act in accordance with Central Office policy relative to seeking law enforcement assistance, obtaining supervisory approval and complying with local office protocol.
- (5) A hospital or medical facility or emergency medical service (EMS) provider if the child is an abandoned infant as defined in (IC-31-9-2-0.5). An abandoned child is one who:
 - (a) is less than 12 months of age and whose parent, guardian or custodian has knowingly or intentionally left the child in an environment that endangers the child's life or health or a hospital or medical facility and has no reasonable plan to assume the care, custody and control of the child; or
 - (b) is, or who appears to be, not more than 45 days of age and whose parent has knowingly or intentionally left the child with and emergency medical services (EMS) provider and did not express and intent to return for the child.

NOTE: An EMS provider includes a firefighter, a law enforcement officer, a paramedic, an emergency medical technician, a physician, a nurse or other person who provides emergency medical services in the course of the person's employment.

In the event that a child has been left in the custody of an EMS provider, the local child protection service (CPS) is to be notified immediately; and CPS is to assume the care, control, and custody of the child. CPS is to notify the COFC attorney to request scheduling of a detention/initial hearing to be held no later than the next business day after the child has been taken into custody except as provided under IC-31-34-10-2.5. It is the responsibility of the COFC to notify the EMS provider of the initial hearing, periodic review and termination of parental rights hearing for the abandoned infant.

NOTE: With regard to (2), (3) and (4) above, law enforcement agencies have authority, separate and apart from the Juvenile Code, to remove a child based upon their authority inherent in the Criminal Code to act to protect all citizens. Family case managers do not have that authority and are by statute not permitted to remove a child if a law enforcement agent can be involved in the removal.

303.11 Coordination with Law Enforcement

Law enforcement assistance must be sought when taking custody of a child because by policy, Central Office does not permit FCMs to remove children without such assistance. The rationale for this policy is that protection of children and FCMs is necessary in the vast majority of cases, even when children are being removed from "a safe place," such as school, to another "safe place," such as a foster home.

If a law enforcement agent is reluctant to accept an FCM's decision regarding probable cause, especially in sexual abuse cases, it must be clarified with law enforcement personnel that the child's statement is sufficient for probable cause for our juvenile courts, although it may not be for criminal court. If the involved law enforcement agency will not accept the FCM's decisions regarding probable cause and the explanation for the decision as a part of the law enforcement agency's independent investigation, the FCM can obtain a court order to remove a child, after consultation with a supervisor.

To reduce the level of trauma for a child being taken into custody, it is not always necessary for a law enforcement officer to carry out this task. For example, in the case of removal of a child from a school setting, it is perfectly appropriate for a principal or the FCM to remove the child from the building. An FCM may transport a child if appropriate law enforcement protection is provided.

303.12 Taking Children Who Are Illegal Aliens or Foreign Nationals into Custody

When a child who is an illegal alien/foreign national is removed due to immediate safety concerns, the county office of family and children (COFC) cannot delay or deny placement of the child in an available foster home based on the race, color or national origin of the child or foster parent (42

USC 1996b; 42 USC 671(a)(18) (Title IV-E). In addition, it is the responsibility of the COFC to provide adequate translators for the family and child in the removal, CHINS and service proceedings. In addition, the COFC must contact the appropriate foreign consulate.

In compliance with the provisions of the Vienna Convention for all detained foreign nationals, it is the responsibility of the COFC to contact the appropriate foreign consulate or embassy in the United States as soon as possible after the detention of a child. All foreign nationals are entitled to consular notification and access, regardless of their visa or immigration status in the United States. Thus "illegal" aliens have the same rights to consular assistance, as do "legal" aliens.

Example: If a child whose parents are aliens/foreign nationals from Mexico, appropriate COFC staff would need to contact:

Indiana's Mexican Consulate
39 West Jackson Place, Suite 103
Indianapolis, Indiana 46225
Phone: (317) 951-0005 and 951-4126
Fax: (317) 951-0006 and 951-4176
E-mail: conindianapolis@ser.gob.mx
The Indianapolis office serves Indiana, Ohio and Kentucky.

303.2 Case Management Procedures in Taking Custody of a Child

The procedural steps and considerations to be taken into account by an FCM when taking custody of a child include the following:

- (1) Custody is to be taken only if there is reason to believe that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not taken into custody, or if the caregiver of the child is unwilling or unable to protect the child.
- (2) Consideration for the safety of the child may preclude the immediate provision of family services to prevent removal.
- (3) Assistance from a law enforcement officer must be obtained in accordance with local protocol.
- (4) A verbal or written order must be obtained from the juvenile court in accordance with local protocol. If this is not possible, the person taking custody of a child without a court order must provide written documentation for the CPS record. See Appendix B for a sample form.
- (5) A child alleged to be a CHINS may not be held in a secure locked facility (IC 31-34-6-1).
- (6) The child's custodial parent, guardian or custodian must be notified that the child is being detained and must be advised of the reason for detention (IC 31-34-3). See subsection 303.5.

- (7) The child's parent, guardian or custodian must be given written information regarding their legal rights (IC 31-34-4-6). See subsection 303.5.
- (8) Written notification of the detention hearing must be sent or given to the child and the child's parent, guardian, or custodian.
- (9) Arrangements must be made for a detention hearing to be held within 48 hours of detention, excluding Saturdays, Sundays, and legal holidays.

NOTE: AFCARS requires that every child who is removed from the child's home must be reported. Therefore, even if a child is detained less than 48 hours, the case needs to be entered in ICWIS.

- (10) Required ICWIS activity must be completed:
 - (a) If an open or closed case does not already exist in the county under the name of the primary caregiver, create a case. If an open or closed case already exists, the new case, if it involves a substantiated report of abuse or neglect, is to be linked with the old as long as there is an open investigation. The investigation must be completed within the time frame established by the initial report.
 - (b) Complete Case, Case Type Assign Screen (Change Icon) in Case Management Module. Case type is "Ward CHINS 1-8" with a status of pending and a start date of the date of removal.
 - (c) Enter a NEW removal date on the Removal Screen and select the Statute and the reasons for removal.
 - (d) Enter the placement on the Placement Screen.
 - (e) Enter services that have been put in place on the Service Screen for the appropriate persons.

NOTE: If a child alleged to be a CHINS is taken into custody under an order of the court, the court is required to consider placing the child with a suitable and willing blood or adoptive relative caregiver before considering any other placement resource. Such a caregiver could be a grandparent, aunt, uncle or adult sibling. Before ordering the placement of a CHINS with a blood or adoptive relative, the court may order the COFC to complete a study of the prospective relative's home and provide a recommendation regarding the proposed placement.

303.3 Reasons for Detention (IC 31-34-4-5)

The Juvenile Code requires that if a child is taken into custody without an order from the court, the intake officer (usually the FCM) must investigate the reasons for this detention. The intake officer may continue the child's detention, or placement, if the intake officer reasonably believes that the child is a CHINS and if one of the following conditions exists:

- (1) Detention is necessary to protect the child.
- (2) The child is unlikely to appear before the juvenile court for subsequent proceedings.

- (3) The child has a reasonable basis for requesting not to be released.
- (4) The parent, guardian, or custodian cannot be located or is unable or unwilling to take custody of the child.
- (5) Consideration for the safety of the child precludes the use of family services to prevent the removal of the child.

303.4 Place of Detention

42 USC 675, enacted June 17, 1980, requires that each child's case plan be "designed to achieve placement in the least restrictive (most family-like) setting available and in close proximity to the parents' home, consistent with the best interest and special needs of the child."

IC 31-34-6 defines the rules for selecting a placement resource that can be used for detaining a child alleged to be a CHINS.

303.41 Placement in a Relative Home

The court is required to consider placing a child in the home of an appropriate family member before any other type of placement. In the best interests of the child, the FCM must have as much information available as possible at the detention hearing regarding suitable relatives with whom the child can be placed.

303.42 Restrictions on Placement Facilities for Detaining CHINS and Status Offenders

A child alleged to be a CHINS or a child alleged to be a delinquent because of a status offense (except as noted in subsection 303.43) may not be held in either a secure (locked) facility or a shelter care facility that also houses persons charged with, or imprisoned or incarcerated for crimes. The Juvenile Code defines "secure facilities" and "shelter care facilities" (see Glossary) and gives specific guidelines regarding which children may be placed in each type of facility.

303.43 Detention of a Runaway Child

The runaway child may be held in a juvenile detention facility for a period of 24 hours, not including Saturdays, Sundays, or nonjudicial days (IC 31-37-7-3). Under certain conditions as described in IC 31-37-22-7, a runaway may also be placed in a secure public or private facility or made a ward of the Department of Correction for housing in any correctional facility for children.

303.44 Placement in a Facility Located Outside of the Child's County of Residence

According to IC 31-34-6-3, a court may not place a child in:

- (1) a community based correctional facility for children;
- (2) a juvenile detention facility;

- (3) a secure facility;
- (4) a secure private facility; or
- (5) a shelter care facility

that is located outside the child's county of residence unless placement of the child in a comparable facility with adequate services located in the child's county of residence is unavailable or the child's county of residence does not have an appropriate comparable facility with adequate services.

303.5 Notification of Detention/Legal Rights

The custodial parent, guardian, or custodian must be notified promptly that the child is being detained based upon allegations of abuse or neglect and must be advised of the reasons for taking the child into custody according to the following time frames: (IC 31-34-3)

- (1) Immediately, if the child is taken into custody from a place other than the child's home.
- (2) Not more than two (2) hours from the time the child is taken into custody from the child's own home.
- (3) Within six (6) hours via written notification left at the last known address, if, after a good faith effort, the custodial parent, guardian or custodian could not be located.
- (4) On the same date that the child is taken into custody via written notice sent by certified mail to the last known address, if the custodial parent, guardian or custodian is thought to reside out-of-state.

The notification of detention must include the name of a person or entity that the custodial parent, guardian or custodian can contact for more information.

Additionally, written information must be submitted to the parent, guardian, or custodian regarding their legal rights. See subsection 205.48 regarding emergency removal of a child for details regarding these notifications. A computer-generated form can be used for this notification. It is available in ICWIS in Tracking under Forms.

303.6 Detention (Placement) Hearing

A detention hearing must be held within 48 hours of the time of detention or placement for a child alleged to be a CHINS and taken into custody. The 48-hour limit excludes Saturdays, Sundays, and legal holidays.

After the court has established a time for the detention hearing, a formal written "Notice of Hearing" must be given or sent to the parent, guardian, or custodian, and also to the child, specifying time, place, and purpose of the detention hearing. Indiana statute does not specify to whom responsibility for this written notification falls. A suggested format appears in the Juvenile Justice Benchbook, but the court often assigns implementation of notification to the FCM. Procedures regarding notification are to be developed with each court.

The purpose of this hearing is to show that removal of the child was necessary for one of the five (5) reasons listed in subsection 303.3, and to show, if applicable, that continued placement is required, pending hearings on a CHINS petition. At this hearing, the court may release the child to the parent, guardian, or custodian, or may continue the placement (detention) of the child pending further hearing.

303.61 Judicial Determination Regarding Need for Removal of the Child

As a condition for eligibility for assistance under Title IV-E, federal legislation requires:

- (1) that removal of the child from the child's own home was the result of a judicial determination that continuation therein would be contrary to the welfare of such child; or
- (2) if a voluntary placement continues for more than 180 days, that the court determines that the placement is in the child's best interests (42 USC 672).

The Juvenile Code contains similar language requiring a court determination that removal was necessary to protect the child and that reasonable efforts were made to prevent removal. (IC 31-34-5-2)

303.62 Judicial Determination of "Reasonable Efforts" at Detention Hearing

In IC 31-34-5-2, the Juvenile Code requires that a judicial determination be made during the detention hearing that "reasonable efforts" have been made to prevent or eliminate the need for removal of the child from the child's home in two specific situations:

- (1) when a child is taken into custody without a court order, or
- (2) when a child is a missing child.

By policy, DFC requires COFCs to obtain a judicial determination of reasonable efforts in all cases in which a child is removed from the home rather than just the two situations specified above, and to obtain it as early in the judicial process as possible. This is usually at the detention hearing.

Situations of an emergency nature in which a child cannot remain at home safely, even with the provision of reasonable services, do not necessarily preclude a finding of reasonable efforts in that nothing can be done to prevent removal. However, an emergency that arises due to failure of the COFC to make necessary reasonable efforts would preclude a finding of reasonable efforts. The reasonable efforts determination is to be made at the detention hearing in emergency situations, at which time the appropriateness of and necessity for the placement are considered.

By federal requirement, documentation of the reasonable efforts must be in the court order. It is not enough to describe reasonable efforts made in a report to the court. The court order is to include the signature of the

presiding judge or designee and the date it was signed (or certification of clerk of the court). See also 306.622, 306.71, 307.22, and 307.41 for other situations that require a finding of reasonable efforts. See Appendix H to this section for "Checklist, Preplacement Preventive and Reunification Services Certification,"¹ to be completed by the FCM and filed with the court prior to or at the time of the detention hearing. Refer to subsection 303.7 regarding exceptions to the requirement to make reasonable efforts to preserve and reunify families.

NOTE: In 42 USC 671(a)(15)(B), federal legislation requires that a judicial determination of reasonable efforts be made prior to placement in foster care for a child to be eligible for Title IV-E-Foster Care. The original determination must appear in the initial court order for removal. A retroactive *nunc pro tunc* order is not permitted.

303.7 Exceptions to the Requirement to Make Reasonable Efforts to Preserve and Reunify Families

IC 31-34-21-5.6 states that a court may make a finding that reasonable efforts to preserve or reunify a child and the child's family are not required and that such a finding may be made at any phase of a CHINS proceeding if the court finds any of the following circumstances:

- (1) Conviction of a parent, guardian, or custodian of a CHINS for perpetration of:
 - (a) causing suicide,
 - (b) involuntary manslaughter,
 - (c) rape, criminal deviate conduct, child molesting, child exploitation, sexual misconduct with a minor, or incest against a biological, adoptive, or stepchild who is under the age of 16 or against the parent of the child;
- (2) conviction of a parent, guardian, or custodian of a CHINS for perpetration of murder or voluntary manslaughter of a child described in (1) above or a parent of the child or for attempting or aiding, inducing, causing or conspiring with another person to commit such a crime;
- (3) conviction of a parent, guardian, or custodian of a CHINS for battery (Class B or C felony), aggravated battery, criminal recklessness against a child described in (1), or neglect of a dependent (Class B felony);
- (4) involuntary termination of parental rights relative to a biological or adoptive sibling of a CHINS, which termination was based upon a CHINS or delinquency finding or a conviction of a criminal offense; or
- (5) the abandonment of an infant, provided the court has appointed a GAL or CASA for the child and finds, in a hearing, that it is not in the child's best interests to attempt to locate the child's family and reunify.

¹ Juvenile Justice Benchbook for Indiana Judges, prepared by the Juvenile Benchbook Committee of the Judicial Conference of Indiana in cooperation with the Indiana Judicial Center. Sixth edition, including 1999 General Assembly Amendments, published by the Indiana Judicial Center.

303.8 Use of the Genogram when a Child Is Removed from the Home

A genogram is to be completed within 30 days of the removal of a child from the home or the disposition adjudicating a child as a child in need of services (CHINS), whichever occurs first.

303.81 Definition

Genograms are diagrams of families drawn from information gleaned from the families themselves. These diagrams provide a broad concept of family structures; and they map intergenerational patterns of relationships, communication and other behaviors. Basic information such as number of marriages, divorce, number of children in each marriage, birth order and deaths is also obtained through this process as is medical information and patterns of interaction among family members. For example, information concerning whether the family members are close or distant and whether there are conflicts, estrangements, or stressful relationships among the members can be determined. Other information about the family that is important may be noted as well, such as:

- (1) ethnic background
- (2) religion
- (3) level of education
- (4) occupation/employment status
- (5) military service
- (6) history of physical, sexual or emotional abuse
- (7) criminal history
- (8) alcohol or drug abuse

303.82 Procedure

The genogram is an essential tool for family case managers to use when considering relative placement and adoption because it provides valuable information on the family of origin. The genogram must be included as part of the planning process, no later than 30 days following the removal from home or the CHINS disposition, whichever comes first. Genograms must be reviewed at each subsequent case planning conference, and any changes must be clearly documented. Genograms are to be maintained in the paper file.

The use of this tool recognizes the family as the most knowledgeable source of information. Data collection must be done through face-to-face interviews and must include a minimum of three generations. This includes the child who is the subject of the case, the child's parents, and the maternal and paternal grandparents. Appendix Z of Section 7 of the Child Welfare

Manual provides an outline that may be used as a guide for a genogram interview.

303.83 Drawing the Genogram

In a genogram, a male is depicted by a square and is positioned to the left of the female, who is depicted by a circle. A solid line connecting the two represents marriage, while a solid line with slash marks along its length represents separations and divorces. Children are noted oldest to youngest placed from left to right. Birth dates can be recorded in the upper right or left corner. An "X" placed over a circle or square indicates that the person is deceased. Straight lines connect family members; broken lines indicate alliances such as significant others, foster or adoptive children. For a pictorial example of genogram symbols, refer to Section 7 of the Child Welfare Manual, Appendix U.

303.9 Initial Assessment of Level of Function of Child and Family

The FCM is required to determine the level of functionality of the family and the specific areas in which services are needed. Early identification of the needs of family members, at a time when the family is most amenable to treatment, will help the FCM target the services that best address the needs of children and families.

County offices are required to negotiate an agreement with a licensed mental health professional to conduct assessments. These assessments may be performed by any licensed mental health professional, including social workers, psychologists, psychiatrists, or other licensed family and children's counselors and therapists.

303.91 Mental Health Screening Tool (MHST)

The MHST is a brief tool intended to be used primarily by non-mental health professionals to rapidly screen children and youth who are placed in out of home care or for whom a CHINS petition has been filed. The purpose of the tool is to identify which children/youth should be referred for a mental health assessment. Additionally, the instrument is designed to prioritize the urgency of the referral.

The family case manager (FCM) is responsible for:

- (1) completing the initial MHST within seven (7) to ten (10) days of removal or the filing of the CHINS petition
 - (a) children should be screened approximately two (2) weeks after change of placement
 - (b) children who screen all negative (all answers to the MHST questions are "NO") after the

initial screening should be screened again in thirty (30) days

- (c) a child scoring a “YES” answer to any of the questions should be referred for a thorough mental health assessment
 - (d) each child should be screened every two (2) weeks until the “Unknown” answers are eliminated
- (2) initiating a written referral to an appropriate service provider within five (5) business days of the completion of the screening tool if the tool indicates a need for referral for a full mental health assessment
 - (3) initiating a written referral for parents and other caregivers in the household within five (5) days of completion of the MHST mental health screening tool, if applicable.

The initial assessment is for the purpose of addressing the developmental, social, emotional and psychological needs of each individual. Following the assessment, the provider is to complete a written summary of the findings of the assessment as well as any recommendation for further testing and/or treatment. Any summary pertaining to a child, parent, custodian or individual acting in a care giving role is to be provided to the county office no later than 30 days following the initial referral.

304 Intake Officer

The term “intake officer” means a probation officer or FCM who performs the intake, preliminary inquiry, or other functions specified by the Juvenile Code.

304.1 Circumstances Which Require the Involvement of an Intake Officer

The intake officer is involved with the child welfare cases of children in three categories. They are:

- (1) children alleged to be in need of services (CHINS);
- (2) children alleged to be "status offenders" as described in subsection 304.124; and
- (3) children alleged to have committed delinquent acts that would have been a crime if committed by an adult.

Juvenile courts vary in the way in which they assign intake responsibilities for these children. Some courts may assign intake responsibility only for children alleged to be CHINS to the COFC and the responsibility for delinquents and status offenders to the

probation department. Other courts may assign the intake responsibility for both CHINS and status offenders to the COFC. Still other courts appoint probation officers as intake officers for all juvenile cases, CHINS, status offenders and delinquents. Protocol regarding intake assignments is to be developed with each court.

304.11 Functions of the CPS Family Case Manager and CHINS Intake Officer Compared

In most county offices, the child protection service FCM is also the CHINS intake officer appointed by the court. These are two separate and distinct functions that take place in the initial stages of a case, even though the same person often performs both functions. These two intake functions may be differentiated as CPS intake and court intake:

- (1) CPS intake - The child protection service FCM has responsibility for intake and investigation of abuse or neglect complaints; i.e., the investigation of complaints involving allegations of child maltreatment as described in subsection 304.12 below. Intake and investigation of child abuse or neglect complaints is discussed in detail in Section 2.
- (2) Court intake - The child protection service FCM may also be designated by the court as intake officer for CHINS, or the intake officer may be another designated COFC FCM or probation officer. This role involves specific activities related to the court process which are described in subsection 304.2.

304.12 Referrals to the CHINS Intake Officer

The following situations warrant the attention of an intake officer with reference to a child alleged to be a CHINS. See subsection 201.2 and the Glossary under "child in need of services" for the legal definition of a CHINS. As you will note, the terminology "and needs care, treatment, or rehabilitation that the child is not receiving, and that is unlikely to be provided or accepted without the coercive intervention of the court" is also CHINS criteria applicable to all CHINS categories. Also, see Section 2, Appendix A for the text of the criminal law citations relative to sexual offenses.

NOTE: The COFC is responsible for providing services both to abused and neglected children and to children in need of services who are not alleged to be abused or neglected. Therefore, an intake procedure is required for children in all CHINS categories.

304.121 The Abused or Neglected Child

IC 31-34-1-1 through IC 31-34-1-5 and IC 31-34-1-10 through IC 31-34-1-13 provide the legal definition of a victim of child abuse or neglect.

304.122 Inability of Parent(s) to Provide

The Juvenile Code incorporates such cases in the first category of the CHINS definition, regarding the "inability, refusal, or neglect" of a parent to provide for the child. The FCM, as intake officer, may initiate CHINS procedures. However, it may be more appropriate, depending upon circumstances, to process the case under the Destitute Child program (see subsection 1003), under the Title IV-A Emergency Assistance program (see subsection 407.32) or as a request for services.

304.123 Non-Abuse/Neglect CHINS Categories

Some CHINS categories (see below) are considered "non-abuse/neglect" in nature; i.e., they are cases in which a child is alleged to be in need of services (CHINS) but is not alleged to be abused or neglected. Therefore, situations involving these non-abuse/neglect categories are not subject to the mandatory reporting requirement that pertains to child abuse or neglect. Also it is not necessary to complete SF 114/FPP 0310 and SF 113/FPP 0311 for non-abuse/neglect cases. A suggested form that can be used to document non-abuse/neglect cases appears in the Juvenile Justice Benchbook pertaining to CHINS. (See subsection 304.21 and Appendix C of this Manual.)

- (1) The child who endangers the child's own health or the health of another:

The first non-abuse/neglect CHINS category (see Glossary) concerns a child who endangers the child's own health or the health of another. Example: An emotionally disturbed child who is suicidal or dangerously aggressive toward another person and requires special placement for the protection of the child or others.

- (2) The child who has been repeatedly disruptive in school:

The second non-abuse/neglect CHINS category (see Glossary) as noted above may be reported to the intake officer as an alleged CHINS if the parent, guardian, or custodian fails to participate in disciplinary proceedings in connection with the child's improper behavior as provided for by IC 20-8.1-5.1-19 and IC 31-34-1-7. In such a situation, placement is rarely necessary; but the intake officer is to follow procedures outlined in subsection 304.2.

- (3) The missing child

The third non-abuse/neglect CHINS category (see Glossary) is the missing child as defined in IC 10-1-7-2 and IC 31-34-1-8.

304.124 Status Offenders

Some COFCs are assigned court intake responsibility for these cases which traditionally have included:

- (1) the runaway;
- (2) the truant;
- (3) the habitually disobedient.

Indiana law also includes the child who violates curfew laws or the alcohol beverage code.

Although the Juvenile Code includes these children under the delinquency definition, some courts process such cases as CHINS because the offense committed would not have been a crime if committed by an adult.

304.2 Activities Involving the Intake Officer

The intake officer must take the following steps when a written intake report has been received.

304.21 Written Intake Information Received for CHINS

The court intake function is initiated by receipt of a written report indicating that there is reason to believe that a child is a CHINS. A suggested form for this report is contained in the Juvenile Justice Benchbook pertaining to CHINS. See Appendix C of this section. Any person may give the intake officer such a report. It is important that the requirement that written information be given to an intake officer regarding a possible CHINS not be confused with the mandatory oral report of abuse or neglect. Upon receipt and analysis of such written intake information, the intake officer completes a preliminary inquiry if the intake officer feels it is warranted.

304.22 Preliminary Inquiry

If the intake officer has reason to believe that a child is a CHINS based on written intake information, the intake officer must complete a preliminary inquiry; i.e., a report made to the court giving facts and circumstances alleging that a child is a CHINS. This report also is to include, if available, information on the child's background, current status, and school performance. The preliminary inquiry must also include a recommendation to file a CHINS petition or to establish a program of informal adjustment.

- (1) Recommendation to file a CHINS petition

A petition is to be recommended if the circumstances warrant a formal court adjudication of CHINS. This is to be used in all cases of placement outside the home, and it may be used if the child remains

in the child's own home or the home of a relative when a formal court adjudication is desirable.

(2) Recommendation for an informal adjustment

When probable cause exists that a child is a CHINS an informal adjustment may be recommended if the child is to remain in the child's own home, in the home of a relative or is placed in a residential care facility where the parent retains legal custody, and if the child and the child's parents are in agreement with the proposed program of rehabilitation and treatment. The juvenile court must approve the program of informal adjustment, although formal CHINS procedures are not involved. Probable cause must exist that the child is a CHINS in order to warrant the establishment of an informal adjustment. A petition for compliance is to be filed if a parent, guardian, or custodian fails to comply with an informal adjustment. Following proper notification, a hearing is held on the issue of compliance. At this hearing, the court may order the child's parent, guardian or custodian to participate in an informal adjustment agreement. Failure to comply may result in a charge of contempt of court.

The program of informal adjustment may not exceed 180 days, unless the juvenile court extends the program for an additional 180 days. An informal adjustment may be in effect no longer than 360 days. Informal adjustment cases are to provide written objectives and activities for the parent and/or child, including specific time frames for achievement of the goals, and for the signatures of all parties (intake officer; child, if of an age of understanding; parent, guardian, or custodian; attorney; judge). See subsection 206.2 regarding the time frame for notifying the perpetrator of the extent to which information must be entered into the State Central Registry (SCR) and the time frame for transmitting progress reports regarding the informal adjustment to the court

NOTE: All forms for CHINS and informal adjustment proceedings are generated and available in the ICWIS system. See subsection 206 for additional information concerning informal adjustment procedures and for alternative options for providing services to families and children that do not involve court proceedings. **Once a case type is established, reassessment of safety and risk can effect a change in case type only if the assessments indicate that a higher service level is required. However, if the assessments indicate that a lower service level is indicated, the case type is not to be altered.**

305 Steps in Filing a CHINS Petition

The following constitutes a summary of procedural steps to be taken in filing a CHINS petition. These steps may vary somewhat according to county office or court procedures.

(1) Determine probable cause

The intake officer must have evidence of probable cause that the child is a CHINS if the intake officer recommends filing a petition. Probable cause refers to facts and circumstances that provide a reasonable basis for believing that the child is a CHINS. In other words, a determination needs to be made as to whether there are facts or circumstances to support the belief that abuse or neglect probably occurred. Failure of the intake officer to show probable cause on the preliminary inquiry may result in the court refusing to authorize the filing of a CHINS petition.

(2) Submit preliminary inquiry to COFC attorney

The Juvenile Code requires the intake officer to send the preliminary inquiry, with the recommendation to file a petition, to the person representing the interest of the state. In CHINS cases, this person is the COFC attorney or the county prosecutor. The decision to request authorization to file a CHINS petition is to be made by this representative.

(3) Request authorization to file a petition

The COFC attorney or county prosecutor must first request the court to authorize the filing of a petition alleging that a child is a CHINS. This request may also include a request for authorization to take custody of a child. A suggested format for making these requests appears in the Juvenile Justice Benchbook. See Appendix J of this section. The COFC attorney or county prosecutor represents the interests of the state at this proceeding and all subsequent proceedings on the petition.

(4) Authorization to file a petition

After the COFC attorney or prosecuting attorney files the Request for Authorization to File a Petition, the judge considers the evidence of probable cause found in the preliminary inquiry to determine whether or not the filing of a CHINS petition should be authorized. The court may also authorize that the child be taken into custody. See subsection 303.3 for reasons for detention.

(5) Contents of CHINS petition

If the court authorizes the filing of a CHINS petition, the petition may then be filed, as specified in IC 31-34-9-3.

(6) Setting initial hearing date

The initial hearing date should be set after a CHINS petition is filed.

306 CHINS Hearings

This subsection deals with procedures related to CHINS hearings.

306.1 Summonses and Subpoenas

A summons for the initial hearing is to be sent to:

- (1) the child;
- (2) the child's parent(s), guardian, custodian or guardian ad litem/CASA

- (3) any other person necessary for the proceeding,

as soon as the date for the hearing has been set. Personal service must be made at least three (3) days prior to the hearing, and service by mail must be sent at least 10 days in advance. Subpoenas are to be sent to all witnesses who will testify on behalf of the COFC in a specific case. See the Glossary for definitions of these legal notices.

306.2 Guardian Ad Litem/Court Appointed Special Advocate

The Juvenile Code requires the court to make a determination whether it is appropriate to appoint a guardian ad litem (GAL), or a court appointed special advocate (CASA), or both, for the child. Although this determination is usually made during the detention hearing or the initial hearing, the court may appoint a GAL or CASA, or both, for the child at any time during the court process. Both are considered officers of the court representing the child's interests. The CASA is a trained community volunteer, and several programs have been developed to provide CASA training. A GAL who is not an attorney must complete the same court approved training program that is required for a court appointed special advocate (IC 31-9-2-50).

Refer to the Glossary for the definition of a child in need of services. According to the Juvenile Code in IC 31-34-10-3, the court shall appoint a GAL, or a CASA, or both, for a child if:

- (1) the child is alleged to be a CHINS because the child is believed to endanger the health of self or others;
- (2) the child is born with fetal alcohol syndrome or a trace amount or more of a controlled substance or legend drug in the child's body; or the child has an injury, abnormal physical or psychological development or is at substantial risk of a life threatening condition as the result of the use of alcohol, a controlled substance or a legend drug by the mother during pregnancy; or
- (3) the child's parent, guardian, or custodian is unable, refuses, or neglects to provide the child with necessary medical care; or
- (4) the location of both of the child's parents is unknown.

The court may appoint a GAL, CASA, or both, for a child if:

- (1) the child is alleged to be a child in need of services due to physical or sexual abuse or neglect (IC 31-34-1-1 through IC 31-34-1-5);
- (2) the child's parent, guardian or custodian fails to participate in a school disciplinary proceeding (IC 31-34-1-7);
- (3) the child is missing (IC 31-34-1-8); or
- (4) the child's parent, guardian or custodian denies the allegations of the petition. (Exception: If a petition is filed based upon the child being a danger to self or others, the court does not need to determine whether the parent, guardian or custodian admits or denies allegations.)

306.3 Initial Hearing

This hearing represents the first of several steps in the adjudication and disposition of a CHINS case. The initial hearing may be a separate hearing, or it may be the first part of a hearing that includes the initial, factfinding, and dispositional hearings. Some counties even hold the initial hearing and the detention hearing together. Such a procedure requires FCMs to complete case assessments and preliminary inquiries very rapidly. The Juvenile Code identifies specific matters that the court must consider during the initial hearing as follows:

- (1) Determine if it is appropriate to appoint a guardian ad litem, or a court appointed special advocate, or both.
- (2) Inform the child, if of an age of understanding, and the parent, guardian, or custodian of the nature of the allegations in the petition and of the dispositional alternatives available to the court if the child is adjudicated a CHINS.
- (3) Inform the parent or guardian of the estate of possible effects on them, including mandated participation in a plan to care, treat and rehabilitate the child and court-specified financial responsibility for services provided to the parent, guardian or child, if the child is adjudicated a CHINS.
- (4) Determine if the parent, guardian, or custodian admits or denies the allegations in the petition.

If the parent(s) admits to the allegations in the petition, the court may adjudicate the child a CHINS and hold a dispositional hearing immediately after the initial hearing. If the FCM anticipates that the parents will admit the allegations in the petition, it is advisable for the FCM to have the predispositional report prepared prior to the initial hearing.

306.4 Factfinding Hearing

A factfinding hearing is held when the allegations in a CHINS petition are denied. It is during this hearing that the COFC must prove the allegations in the petition if a child is to be adjudicated a CHINS.

It is necessary for COFC staff to differentiate between what occurs at various steps in the hearing process, even though some of the hearings may occur in rapid succession. If the parent denies the allegations in the petition, the court may hold the factfinding hearing immediately after the initial hearing. However, this would only occur if the determination regarding whether to appoint a GAL or CASA has been made (IC 31-34-10-3), if proper notification as described in 306.3 (2) above has been accomplished (IC 31-34-10-4), and if a report is already available.

The factfinding hearing represents the "adjudicatory" portion of the hearing process, as opposed, for example, to the "dispositional" portion. Following this example further, in the factfinding hearing, the child may be found to be a CHINS; in the dispositional hearing, wardship may be granted and the child ordered to be placed in a foster home, or any other dispositional alternative available to the court may be used. See subsection 306.7 for dispositional alternatives available to the court.

306.41 Standard of Evidence

The standard of evidence used by the juvenile court in making a finding of CHINS is "preponderance of the evidence" as opposed to "proof beyond a reasonable doubt," which is the standard used in criminal or delinquency cases. Preponderance of the evidence means that the outcome of the hearing will favor the side that has presented the most convincing evidence after all evidence has been weighed. Beyond a reasonable doubt requires that all evidence must point to one conclusion, without question or doubt. The standard of evidence used in a hearing to terminate parental rights is "clear and convincing evidence". Refer to the Glossary for a definition of this standard.

306.42 Rebuttable Presumption Regarding a Child Alleged to be a CHINS

A rebuttable presumption (see Glossary) is raised if the state introduces competent evidence of probative value that:

- (1) the child was injured;
- (2) the parent, guardian, or custodian had custody of the child at the time the child was injured; and
- (3) the injury would not ordinarily have been sustained except for an act or omission of a parent, guardian, or custodian.

A rebuttable presumption is also indicated if the state introduces competent evidence of probative value that:

- (1) the child lives in the same household as another child who is the victim of certain sex offenses;
- (2) the child lives in the same household as the adult who committed the sex offense;
- (3) the child needs care, treatment, or rehabilitation that the child is not receiving and that is unlikely to be provided or accepted without the coercive intervention of the court; and
- (4) the child has been placed in or has been considered for placement in a program of informal adjustment.

Finally a rebuttable presumption is indicated if the state introduces competent evidence of probative value that the illegal manufacture of a drug or controlled substance is occurring on property where a child resides.

306.43 Evidence of Prior or Subsequent Injury

Evidence of prior acts or omissions by an alleged perpetrator that resulted in injury to a child is admissible at the fact finding hearing to show intent or

likelihood that the alleged perpetrator is responsible for the injury or condition of the abused child who is the focus of the hearing. This section of the law is to be discussed in detail with the COFC attorney, if the FCM has knowledge of prior acts of abuse by parent, guardian, or custodian toward any child.

306.44 Abrogation of Privileged Communication in CHINS Hearings

The Juvenile Code abrogates privileged communication between:

- (1) a husband and wife;
- (2) a health care provider (defined in Glossary) and that health care provider's patient;
- (3) a certified social worker, clinical social worker or marriage and family therapist and a client;
- (4) a school counselor and a student, or
- (5) a school psychologist and a student

as grounds for excluding evidence in any judicial proceeding resulting from a report of child abuse or neglect. (IC 31-32-11-1)

306.45 Victim Counselor Privilege in CHINS Hearings

A victim counselor privilege, established under criminal procedures in IC 35-37-6, may have a bearing on the testimony or records that can be obtained in CHINS hearings. It is recommended that the form "Consent to Background Investigation and Release", found in Appendix F of Section 2, be used in all cases involving a victim counselor. See subsection 205.461 for a full discussion of the victim counselor privilege and procedural specifics regarding the above-noted consent form.

As noted in subsection 203.11, nothing in IC 35-37-6 relieves a victim counselor from the duty to report child abuse and neglect. The statute merely indicates that certain persons, including a victim counselor, may not be compelled to give testimony or produce records in specific proceedings. Family case managers are to work closely with COFC attorneys in cases in which it appears that a victim counselor may claim privilege from testifying in a court hearing.

306.5 Predispositional Reports (IC 31-34-18)

Following the adjudication of a child as a CHINS, the juvenile court usually orders the FCM to prepare a predispositional report. The case plan for the child and family is to be filed with the predispositional report as suggested in the Juvenile Justice Benchbook.

306.51 Content of Report

The topics that must be included in the predispositional report are as follows:

- (1) A statement of the child's needs for care, treatment, rehabilitation, or placement and a recommendation for meeting those needs. These recommendations are to be based upon the outcome of appropriate risk assessments to determine whether the child can be made at least conditionally safe in the child's own home and upon appropriate assessment of the family's strengths and needs. Recommendations for the level of service required are to be based upon the results of both the risk and the strengths/needs assessments. Detailed procedural information concerning the use of risk and strengths/needs assessments can be found in the Student Manual for the Indiana Division of Family and Children Risk, Needs and Safety Assessment. See 306.53 below for the legal criteria upon which recommendations are to be based.
- (2) Consideration of the necessity, nature, and extent of participation by a parent, guardian, or custodian in the program of care, treatment, or rehabilitation for the child.
- (3) A financial report on the parent or the estate of the child to assist the juvenile court in determining that person's financial responsibility for any services provided for the child or for the person.
- (4) The results of a criminal history checks on persons in the home of a prospective caregiver, including a blood or adoptive relative caregiver, with whom a probation officer or family case manager (FCM) is considering placing the child.

306.52 Preparation of Report

The law permits (requires, if ordered by the court) the person who prepared the report to confer with persons having expertise in professional areas related to the child's needs. A school representative must be included if the child needs special education services or placement. Any person who participates in a conference regarding preparation of a predispositional report is required by law to assist the person preparing the report in making recommendations regarding how to meet the child's needs. The report must contain a description and evaluation of all dispositional options that were considered for the child as well as specified information concerning conferees. The person who prepared the report must be present at the predispositional hearing to testify, if possible; and, if present, must testify regarding the predispositional report conference procedure, if requested.

306.53 Criteria for Recommendations

The FCM preparing the predispositional report is required to do so within the framework of specific criteria when consistent with the safety and best interests of the child and community. The report shall recommend care, treatment, or rehabilitation that is:

- (1) in the least restrictive (most family like) and most appropriate setting available; and
- (2) close to the parents' home, consistent with the best interest and special needs of the child;
- (3) least interferes with family autonomy;
- (4) is least disruptive of family life;
- (5) imposes the least restraint on the freedom of the child and the child's family;
- (6) provides a reasonable opportunity for participation by the child's parent, guardian, or custodian.

306.54 Availability of Report

The court is to make the predispositional report available to the child's parent, guardian, or custodian a reasonable time before the dispositional hearing. In addition, the court is to make the predispositional report available, at a reasonable time prior to the dispositional hearing, to any attorney, GAL, or CASA representing the child or the child's parent, guardian, or custodian. If the nature of a case is such that the initial hearing may be followed immediately by the factfinding and/or the dispositional hearing on the same day, the predispositional report is to be prepared prior to the initial hearing if at all possible.

If the juvenile court determines, on record, that the report contains information that should not be released to the child and the child's parent, guardian, or custodian, the court may provide a factual summary of the report. The child or the child's parent, guardian, custodian, or GAL or CASA may prepare alternative reports. (31-34-18-1)

306.6 Case Plan Implementation Procedures

Documentation of the "case plan" for children in need of services who are under the supervision of the COFC is to be completed on specific forms as generated in ICWIS. State Form 2956, Case Plan is to be completed for every child under COFC supervision. A child is to have a case plan as long as the child is under the care of the COFC. The following subsections establish procedures based upon law and policy for implementing case plans.

306.61 Special Circumstances Regarding Case Planning

The following defines and clarifies two situations in which responsibility for case planning is sometimes questioned.

306.611 Delinquents and Probation Cases

Children for whom the COFC has been given the responsibility only to pay for placement expenses are excluded from the case plan and review requirements as long as:

- (1) the COFC has no supervisory or placement responsibility for the children; and
- (2) no federal Title IV-E or Title IV-B funds are expended on them.

See Section 9 for case plan and case review requirements for children for whom Title IV-E funds are expended.

306.612 Licensed Child Placing Agencies

CHINS for whom the COFC has legal responsibility and who are placed in and supervised by a licensed child placing agency (LCPA) are subject to the case plan and review requirements. COFC family case management staff must complete the State Form 2956 Case Plan and are responsible for implementation of the reviews. The LCPA representative is one of the participating parties who must be included in the development of the case plan. See also subsection 306.65 for additional information concerning involving foster parents in case plan development and subsection 306.66 for information concerning the case planning conference and those who should participate.

The LCPA must provide the COFC legally responsible for children placed with the LCPA with regular written reports regarding those children at least quarterly. These reports are to be used to determine if significant changes have occurred that would require revision of the case plan. The reports are also used during the case review to determine progress and appropriateness of the case plan.

306.62 Case Plan Requirements

Refer to the definition of "Case Plan" in the Glossary. The case plan accomplishes the following:

- (1) Identifies the needs of each child.
- (2) Identifies the needs of the parent(s) that resulted in the child being at risk in the home.
- (3) Evaluates the appropriateness of services made available to prevent placement and those provided to reunify the child and family.
- (4) Delineates a program for future services to assist the client in changing the behavior that brought them to the attention of the DFC and that will help them to provide a safe, nurturing environment for their children at reunification.

- (5) Provides specified activities to meet the desired outcome of the services listed above.
- (6) Identifies the objective (the changed behavior) that is expected as a result of the service being provided.

The family case manager (FCM) is to work together with the parents to develop the objectives and activities of the case plan which are to address the identified risks and needs. See subsection 306.66 regarding case plan conferencing

Federal law (42 USC 675 (1) and (5)), federal regulations (45 CFR 1356.21), state law (IC 31-34-15-1 through IC 31-34-15-5), and policy specify the following:

- (1) The case plan must be documented in writing as a discrete part of the case record in a format determined by the state as generated by ICWIS.
- (2) State Form 2956 Case Plan must be developed within a reasonable period of time, not to exceed 45 days after the state agency assumes responsibility for providing services, including placing the child. Indiana considers the point of placement or the establishment of a dispositional decree, whichever is earlier, as the initiation of state agency responsibility. The case plan will be completed within 45 days of the child's removal from the child's home or the date of disposition, whichever occurs first. A copy of the Case Plan is to be made available to the parent(s), guardian or custodian of the child no later than 10 days after its completion.

It is critical that those providing substitute care for a child have the information contained in the Case Plan in order to ensure the best possible services for both the child and the caregiver(s).

- (3) The case plan must include the following:
 - (a) A statement regarding how the agency responsible for the child plans to carry out the judicial determination with respect to a child removed from the home when continuation in the home would be contrary to the child's welfare. Placement of a child in out-of-home care must be based upon a judicial determination that "reasonable efforts" were made to prevent removal of the child from the child's home or to reunify the family and that continuation in the child's home would be contrary to the child's welfare. See subsection 306.51 above regarding assessing the level of risk and needs for a child and using that information to determine a level of service for child and family.
 - (b) A permanent plan for the child, including an anticipated date for accomplishing the goal. (See subsection 306.621.)

- (c) A description of the type of home or institution in which a child is to be placed as well as a discussion of the appropriateness of the recommended placement for the child based upon the child's best interests and special needs.
- (d) If out-of-home care is recommended, a statement regarding whether the placement satisfies the legal mandate to place the child:
 - (i) with a willing relative (blood or adoptive relative including a grandparent, aunt, uncle or adult sibling), if possible;
 - (ii) in the least restrictive, most family-like setting;
 - (iii) in close proximity to the home of the parent(s), guardian, or custodian consistent with the child's best interests and special needs.

If the placement does not satisfy these legal mandates, a justification for the placement decision is required.

- (e) A delineation of family services recommended for the child and the child's parent, guardian, or custodian, including:
 - (i) a description of previous efforts made to provide services (e.g., rehabilitative services, services to prevent removal of a child from the child's home or to reunify the family) as well as
 - (ii) a description of efforts to be made in the future to carry out the dispositional order. See subsection 306.6221 regarding family services.
- (f) For a child age 14 or over, a description of independent living programs and services to be provided.
- (g) The child's health and education records. See subsection 306.624.

- (4) The case plan must be reviewed at least once every 180 days during a periodic case review conducted by a court.
- (5) At the periodic review, a new case plan must be dated and signed whether or not there are any changes made.
- (6) The case plan may be revised more often than every 180 days if any of the parties signing the plan believes that the plan needs to be changed. Whenever any significant change in the case plan occurs, including changes in objectives and activities or placement, whether more or less restrictive, it is necessary to create a new Case Plan and have appropriate persons sign it.

306.621 Permanent Plan

An essential part of the case planning process is the establishment of a permanent plan for each child. This plan is to be a part of the format required by the DFC. The permanent

plan for the child must be identified on the case plan format and must include an estimated date for implementation; e.g., "return to own home by _____ (date)".

306.622 Family Preservation/Support Services

42 USC 671(a)(15)(B) specifically requires that in each case, reasonable efforts will be made:

- (1) prior to the placement of a child in foster care, to prevent or eliminate the need for removal of the child from the child's home; and
- (2) to make it possible for the child to return to the child's home.

42 USC 672(a)(1) further requires that if a child is to be removed, the removal must be a result of a judicial determination in which the court finds that reasonable efforts have been made to either prevent removal or reunite the family, and that the continuation of care and custody by the family would be contrary to the welfare of the child or not in the child's best. Such a judicial determination must take place as early in the judicial process as possible, which is often at the detention hearing, and must be included in the first court order sanctioning the removal of the child. This determination must also be made later at the dispositional hearing when both parties have had an opportunity for a full court hearing. See subsections 303.62, 306.71, 307.22, and 307.41 for information concerning other circumstances under which a determination of reasonable efforts must be made.

NOTE: See Appendix H to this section for Preplacement Preventive and Reunification Services "Checklist."

306.6221 Types of Family Preservation Services

Federal regulation 45 CFR 1357.10 defines family preservation services as "...services for families and children designed to protect children from harm and help families (including foster, adoptive and extended families) at risk or in crisis...." Specific examples of family preservation services are as follows:

- (1) Providing preplacement preventive services to prevent removal of children from their families; e.g., intensive family preservation programs.
- (2) Promoting permanency for children either through reunification with family, adoption, establishment of legal

guardianship or other planned, permanent living arrangement.

- (3) Providing follow-up care to reunified families.
- (4) Making respite care available for children to provide temporary relief for caregivers, including foster parents.
- (5) Making available services designed to improve parenting skills and inform regarding child development; budget, household, and stress management; health and nutrition.
- (6) Providing such case management services as transportation, assistance with housing and utility payments and access to adequate health care in order to stabilize families in crisis.

Each COFC needs to assess thoroughly the availability of these, as well as other available services in order to provide what is needed to prevent placement.

306.6222 Types of Family Support Services

Federal regulation 45 CFR 1357.10 defines family support services as "...community-based services to promote the well-being of children and families designed to increase the strength and stability of families (including foster, adoptive, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development." Specifies examples of family support services as follows:

- (1) In-home visits and access to parent support groups.
- (2) Respite care.
- (3) Structured activities involving parents and children to strengthen the parent-child relationship.

- (4) Drop-in centers to afford families opportunities for informal interaction with other families and with program staff.
- (5) Transportation, information and referral services to afford families access to other community services, including child care, health care, nutritional programs, literacy programs, legal services, counseling and mentoring services.
- (6) Early developmental screening of children to assess the needs of the children and assistance to families in securing specific services to meet those needs.

Each COFC needs to assess thoroughly the availability of these, as well as other services available in order to provide what is necessary to reunite families, if appropriate.

306.623 Independent Living Services

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) enacted 42 USC 677 to require that a case plan for a child age 14 or older who is in foster care, including group home and residential treatment facilities, must include a written description of the programs and services that are in place to help the child prepare for the transition from foster care to independent living. Such independent living initiatives may include services or programs designed to:

- (1) enable participants to seek a high school diploma or its equivalent or to take part in appropriate vocational training;
- (2) provide training in daily living skills, budgeting, obtaining health services, locating and maintaining housing, and career planning;
- (3) provide for individual and group counseling related to independent living;
- (4) integrate and coordinate services related to independent living;
- (5) provide for the establishment of support services and outreach programs designed to attract individuals who are eligible to participate in the program;
- (6) provide each participant a written independent living plan which shall be based on an assessment of the

participant's needs which shall be incorporated into the case plan;

- (7) provide participants with other services designed to improve the transition to independent living.

Information concerning independent living goals must be recorded on State Form 2956 Case Plan as generated by the ICWIS system. See Appendix L to this section.

306.624 Health and Education Records

Title IV of the Social Security Act, as amended by the Adoption and Safe Families Act of 1997 (P.L. 105-89) requires that a case plan must include certain specific information regarding the child's health and educational status. The law requires that information based on the child's health and education records, to the extent available and accessible, be included in the child's case plan, be reviewed and updated at the time of each placement and supplied to the foster parent or foster care provider. 42USC 675 (1) (C) and 675 (4) (D) Compliance with these federal requirements is necessary for continuing eligibility for funds under Titles IV-B and IV-E of the Social Security Act.

NOTE: Under the Family Educational Rights and Privacy Act, 20 USC 1232g (b)(1)(E), as implemented by IC20-10.1-22.4-3 and 511 IAC 7-23-1(p), a student's education records cannot be provided to foster parents without written consent of the student's parent, guardian or custodian.

Every child's foster care case plan must include health and education information or records, to the extent available and accessible. Appropriate elements of this required information are incorporated into State Form 2956 Case Plan as generated by the ICWIS system. See also subsection 404.322 regarding Medical Passport.

306.63 Development of Case Plan Prior to Factfinding and Dispositional Hearings

While federal regulations and state law require State Form 2956 Case Plan to be developed no later than 45 days after placement or dispositional decree, whichever occurs first, it is recognized that factfinding and dispositional hearings may not always have taken place within 45 days of placement. In such an instance, the case plan must still be generated in order to comply with federal requirements. It is to specify that court adjudication and disposition of the case is pending. Time limitations for the plan are to be consistent with the dates of the hearing to be held. This plan is effective only until completion of the CHINS adjudication hearing (factfinding and dispositional), at which time a new case plan is to be developed unless the dispositional alternatives selected by the court are in accord with the existing case plan. Providing that the child remains the

legal responsibility of the COFC, the case plan is to be revised within 10 days after the date of the dispositional hearing. For those children who remain in their own homes but for whom CHINS adjudication is being sought, a safety plan is to remain in effect throughout the period leading up to the dispositional hearing.

306.64 COFC Responsibilities to Parents

The COFC must, if possible, involve the parents in the development of the case plan. If this is not possible, the FCM must document in the file the attempts made to locate and so involve the parents. If the parents have not been involved in the development of the plan, they must be notified of it and asked to review and sign State Form 2956, Case Plan as generated by the ICWIS system. The form must be completed and signed by the COFC representative and initialed by the supervisor, director, or working leader, even if the parents are not available or refuse to sign it.

NOTE: If parents refuse to sign the case plan, or are not available, it is to be so noted on the signature screen in Tracking with reasons documented on the form or in the case narrative.

A current case plan must be in the case record at all times after the initial 45-day requirement whether or not there is parental involvement. See 306.62 for information regarding case plans and updating those plans. In the event that parental rights have been terminated, the case plan may involve the current caregiver. A child must have a case plan for as long as the COFC maintains legal responsibility under a dispositional decree.

306.65 Involving Foster Parents in Case Plan Development

IC 31-34-15-5 requires what basic good practice dictates; i.e., that in the best interests of the child, the COFC and the child's foster parent cooperate in developing a case plan. In keeping with the best interests of the child then, the COFC is required to discuss with at least one (1) foster parent of a child the foster parent's role relative to:

- (1) rehabilitation of the child and the child's family;
- (2) visitation arrangements; and
- (3) services required to meet the special needs of the child.

Whenever a foster parent participates in developing a case plan, the foster parent is to be asked to sign the plan in the space for "other agreeing party". See Appendix L. The signing of the case plan is a voluntary matter on the part of the foster parent. If a foster parent declines to sign a case plan regarding which the foster parent had input, the refusal is to be noted on the signature screen in Tracking; and the reasons for the refusal are to be documented on the form or in the case narrative. The FCM's primary responsibility in developing a case plan is to the child and to the child's family. A copy of State Form 2956 Case Plan is to be provided to the foster parent(s) as appropriate.

306.66 Holding a Case Plan Conference for Case Plan Development

Policy requires that a case plan conference be held for each child for whom the COFC is responsible as outlined above. In addition to the parents and foster parents, this case plan conference is to include any service providers involved with the clients, the CASA or GAL, and any other person of significant importance to the child who could be beneficial in the development of the case plan. See Appendix L of this section for a sample copy of the Conference for Developing the Case Plan outline, one of which must be completed for each child. Persons attending the case plan conference are to be documented on State Form 2956 Case Plan.

306.7 Dispositional Hearing

The court has seven (7) dispositional alternatives available for the child who has been adjudicated a CHINS. The juvenile court may:

- (1) order supervision of the child by the probation department or the COFC;
- (2) order the child to receive out-patient treatment;
- (3) remove the child from the child's home and place in another home or shelter care facility;
- (4) grant wardship to a person or shelter care facility;
- (5) partially or completely emancipate the child under specified conditions;
- (6) order the child or the child's parent, guardian, or custodian to receive family services; or
- (7) order a person who is a party to the proceeding to refrain from direct or indirect contact with the child.

Recommendations for the care, treatment, or rehabilitation of a child made by the FCM in the report for the dispositional hearing must be based upon the same specific criteria as outlined for predispositional reports (IC 31-34-19-6). Refer to subsection 306.52 for specifics. When the dispositional hearing occurs prior to the removal of the child from the home, planning for the child must include use of the genogram to explore the child's family including at least the child and the child's parents and paternal and maternal grandparents. The genogram must be completed within 30 days of the dispositional hearing. See subsection 303.8 for more specific information regarding the use of genograms in this situation.

306.71 Judicial Determination of "Reasonable Efforts" at Dispositional Hearing

42 USC 671 and 672 specify that the removal of a child must be the result of a judicial determination that continuation of the child in the child's own home would be contrary to the child's welfare and that reasonable efforts have been made to prevent out-of-home placement or to reunify the family. Because a decision regarding control and placement of a child is made at the

dispositional hearing, a judicial determination of "reasonable efforts" is to be made at this time. See Appendix H to this section for the "Checklist" of preplacement preventive and reunification services to be completed by the FCM and filed with the court. As previously stated, reasonable efforts are precluded when an emergency exists that constitutes a threat to the child's health and safety.

By directive of the federal government, documentation of the "reasonable efforts" must be in the court order. It is not enough to describe the "reasonable efforts" in a report to the court. The court order is to include the signature of the presiding judge or designee and the date it was signed (or certification by clerk of the court).

NOTE: See 303.7 for a description of circumstances under which a judicial determination may be made that reasonable efforts are not required. A permanency hearing must commence within 30 days of such a judicial determination.

306.72 Emancipation

When the juvenile court partially or completely emancipates a child, it specifies the terms of the emancipation. If the child is partially emancipated, the court may order supervision by the COFC. Partial emancipation may be recommended when the child is participating in a program of independent living; but, although the child has made progress toward the goal of living independently, the child remains under the supervision of the COFC or a licensed child-placing agency (LCPA). Such an arrangement makes it possible for the COFC or LCPA to assist the child in paying for non-licensed living quarters for the child, such as an apartment rental. The FCM is to recommend emancipation for a child only if that child is self-supporting and has a satisfactory plan for independent living.

306.73 Court-Ordered Support/Reimbursement Payment

The dispositional hearing considers the three major items included in the predispositional report (see subsection 306.51), including the financial responsibility of the parent or guardian of the estate for any services provided to the parent or guardian of the estate or the child. (IC 31-40-1) The juvenile court may determine the ability of a parent or guardian of the estate to pay for these services at this hearing. In so doing, it distinguishes between child support and reimbursement.

306.731 Child Support

When a child whose parents are divorced or concerning whom paternity has been established is taken into custody, the family case manager (FCM) is required to conduct a search using the ICWIS/ISETS interface to determine if there is an existing child support order anywhere in Indiana. ISETS is the database used by the Title IV-D Child Support prosecuting attorney and the county clerk to enter and monitor child support orders and payments. It is a statewide system that allows the FCM to

determine whether a child support order exists in any Indiana county. The process requires an overnight run for completion, so it is imperative that the FCM check the following day to determine the search results.

ISETS is helpful in providing identifying information regarding absent parents, including demographics, employment, the amount of court-ordered child support, the court cause number and the last payment date. Through the ICWIS/ISETS interface, a referral record of Title IV-E eligible children will be sent to ISETS. Referrals will also be sent when the child's placement changes, when the removal episode has ended, and whenever a history correction is completed on the ICWIS FC History screen changing the IVE-FC status.

If a support order exists, the county office (COFC) is to obtain a certified copy of it from the clerk in the county in which it is in effect. The support order must then be filed in the court in which the CHINS case is being heard so that court can properly assume temporary jurisdiction over it and notify the court in which the child support order exists of the assumption of control over the order. At that point, the support can be assigned temporarily to the COFC for the duration of the child's placement.

EXCEPTION: If a child is placed with a specified relative who opts to receive benefits through the Temporary Assistance to Needy Families (TANF) program for the child rather than through foster care per diem, the child support is to be assigned differently than previously described. Applicants for TANF are required to assign their right to child support to the state and to participate in the Title IV-D child support program. The ICES system automatically makes this assignment at the point of application for TANF, and any support received for the child goes to repay TANF benefits received by the child.

If a child support order has not been made previously, the COFC shall pursue support at this point in the hearing process. Language in the order must clearly state that the order is a "**child support**" order (one established in accordance with IC 31-16-1 et seq).

NOTE: A separate child support order needs to be established for any parent who is not already under a duty to pay child support. However, if a support order already exists for the pre-CHINS non-custodial parent, no additional support orders need to be established for that parent. Payment of support under the existing order should be assigned to the county office responsible for the substitute care.

Once established, a support order represents an ongoing commitment to support the child and is not to be confused with a reimbursement order discussed in subsection 306.732 below.

The child support order will establish the DFC as the payee unless the child is receiving TANF benefits. However, it is important to ensure that all collections are processed through the appropriate foster care account (if the child is IV-E eligible) as maintained on the ISETS system and not sent directly to the county office (COFC) directly. If the child receives TANF benefits, see the exception noted above. All enforcement activities regarding a child support order are available through the IV-D office.

The ICWIS/ISETS interface provides the IV-D office with information concerning the placement start and stop dates for IV-E funded cases; however, does not do so for cases that are not funded through IV-E funds. When the COFC wishes to receive Child Support Services for non-IVE funded cases, it is necessary to file an application with the local IV-D office using SF 34882 / DFC Form 425A, a copy of which can be found in Appendix V of this section. The completed form provides all of the information needed to manually create these cases in ISETS. If the child who is receiving child welfare or delinquency services is a Medicaid recipient, the \$25 dollar IV-D application fee will be waived. It is necessary to provide the date that the placement ends in order to appropriately reassign support to the custodial parent once the placement ends. Using SF 37453/CSB 431 Child Support Interoffice Notification, the COFC will provide the IV-D office with details concerning the location and start and stop dates of every non-IVE funded child in placement for whom child support services have been requested. Since this information on non-IVE funded children is not provided on the ICWIS/ISETS interface, it is crucial for the COFC to notify the local IV-D office when placements end.

306.732 Reimbursement

Pursuant to IC 31-40-1-2, the COFC bookkeeper needs to track expenditures made on behalf of a child in a foster care or delinquency case (other than secure detention) that involves expenditures of county funds. This information can be used to establish an order (separate from the child support order) for the parents to repay the COFC. The county may request a reimbursement order instead of or in addition to a child support order to recoup the county expenditures. The COFC should consider obtaining the reimbursement order at the earliest feasible time while the child welfare action is pending.

A reimbursement order should also be requested, where feasible, to repay the COFC for all or part of the cost of funding in-home services in cases where the child is not placed in foster care.

Before a reimbursement order is extended, the court must hold a hearing and make appropriate findings and conclusions

concerning the ability of the parent to reimburse the COFC in the amount determined in the order.

The IV-D office is primarily responsible for establishing any new support order, and should coordinate with the local office attorney for that purpose.

NOTE: A reimbursement order is not a child support order, and the IV-D office cannot be involved in its enforcement. A reimbursement order cannot be entered into the ISETS system.

306.74 Progress Reports to the Court

At any time after the original dispositional decree, the juvenile court may order the COFC to file a report on the progress made in implementing the dispositional decree.

A progress report is also required by the Juvenile Code in the following situations:

- (1) prior to the periodic case review;
- (2) prior to the permanency hearing;
- (3) prior to modification of the dispositional decree.

The report is to include a summary of the progress made in implementing the dispositional decree, including the progress made in rehabilitating the child, preventing out-of-home placement, or reuniting the family. IC 31-34-22-1 requires that prior to preparing a report relative to a child in foster care, FCMs must consult the child's foster parent concerning progress the child has made while in the foster home as it relates to the reasons for the child's removal and the current case plan. The information so obtained must be made a part of the progress report. State Form 2956 Case Plan as generated by the ICWIS system is to be incorporated as part of the progress report filed with the court. The "Checklist" (see Appendix H) is to be incorporated as part of the progress report also.

306.741 Availability of Report

Any report filed with the court by the COFC for one of the above reviews shall, under the Juvenile Code, be made available to the child and the child's parent, guardian or custodian. If the report contains information that should not be shared with the child or the child's parent, guardian or custodian, the court must provide a copy of the report to a GAL, CASA or the attorney for the child's parent, guardian or custodian. (IC 31-34-22-2) If a report contains information that should not be released to the child or the child's parent, guardian, or custodian, a factual summary may be submitted to those individuals.

306.75 Modification of Disposition

The Juvenile Code, in IC 31-34-23-1, authorizes the following persons to initiate a request for the court to modify the dispositional decree:

- (1) the court, upon its own motion;
- (2) the child;
- (3) the child's parent, guardian, or custodian;
- (4) the guardian ad litem;
- (5) the probation officer;
- (6) the family case manager;
- (7) the prosecutor;
- (8) the COFC attorney; or
- (9) a provider of court-ordered services to the child or the child's parent, guardian, or custodian.

Following a dispositional decree ordering a specific placement, any changes in a child's placement must be made only by the court, with parents having the right to a hearing on the matter, if requested. Federal legislation also requires that certain procedural safeguards apply to parents in the event of change of placement or visitation. Parents are to be notified of any such changes. Unsuccessful attempts made to notify the parents are to be documented in the contact log and, if visitation is disrupted, in the visitation disruption screen in ICWIS. See subsection 307.13 regarding procedural safeguards.

307 Case Review Hearings

Both the Juvenile Code and 42 USC 675(5) require case review hearings at regular intervals following placement or CHINS.

307.1 Periodic Case Review Hearings

The Juvenile Code and 42 USC 675(5) require a periodic case review hearing to be held at least once every 180 days from the date of placement or dispositional decree, whichever occurs first. See "NOTE" below. Central Office has expanded this requirement to apply to all CHINS and also to those court wards who are supervised by the COFC. Periodic case review hearings must be held, therefore, for each of these children at least once every 180 days from date of placement or date of a dispositional decree, whichever is earlier. The review must be conducted by the juvenile court in a formal court hearing. The court may order periodic case reviews to be held at more frequent intervals.

NOTE: While Indiana law calls for a periodic case review every six months, ICWIS equates six months with 180 days; and federal authorities to whom the state reports require the 180-day interpretation for calculating when these reviews are to be held. Therefore, periodic case review hearings are to be scheduled within 180 days from the appropriate date.

In accordance with IC 31-34-21-4, at least five (5) days prior to the periodic case review hearing, the COFC is to send notification of the hearing to:

- (a) the child's parent, guardian, or custodian;
- (b) the child's foster parent;
- (c) prospective adoptive parents for children legally free for adoption;
- (d) other persons caring for the child who are not required to be licensed; and
- (e) any other person who is determined to have a significant or care-giving relationship to the child.

Sample notification forms are included in Appendix P. The court is required to provide any of the above-named parties an opportunity to be heard and to make recommendations in the periodic case review hearing, including a permanency hearing.

307.11 Content of Periodic Case Review Hearing (IC 31-34-21-5)

The court is required to make the following determinations during a periodic case review hearing:

- (1) Whether the child's case plan, services provided, and placement meet the special needs and best interests of the child.
- (2) Whether the COFC has made reasonable efforts to provide family services.
- (3) A projected date for implementation of a permanency plan for the child; i.e., either the child's return home, the child's adoptive placement, the child's emancipation, or the appointment of a legal guardian for the child.

These determinations must be based upon findings written after consideration of the following elements:

- (1) Whether the COFC, the child or the child's parent, guardian, or custodian has complied with the child's case plan as documented on State Form 2956 as generated by the ICWIS system.
- (2) Documentation of the family services provided and offered to the child or the child's parent, guardian, or custodian; the dates during which the services were provided, and the outcome of having offered those services.
- (3) The extent of the efforts made by the COFC to offer and provide family services. (See "Checklist" in Appendix H to this section.)

- (4) The extent to which the parent, guardian, or custodian has enhanced his or her ability to fulfill parental obligations.
- (5) The extent to which the parent, guardian, or custodian has visited the child, including the reasons for infrequent visitation.
- (6) The extent to which the parent, guardian, or custodian has cooperated with the COFC or probation department.
- (7) The child's recovery from any injuries suffered before removal.
- (8) Whether any additional services are required for the child or the child's parent, guardian, or custodian and, if so, the nature of those services.
- (9) The extent to which the child has been rehabilitated.
- (10) If the child is placed in out-of-home care, whether the child is in the least restrictive, most family-like setting, and whether the child is placed close to the home of the child's parent, guardian, or custodian. An explanation is necessary if these conditions are not met.
- (11) The extent to which the causes for the child's out-of-home placement or supervision have been alleviated.
- (12) Whether current placement or supervision by the COFC should be continued. If reunification with the child's family is being considered, a reassessment of risks and needs will need to be conducted in order to determine whether the risk level is sufficiently low to permit the child to return home safely.
- (13) The extent to which the child's parent, guardian, or custodian has participated, or has been given the opportunity to participate, in case planning, periodic case reviews, dispositional reviews, placement of the child, and visitation.
- (14) Whether the COFC has made reasonable efforts to reunify or preserve a child's family, unless reasonable efforts are not required. See subsection 303.7.
- (15) Whether it is an appropriate time to prepare or implement a permanency plan for the child.

NOTE: State Form 2956 Case Plan as generated by the ICWIS system, must be reviewed as part of the 180-day periodic case review hearing.

307.12 COFC Review Responsibilities

The COFC responsible for a CHINS not only must develop the child's initial case plan, but also must coordinate periodic case reviews at least once every 180 days. Failure to meet the case plan and review requirements may result in fiscal penalties to the COFC responsible for the CHINS. If a child is

placed out-of-state, the Interstate Compact procedures must be followed; and reports are to be requested at least once every six (6) months in order to evaluate the progress of the case plan. If another county is to supervise the child, a written agreement shall be developed and must contain a description of supervisory responsibilities, including a timeline for the submission of progress reports, which, at a minimum, must satisfy the requirement for quarterly reports. This written agreement is to be established before courtesy supervision is accepted. Whenever another county, child-caring institution, group home or licensed child-placing agency is providing supervision, the supervising agent must be included as part of the team effort in developing the case plan and preparing for the periodic case reviews.

In coordinating the periodic case reviews, the FCM has the following responsibilities:

- (1) Scheduling the date with the court.
- (2) Notifying parents, foster parents and other appropriate caregivers of the case review in accordance with IC 31-34-21-4 and encouraging their participation by soliciting their comments and recommendations. See subsection 307.1.
- (3) Providing a written progress report or a summary of the report, and any other relevant material to the court. See subsection 306.74 regarding progress reports.

NOTE: IC 31-34-22-2 states that a copy of this report must be made available to the child and the child's parent, guardian, guardian ad litem, or custodian within a reasonable time after it has been presented to the court, or before the hearing. If the court determines that the report contains information that should not be accessed by the child or the child's parent, guardian, or custodian, a factual summary may be released to those persons. However, the full report must be released to the respective attorneys representing those persons.

- (4) Providing explanation or clarification as needed relative to any element suggested for inclusion in the case plan.
- (5) Making recommendations for any changes to the case plan.
- (6) Revising the case plan in accordance with court orders and recommendations suggested and agreed upon by those working together to develop the plan.
- (7) Developing a new case plan every 180 days, or more often, if desired by the court, and when major changes in the child's or parents' situation make the old plan outdated.
- (8) Providing copies of the "Checklist" (see Appendix H) so that the court may make a determination of reasonable efforts.

307.13 Procedural Safeguards and Parental Rights

Federal legislation mandates that procedural safeguards are to be applied to protect parental rights and to ensure the child a 12-month permanency hearing.

Parents also have the right to be notified of and involved in:

- (1) the development and any revision of the case plan;
- (2) the removal of the child from the child's home and any change in placement;
- (3) visitation arrangements and changes therein; and
- (4) all court hearings.

Sufficient notification of all court hearings must be given to both parents. All verbal notifications must be confirmed in writing giving the date, time, and location of the review or hearing. See Appendix P for a sample copy of State Form 48997/FPP0002 Notice of Periodic Review. Also see the sample "Notice to Parent" regarding changes in the child's circumstances located in Appendix Q to this section.

307.14 Notification of Case Plan/Dispositional Changes to Foster Parents

COFCs are to give official written notification to foster parents of changes made in the child's case plan as a result of periodic reviews. See Appendix Q for a sample "Notice to Foster Parents" designed for the above-noted purpose. Obviously, use of this form to advise of a change in placement should be preceded by personal contact to convey that information.

+ Permanency Hearing

IC 31-34-21-7 applies the term "permanency hearing" to the 12-month formal court hearings for children for whom reasonable efforts continue to apply. These hearings are held every 12 months from:

- (1) the date of the child's removal from the child's own home or the date of the dispositional hearing, whichever occurs first;
- (2) more often, if ordered by the court; or
- (3) not more than 30 days after the court finds that reasonable efforts to preserve or reunify the family are not required.

NOTE: While there is no requirement in Indiana statute for permanency hearings in cases involving juvenile delinquents, federal statutory requirements still apply in cases in which Title IV-E funds are expended for juvenile delinquents. Therefore, permanency hearings are to be held in these cases. Whether the COFC or the Probation Department is responsible for these hearings depends upon what each agency agreed to in the Interagency Agreement signed by the COFC and the Probation

Department. Every county is to have such an agreement, approved by the appropriate judge, which defines the duties and responsibilities of each agency in IV-E cases. A copy of the currently approved Interagency Agreement form is included in this section as Appendix L.

307.21 Purpose and Content of the Permanency Hearing

In addition to being considered a periodic case review, the permanency hearing serves to accomplish the following:

- (1) Review the child's current situation. The same factors considered during the periodic case reviews are considered during the permanency hearing. See subsection 307.11 for the content of case reviews.
- (2) Consider and approve a permanency plan for the child, giving consideration to the recommendations of specified parties, or determine whether an existing permanency plan shall be modified.
- (3) Determine the child's future status; i.e., whether the child is to return to the child's parent, guardian, or custodian, continue in foster care, be placed for adoption, or be placed under another permanent plan such as placement with an appointed legal guardian. Additionally, if the child is 16 or older, consideration must be given to what services are needed to assist the child toward the goal of independent living.
- (4) Review the procedural safeguards utilized by the COFC to protect parental rights. See subsection 307.13.
- (5) Determine whether court jurisdiction is to continue. There is a rebuttable presumption that jurisdiction over a CHINS proceeding should not continue beyond 12 months from removal of the child from the home or from the date of disposition, whichever occurs first. If the COFC does not show:
 - (a) the need for continued jurisdiction over the child;
 - (b) that such continuation is likely to result in successful attainment of the case plan goal(s); and
 - (c) that continued jurisdiction is in the child's best interests,

the court may direct the COFC to establish a permanency plan for the child within 30 days or discharge the child and the child's parent, guardian, or custodian.

The content of the permanency plan includes:

- (1) the intended permanent or long-term care arrangements for the child, including options to:
 - (a) return to or continue in the care of a parent, guardian or custodian or place with the non-custodial parent;

- (b) terminate parental rights (See Section 7 for additional information.);
 - (c) place for adoption;
 - (d) place with a relative;
 - (e) appoint a legal guardian; or
 - (f) place in another planned permanent living arrangement.
- (2) a time table for implementing provisions of the permanency plan.
 - (3) provisions for any temporary arrangements needed for the care and custody of the child pending implementation of the permanency plan.
 - (4) other elements required in the case plan consistent with the permanency plan.

In cases involving parents whose parental rights to their children have been terminated and their children for whom a final permanent placement has not been made, a permanency hearing is to be held on an ongoing basis to review the continued need for juvenile court jurisdiction. In the face of any reluctance on the part of the court to hold such hearings, the COFC is to file a report with the court for review. The COFC is also to consult with the child's guardian ad litem or court appointed special advocate, if one has been appointed, before waiving a hearing.

307.22 Judicial Determination of Reasonable Efforts at the Permanency Hearing

Discussion of reasonable efforts determination may be found in subsections 303.62, 306.71, and 307.41 also. Such a judicial determination is needed at the permanency hearing.

NOTE: See Appendix H to this section for "checklist" of pre-placement preventive or reunification services to be completed by the FCM and filed with the court prior to this hearing.

307.3 Time Frame for Federally Mandated Review Hearings

In accordance with federal and state law, an initial periodic review hearing must be scheduled no more than 180 days from the date that a child was removed from the child's home or the date of the dispositional decree, whichever occurred first. In 180 days from the appropriate date, as documented in ICWIS, the first periodic case review hearing must be held. In 360 days from the appropriate date, the permanency hearing must be held. All subsequent permanency hearings, held in 360-day increments from the date of removal or the date of disposition, whichever occurred first, require the court to review all elements of periodic review hearings as well as the elements of the permanency hearing for possible revision.

307.4 Documentation of Reviews/Hearings in Case Record

All hearings and case reviews must be documented in the child's case record in order to comply with federal regulations. Such documentation may take one of two forms:

- (1) a court order, court summary report, or docket entry, which includes a date and a written or stamped signature (or initials) of the judge (or appointee) conducting the review; or

- (2) a court order or docket entry which has been certified by the clerk of the court.

The date of the review must be documented in Tracking. Other pertinent information is to be in the Hearings screens in ICWIS. The paper case file is to contain a copy of the actual court order which is to contain verification that the court review included all required elements of the federally mandated periodic or permanency review hearing.

307.41 Documentation of Reasonable Efforts Determination

IC 31-34-21-5.5 states that a child's health and safety are of paramount concern in determining the extent to which reasonable efforts to preserve or reunify a family are appropriate. Except in situations in which the court determines that reasonable efforts are not required, the COFC must make such reasonable efforts. By directive of the federal government, documentation of the judicial determination of reasonable efforts, or the lack of need for such efforts, to prevent removal of the child or to reunite the family must be in the court order. It is not enough to describe the reasonable efforts in a report to the court. The court order is to include the signature of the presiding judge or designee and the date it was signed or the date it was certified by the clerk of the court.

Federal IV-E FC regulations require the in the case of each review held after a permanency plan has been approved, the court order must include findings regarding the status of reasonable efforts made to implement the plan. The order should also approve any modifications to the plan previously approved.

307.5 Foster Care Review Boards

In accordance with IC 31-34-21-9, some juvenile courts may create a foster care review board to assist the court in reviewing foster care placements. The foster care review board reviews assigned cases and files a report with the court that includes findings and recommendations. If the court feels that a confidential report or document would assist the foster care review board in its deliberations, the court may order authorization to disclose the report or document to the board. The foster care review board may not disclose the contents of the report or document to anyone who is not authorized by court or statute to access it.

308 Petition for Parental Participation

Under Indiana law, the juvenile court has jurisdiction not only over a child alleged to be a CHINS, but also over the parent, guardian, or custodian, under certain circumstances. IC 31-34-16-1 states that any of the following persons may file a petition for parental participation, if the authority of the juvenile court is needed for parents to agree to, or follow through with, specific requirements:

- (1) The prosecutor
- (2) The COFC attorney
- (3) A probation officer

- (4) A family case manager
- (5) The Department of Correction
- (6) A guardian ad litem or court appointed special advocate

The petition for parental participation must allege that:

- (1) the respondent is the child's parent, guardian, or custodian;
- (2) the child has been adjudicated a CHINS;
- (3) the parent, guardian, or custodian should:
 - (a) obtain assistance in fulfilling parental obligations;
 - (b) provide specified care, treatment, or supervision for the child;
 - (c) work with a person providing care, treatment, or rehabilitation for the child; or
 - (d) refrain from direct or indirect contact with the child.

As noted above, a petition for parental participation is to be filed after a child has been adjudicated a CHINS or a delinquent. The hearing on the petition may be held concurrently with any dispositional hearing or with any hearing to modify a dispositional decree. During the hearing, the court is required to advise parents that failure to participate as required by court order may lead to termination of parental rights.

It is recommended that a petition for parental participation be filed if parents are unwilling to agree to the terms and sign the case plan. See subsection 306.64 for procedures to follow when parents do not sign a case plan.

309 Other Legal Considerations

The following topics provide specific information concerning other legal procedures that may be necessary in specific circumstances.

309.1 Protection Orders (Injunctions) (IC 31-34-17)

Acting upon its own motion or that of the child; the child's parent, guardian, or custodian; guardian ad litem, probation officer, FCM, prosecutor; COFC attorney or service provider for the child or the child's parent, guardian, or custodian; the court may order an injunction to:

- (1) control the conduct of any person in relation to the child;
- (2) provide a child with an examination or treatment; or
- (3) prevent a child from leaving the county jurisdiction.

A temporary restraining order, valid up to 72 hours (excluding Saturdays, Sundays, and legal holidays), may be issued by the juvenile court without a hearing. A hearing must follow at a later time.

309.2 Court-Ordered Medical Treatment - Religious Beliefs

If the life or health of the child requires medical services; i.e., a physical or mental examination or treatment which the parents have failed to provide either based upon their practice of religious beliefs or otherwise, the juvenile court has the authority to order medical services. (IC 31-34-1-14) In every such circumstance, the FCM is to consult with a physician and the COFC attorney prior to seeking court action to secure medical services. Such an order may be obtained despite lack of authorization to file a CHINS petition as long as a physician certifies that an emergency exists. The court may order temporary confinement of the child for up to 14 days, excluding Saturdays, Sundays, and holidays, to complete the physical or mental examination. (IC 31-32-12)

309.3 Use of Birth Control, Pregnancy Tests, and Abortion by Wards

The following information constitutes guidelines for handling situations involving the issues of birth control, pregnancy tests, and abortion as they relate to wards.

In situations involving female wards who desire to initiate birth control practices, the following protocol is to be followed when the rights of the child's parents or other person(s) legally responsible for the child have not been terminated:

- (1) Appropriate COFC staff must discuss the child's desire/need for birth control with the parents or other person(s) legally responsible for the child and request approval to obtain birth control for the child.
- (2) If permission is denied, or if the child would be at risk if the parents or person(s) legally responsible for the child were consulted, the COFC must request approval from the child's guardian ad litem (GAL) or court appointed special advocate (CASA).
- (3) If the GAL or CASA denies permission, the matter must be referred directly to the court via established local protocol or through a formal court hearing.
- (4) If approval for the initiation of birth control measures is obtained, arrangements must be made for the child to be taken to a Planned Parenthood facility or a private physician, as she prefers. For example, if the child is in foster care, the foster parents may be requested to implement this plan.

If the rights of the child's parents or other person(s) legally responsible for the child have been terminated, those persons would, of course, not be consulted in the matter in question. The COFC would seek approval first from the GAL and CASA and, if denied, then from the court as noted above.

The COFC must remain neutral in the course of this procedure and cannot make any unilateral decisions in these cases.

The State Department of Health, through various agencies, offers free pregnancy testing for women regardless of age or income. Parental consent for this screening is not required. The test is not an official diagnostic examination and therefore does not fit into the definition of "health care". Therefore, children under the supervision of the COFC would not be required to have parents or agency consent to request or receive a pregnancy kit from the health department.

However, in the event that the test is positive, an official examination and treatment would be required; and the appropriate consents would be necessary. In this case, it is recommended that the procedure in place in the COFC regarding consents for medical treatment be followed.

Abortion is a controversial method of birth control that must be addressed in the educational and medical area of family planning. Since the civil rights of the expectant mother and unborn child are in question, COFC staff must not actively pursue, seek, or consent to an abortion for any child under the supervision of the COFC or court.

When a child under the supervision of the COFC requests an abortion; i.e., medical services, counseling, and payment for the same from public funds, the following procedures must be followed:

- (1) The COFC, via the COFC attorney, must request a court hearing to review the medical and psychological needs of the child.
- (2) The child's parents and GAL or CASA must be notified of this hearing relative to the time, place, and nature of the hearing.
- (3) At the hearing, the COFC must present to the court the child's request for an abortion through the child's own testimony.
- (4) The COFC must seek appropriate prenatal medical and psychological treatment for the child and request the court to order the same.
- (5) An abortion may occur if:
 - (a) the court orders the abortion through a formal court order as a result of the testimony of the child, the child's parent(s), the GAL or CASA; or
 - (b) the court gives the parents the responsibility to seek the medical and psychological treatment for the child and indicates that they may consent to an abortion.

In the event that the rights of the parents of a child seeking an abortion have been legally terminated, consent for an abortion must be obtained via a court order.

Under no circumstances shall COFC staff consent to the medical procedure of abortion on behalf of a child under the supervision of the agency or commit or expend public money for the same.

309.4 Do Not Resuscitate (DNR) Orders

In the case of a critically ill or injured child who has been adjudicated a CHINS and is under the supervision of the COFC, the COFC may be asked by the facility providing care for the child to determine a choice of treatment; i.e., to decide whether to resuscitate the child should this become necessary to sustain the child's life. Decisions of this type are beyond the purview of the COFC to make and are to be referred to the court. Obtaining medical consultation is a prerequisite to making decisions regarding

do not resuscitate (DNR) orders. The child's legal parents are to be involved in the decision-making process regarding choice of treatment if parental rights have not been terminated. If parental rights have been terminated, a request is to be made to the court to appoint a guardian ad litem if this has not already been done.

309.5 Local Coordinating Committees

IC 31-38 requires the establishment of a local coordinating committee in each county for the purpose of reviewing proposed restrictive placements of:

- (1) adjudicated delinquents; and
- (2) CHINS or court wards

whenever a review is requested by the agency proposing a restrictive placement; i.e., placement somewhere other than the home of a relative or guardian, or an in-county foster home. More detailed information concerning coordination with these committees, types of placements that do not require review, etc., can be found in subsection 403.13 of this manual.

309.6 Court Jurisdiction in Cases Involving CHINS and Custody

When a CHINS case is open, the court handling it has exclusive jurisdiction to determine the custody of the child. However, this applies only to temporary custody while the CHINS case remains open. Once the CHINS case is closed, the court loses jurisdiction except in the case of a legal guardianship established by the juvenile court. If the child were removed from the home, the court should have approved a permanency plan; however, the plan would have to be implemented through a separate proceeding in order to survive the CHINS case. If the separate proceeding were a dissolution case, the dissolution court would assume jurisdiction over custody once the CHINS case was closed, unless permanent custody had been otherwise determined through a guardianship or adoption proceeding that was binding on the parents.

310 Testifying in Court

The FCM is increasingly called upon to spend time in court. The demand for accountability is never more apparent than when an abuse or neglect case is taken to court. Due process is provided for both parent and child through the legal process. Responsibility for the final decision regarding an abused or neglected child and the child's family lies with the court, with consideration of all parties involved.

310.1 Preparation for Court

The best preparation an FCM will have for a court hearing is a well-documented case record. Because of court delays, sometimes involving weeks or months, the FCM may need to rely on portions of or notes regarding the record as a reminder of specific facts of the investigation.

Factual observations are essential in giving evidence in court. Family case manager opinion and conclusions, if used at all in the case record, are to be identified as such.

310.2 Use of Case Records in Court

Portions of case records or other notes may be used when testifying so that the FCM can refresh memory. It should be remembered, however, that an opposing attorney has the right to review these materials and to ask questions based on information contained in them. The FCM should have no problem with this, as long as the records or notes contain factual information. When a child protection service FCM makes a determination that a child should be removed from a home for the protection of that child, the FCM must be prepared to prove in court that:

- (1) serious physical or emotional harm to the child will likely result unless the court intervenes in the situation, and
- (2) family services were provided or an emergency situation precluded the provision of such services.

The initial documentation regarding the report and the investigation of abuse or neglect will be found on State Form 114 / FPP0310 Preliminary Report of Alleged Child Abuse or Neglect and State Form 113 / FPP 0311 Investigation of Alleged Child Abuse or Neglect. The FCM going to court must be sure that the following information is present in the case record, either on FPP Forms 0310 and 0311 (see subsection 205 et. seq.) or in the case narrative summary:

- (1) A description of the child's injuries or conditions of neglect found during the investigation.
- (2) The outcome of safety, risk, and strengths and needs assessments completed in the case. (See subsection 306.51 for more information concerning these assessments.)
- (3) The explanation of the parent(s) regarding injuries or conditions of neglect.
- (4) The FCM's description of the explanation to parent and child of their right to an attorney in any situation coming before the attention of the court, or in any situation where they are asked to sign a form. (Documentation: State Form 47114/FPP 0010 Advisement of Legal Rights Upon Taking Custody of/Filing a Petition on Behalf of a Child Alleged to be a Child in Need of Services.)
- (5) An indication of the people present at each interview, as well as the date, place and content of the interview and observations made during the interview. (Documentation: Copy of Contact Logs from ICWIS/paper file.)
- (6) The acceptance or rejection of protective services by the child or the family.
- (7) A record of appointments kept, not kept, or canceled. (Documentation: Copy of Contact Logs from ICWIS/paper file.)
- (8) Information about witnesses who might be able to testify to abuse or neglect.
- (9) Photographs of the abused child.

310.3 The Child as Witness

A child who is the victim of abuse or neglect may sometimes be called upon to testify. In such cases, it is important that the child be spared as much of the trauma of testifying as possible.

Under specified circumstances, a child's testimony may be recorded on videotape for presentation in the court (IC 31-34-13) or broadcast in court via closed circuit television. (IC 31-34-14) Only the COFC attorney, the prosecuting attorney, the attorneys for the parties, or the judge may question children whose testimony is videotaped or broadcast.

310.31 Child's Videotaped Testimony

A child's videotaped statement may be admissible as testimony in CHINS proceedings based upon substantiated child abuse or neglect and in termination of parental rights (TPR) proceedings under certain conditions. The conditions of admissibility as specified in IC 31-34-13 and IC 31-35-4 are as follows:

- (1) The statement or videotape:
 - (a) was made when the child was less than 14 years of age or when the child was 14 through 17 years of age and had "a disability attributable to an impairment of general intellectual functioning or adaptive behavior". This disability must be likely to continue, must be serious, and must require long-term individually planned and coordinated care;
 - (b) is a material element in determining whether a child is in need of services or a parent-child relationship should be terminated; and
 - (c) is not otherwise admissible in evidence.
- (2) A statement or videotape as described above is admissible as evidence in a CHINS TPR proceeding if, after parties of a hearing have been notified of the hearing and their right to attend:
 - (a) the court finds, in a hearing attended by the child, that the statement or videotape appears reliable; and
 - (b) the child
 - (i) testifies at the proceeding;
 - (ii) was available for cross examination when the statement or videotape was made; or
 - (iii) is found by the court to be unavailable as a witness because a psychiatrist, physician or psychologist certifies that the experience is likely to be emotionally or mentally harmful to the child ; a physician certifies the child unable to participate for medical reasons; or the court finds that the child is incapable of understanding the nature or obligation of an oath.

If a child is unable to testify, the statement or videotape may be admitted in evidence only in CHINS and TPR hearings. The statement or videotape

may not be used in evidence unless the COFC attorney or prosecuting attorney informs the parties of the intent to use the statement or videotape in evidence and of the content in a sufficiently timely manner to allow the parties to prepare a response. Videotaped testimony of a child may also be used in criminal hearings under specified conditions.

310.32 Child's Testimony by Closed Circuit Television

In child abuse or neglect-related CHINS proceedings, or, on the motion of the COFC attorney or the prosecuting attorney, in termination of parental rights (TPR) proceedings, the court may order:

- (1) that the testimony of a child under 14 years of age, or 14 through 17 years of age, under specified conditions outlined in subsection 310.31, be taken in a room other than the courtroom and be transmitted to the courtroom by closed circuit television; and
- (2) that the questioning of a child by the parties may be transmitted to the child by closed circuit television.

On the motion of the COFC attorney or prosecuting attorney, the court may order the testimony of a child be videotaped for use in CHINS or TPR proceedings. The conditions that apply to such testimony are the same as those specified above in subsection 310.31.

Persons allowed in the same room during a child's testimony via closed circuit television may include persons needed to operate the closed circuit television equipment, persons whose presence the court finds will contribute to the child's well-being, and a court bailiff or court representative. A child's testimony by closed circuit television may also be used in criminal cases under specified conditions.

311 Federal Mandates and Monitoring

Federal mandates have been discussed throughout this section, as well as in Sections 8 and 9. The following is a summary of those mandates and a discussion of monitoring activity and corrective action plans related to it.

311.1 Summary of Federal Mandates

The primary federal mandates that are reviewed in federal monitoring are the following:

- (1) ICWIS - The Indiana Child Welfare Information System enables the state and county to track all children for whom the COFC has legal responsibility, either in their own homes or in alternative placements. This includes those children with whose families informal adjustment agreements have been established. The ICWIS Student Manual has been designed to describe the purpose and use of ICWIS.

- (2) Case Plan - Federal legislation mandates that a case plan be developed for each child for whom the COFC has legal responsibility. The case plan requirements are discussed in subsection 306.62.
- (3) Six-Month (180-Day) Review - Federal law requires a periodic case review for each child in a case at least once every six (6) months, which Indiana interprets as 180 days, from the date of the child's removal from home or the date of disposition, whichever occurs first. See subsection 307.1.
- (4) 12-Month (360-Day) Permanency Hearing – Federal law requires a permanency hearing every 12 months, which Indiana interprets as 360 days, from the date of the child's removal from home or the date of the disposition, whichever occurs first. Also, this hearing may be held more often, if ordered by the juvenile court, or not more than 30 days after a court determines that reasonable efforts to preserve or reunify a child's family are not required. This requirement is discussed fully in subsection 307.2.
- (5) Reasonable Efforts Judicial Determination - Federal law mandates that there should be, in all cases, a judicial determination that reasonable efforts were offered or provided to prevent placement or reunite the family. Such a judicial determination is required at the detention hearing (if applicable), the dispositional hearing, and any court review of the case. See subsections 303.62, 306.71, 307.22 and 307.41.
- (6) Implementation of Permanency Plan – Federal regulations require that in case review hearings held after approval of a permanency plan, reasonable efforts to implement the plan should be addressed and appropriate determinations made concerning the status of those efforts.

311.2 Federal Monitoring

Federal monitoring of Indiana's compliance with the mandates listed above is accomplished through the state's submission of periodic reports to the federal Adoption and Foster Care Analysis and Reporting System (AFCARS). The federal tolerance level required for Indiana to maintain ongoing compliance is 10% of cases in error. The consequences for failure to comply with federal mandates are:

- (1) sanctioning in federal reimbursements to Indiana's Title IVE-Foster Care Program, which also affects Medicaid eligibility; and
- (2) a reduction of Indiana's Title IV-B federal funding, which is utilized, in part, to develop service programs for children throughout the state to reduce placements and reunite families.

Such losses have a devastating effect on many of the programs which have been developed in recent years for children and their families who have become involved in some way with child protection services or with the juvenile court system. Therefore, it is imperative that all COFCs achieve and maintain an error level under 10% for federally mandated items.

In addition to federal monitoring, child welfare field consultants conduct ongoing case reviews as part of their consulting responsibilities to the COFCs.

NOTE: Failure to enter AFCARS data within specified time frames results in the determination by the federal government of an "error" causing a financial penalty to the Division.

311.3 Corrective Action

Failure of a COFC to achieve and maintain an error level under 10% will result in the COFC having to prepare a "corrective action plan" as prescribed by the regional manager. A copy of the plan will be sent to the child welfare field consultant at the discretion of the regional manager. Such a plan is to include the following:

- (1) Identification of problem areas.
- (2) A management system and time frame to be used to resolve the problem(s).
- (3) Plans for the development and implementation of a county procedural system that will ensure that problem(s) will not likely recur.

312 **Corrective Action Plan Not Related to Federal Monitoring**

If a COFC fails to implement and maintain an adequate performance level in any particular child welfare program area, the COFC may be required to prepare a corrective action plan pertaining to that program. The plan is to be certified by the COFC director, submitted to the appropriate regional manager for approval and signature, and then forwarded to the Deputy Director, Bureau of Family Protection and Preservation.

313 **Early Intervention Plan**

IC 31-34-24-3 requires each county to develop a community services plan for early intervention services.

313.1 Purpose of the Early Intervention Plan

The purpose of the early intervention plan is to meet the following objectives:

- (1) Promoting the welfare of children and self-sufficiency of families with children at risk of abuse or neglect, dependency, or delinquency.
- (2) Preventing or reducing the number of cases of child abuse, neglect, or delinquency that may require the intervention of the juvenile court.
- (3) Coordinating available resources to promote efficiency and avoid duplication of programs and services.
- (4) Reducing or minimizing the cost of providing services to children and families with children who are, or may become, in need of services.
- (5) Reducing or eliminating as much as possible the need to remove children from their parents, guardians, or custodians for foster home care or institutional placement.

313.2 Target Population

The early intervention plan must be developed to meet the needs of children who:

- (1) have been either:
 - (a) adjudicated as, or alleged in a court proceeding to be, children in need of services (CHINS); or
 - (b) identified by the COFC, based upon information received from:
 - (i) a school,
 - (ii) social service agency,
 - (iii) a court,
 - (iv) a probation department,
 - (v) the child's parent or guardian, or
 - (vi) an interested person in the community having knowledge of the child's environment and family circumstances;
- and after an informal investigation, as substantially at risk of becoming children in need of services; and
- (2) have been referred to the COFC by or with the consent of the child's parent, guardian, or custodian for services to be provided through the plan based upon an individual case plan for the child.

313.3 Early Intervention Team Membership

To carry out the work of the early intervention plan, each county is required to have a team consisting of the following members:

- (1) Two members appointed by the judge(s) of the juvenile court, one of whom represents the probation department.
- (2) Two members appointed by the COFC director including one member of the child welfare staff, and one who is either an interested county resident or a representative of a social service agency who knows child welfare needs and the services available to county residents.
- (3) One member appointed by the superintendent of the largest school corporation in the county. If there are two school corporations in the county, the member must be appointed by the superintendent of the second largest school corporation. If there are more than two school corporations in the county, the member must be appointed by the county fiscal body as a representative of school corporations other than the largest one.
- (4) One member appointed by the county fiscal body.
- (5) One member representing the community mental health center (CMHC) serving the county who is appointed by the director of the CMHC. If more than one CMHC serves the county, the county fiscal body must appoint the member.

- (6) One or more additional members appointed by the team chairperson from among interested or knowledgeable community residents or representatives of agencies providing social services to or for children in the county.

The county director may designate a committee, council, or other organized group as the early intervention team as long as the group has representation of all the appointing authorities listed above. Two or more contiguous counties may establish a joint team as long as the COFC directors are in agreement.

313.4 Early Intervention Team Procedures/Reports

The COFC director is to convene an organizational meeting of the team and is to serve as team chairperson as well. The team is to select one of its members as a vice-chairperson. In preparing the plan, the team must review and consider existing publicly and privately funded programs that are available, or could be made available to provide supportive services to or for the benefit of children in the county. The team may adopt an existing plan for provision of family preservation services if it is appropriate to the purpose of the team.

Prior to January 1 of each year, the team must prepare and submit its plan to the judges having juvenile jurisdiction in the county for their review and comment. The judges are required to submit all comments to the team chairperson within 15 calendar days of receipt. Prior to January 25 of each year, the team is to provide a copy of the plan, and including all comments from the judges, to the DFC director and to the state to the state superintendent of public instruction. Not later than 30 days after receiving the plan, these two individuals may transmit to the team and the county fiscal body any comments, including recommendations for modifying the plan that they feel are appropriate. Not later than 60 days after receiving the plan, the county fiscal body must do one of the following:

- (1) Approve the plan as submitted.
- (2) Approve the plan with amendments, modifications, or revisions adopted by the county fiscal body.
- (3) Return the plan to the team with directions concerning subjects for further study and for reconsideration and resubmission of a revised plan.

The body that serves as the early intervention team must meet at least once annually to do the following:

- (1) Develop, review, or revise a strategy that identifies the manner in which prevention and early intervention services will be provided or improved, how local collaboration will improve children's services, and how different funds can be used to serve children and families more effectively.
- (2) Reorganize as needed and select a vice-chairperson for the following year.
- (3) Review implementation of the plan and prepare revisions, additions, or updates to it that the team considers necessary or appropriate to improve the quality and efficiency of the services provided through the plan.

- (4) Prepare and submit a report to the county fiscal body regarding the operations of the plan in the preceding year and a revised, updated plan for the coming year.

The chairperson or vice-chairperson of the team or the county fiscal body may convene any additional meetings that the chairperson or vice-chairperson considers necessary or appropriate.

The early intervention team or the county fiscal body must transmit copies of the plan, each annual report, and each revised plan to the following:

- (1) The DFC director.
- (2) The state superintendent of public instruction.
- (3) The COFC.
- (4) The juvenile court.
- (5) The superintendent of each public school corporation in the county.
- (6) The local Step Ahead Council.
- (7) Any public or private agency provider of services to families and children in the county that requests information about the plan or that the team has identified as a provider of services relevant to the plan.

APPENDIX—SECTION 3

- A. SF47114/FPP 0010 Advisement of Legal Rights Upon Taking Custody of/Filing a Petition on Behalf of a Child In Need of Services
- B. SF49584/FPP 0018 Taking Custody of a Child Without a Verbal or Written Court Order: Description of Circumstances
- C. Intake Information for Child In Need of Services C-3.03
- D. Consent to Background Investigation and Release C-3.05
- E. Intake Officer's Report of Preliminary Inquiry and Investigation C-3.07
- F. Notice of Detention of Child C-5.06
- G. Notice of Detention Hearing C-5.07
- H. Checklist: Preplacement Preventive or Reunification Services Certification C-5.10
- I. Report to the Court C-5.11
- J. Request for Filing of Petition C-6.03
- K. Petition Alleging Child In Need of Services C-6.06
- L. Conference for Developing the Case Plan (Outline)
- M. Data Location Guide for SF 2956, Case Plan
- N. Predispositional Report-Child In Need of Services
- O. Petition for Parental Participation C-11.03
- P. Petition for Modification of Dispositional Decree C-13.05
- Q. SF 48997/FPP 0002 Notice of Periodic Case Review
- R. Sample Notice to Parents/Sample Notice to Foster Parents
- S. Public Child Caring Institutions with Capacity Over 16
- T. Indiana Family Risk Reassessment
- U. Indiana Family Reassessment of Strengths and Needs

Conference for Developing the Case Plan (Outline)

(One per child)

Case Name		Child Name	
ICWIS #			
Attendees	Relationship to child	Agency (if applicable)	

Permanent Plan

Concurrent Permanent Plan (if applicable)

Child Assessed Strengths, Risks and Needs

Strengths
Assessed Risks and Needs
Special Need Type(Do not include Behavioral Needs)/Sub Type

Independent Living

Need Type Level 1-4

Sub Type

Caregiver (Parents) Assessed Strengths, Risks and Needs

Strengths

Assessed Risks/Needs

Objectives and Activities

Objective # 1	Person(s)	Target Date	Barriers
Begin Date	End Date	Provider Agency	Persons

Activities for Objective #1

Objectives and Activities

Objective # 2	Person(s)	Target Date	Barriers
Begin Date	End Date	Provider Agency	Persons
Activities for Objective #2			

Objectives and Activities

Objective # 3	Person(s)	Target Date	Barriers
Begin Date	End Date	Provider Agency	Persons
Activities for Objective #3			

Predicted Behaviors Requiring Discipline

--

Appropriate Discipline

--

Additional issues/concerns/Comments

--

APPENDIX L

N. Acknowledgement/Agreement of all Parties				
Case Planning Conference Date:				
<ul style="list-style-type: none"> • * If present at conference • X If not present and no report submitted • + If not present, but written report submitted 				
Legal Parent	Notification Date:	Distribution Date:	Signature Date:	Signature Legal Parent
I am aware of the reason for wardship and/or placement of the above-named children. I have reviewed the Case Plan and <input type="checkbox"/> agree/ <input type="checkbox"/> do not agree with the terms.				
Legal Parent	Notification Date:	Distribution Date:	Signature Date:	Signature Legal Parent
I am aware of the reason for wardship and/or placement of the above-named children. I have reviewed the Case Plan and <input type="checkbox"/> agree/ <input type="checkbox"/> do not agree with the terms.				
Foster Parent/Caregiver		Notification Date:	Signature Foster Parent/Caregiver	
		<input type="checkbox"/> Cert Mail		
		<input type="checkbox"/> In Person		
		Signature Date:		
I am aware of the reason for wardship and/or placement of the above-named children. I have reviewed the Case Plan and <input type="checkbox"/> agree/ <input type="checkbox"/> do not agree with the terms.				
Child	Notification Date:	Signature Date:		Signature Child
Other	Notification Date:	Distribution Date:	Signature Date:	Signature Other
Family Services Caseworker		Date:		Signature Family Services Caseworker
Family Services Supervisor		Date:		Signature Family Services Supervisor

DISTRIBUTION: Make copies for legal parent, county case record, foster parent, and/or service provider, if applicable.

SAMPLE NOTICE TO PARENTS

Date: _____

TO:

Name: _____

Address: _____

In the matter of:

Ward(s) of: _____ County Office of Family and Children

This is to notify you of the following change(s) with regard to your child(ren):

Change in child's (children's) placements:

From: _____

To: _____

Effective date _____

Change in visitation schedule, as follows:

You have the right to have this matter reviewed by the Court at the next review hearing, or you may petition the Court for a hearing.

Signature

Title

Distribution:

1 copy to parent(s)

1 copy for the case file

SAMPLE NOTICE TO FOSTER PARENTS

Date: _____

TO: _____

Name: _____

Address: _____

In the matter of: _____

Ward(s) of: _____ County Office of Family and Children

This is to notify you of the following change(s) with regard to your foster child(ren):

Change in child's (children's) placements:

From: _____

To: _____

Effective date: _____

Change in visitation schedule, as follows:

Other changes:

APPENDIX R

Please contact the following staff person if you wish to discuss any of the above changes:

Contact Person:

Signature _____

Title _____

Distribution:

1 copy to foster parent(s)

1 copy for the case file

**Indiana Division of Family and Children
Residential Licensing Unit
402 W. Washington St. Room W-364
Indianapolis, IN 46204
(317) 232-8116**

CONTENTS

Child Caring Institutions	30000 Series Numbers
Licensed Group Homes	40000 Series Numbers
Child Placing Agencies	50000 Series Numbers
Private Secure Facilities	70000 Series Numbers

This listing is arranged by:

- (1) Type of facility (series number)
- (2) County in which facility is located (alpha listing)
- (3) Facilities listed alphabetically.

Licensed Child Caring Institutions (Revised 06/24/04)

Lic. #	Facility Location Address	Corp. Name Mailing Address Director	Sex/Ages Total #
Allen County			
30048	Allen County Youth Svcs. Ctr. 11805 Lima Road Fort Wayne, IN 46818 219-489-3561	Allen Cty. Commissioners City Co. Bldg. 1 East Main St. Rm. 200 Fort Wayne, IN 46802 Kenneth Watson	Girls 6-18 36 Boys 6-18
30017	Crossroad/Ft. Wayne Ch. Home 72	Ft. Wayne Children's . Home/	Girls 6-21

	2525 Lake Ave. Ft. Wayne 46805 219-484-4153	United Church of Christ 2525 Lake Ave. Ft. Wayne, IN 46805 Imogene Nussbaum-Snyder	Boys 6-21	
30003	Gateway Woods - Apostolic Christian Ch.'s Home 14505 Klopfenstein Rd. Leo, IN 46765 219-627-2159	Gateway Woods - Apostolic Christian Ch.'s Home 14505 Klopfenstein Rd. Leo, IN 46765 Timothy D. Sauder	Girls 6-18 Boys 6-18	30
30047	Woodburn Christian Ch's Home 24902 Notestine Rd. Woodburn, IN 46797 219-632-5551	Woodburn Christian Ch.'s Home 24902 Notestine Rd. Rt. 1 Woodburn, IN 46797 Lee Bracey	Girls 6-21 Boys 6-21	

Bartholomew County

30049	Bartholomew Cty. Youth Shelter 2350 Illinois St. Columbus, IN 47201 812-379-1692	Bartholomew Cty. Circuit Ct. Courthouse, 234 Washington St. Columbus, IN 47201 Pamela Clark 812-379-1605	Girls 10-18 Boys 10-18	
33567	Behavioral Healthcare, Columbus 2223 Poshard Rd Columbus, IN 47203 812-376-1711	Columbus Hospital LLC 2223 Poshard Rd Columbus, IN 47203 Leann Hutchinson	Girls 6-18 Boys 6-18	30

Boone County

****Purposed facility not yet licensed*

33702	Central Indiana Teen Challenge 30 1015 N. Lebanon Lebanon, IN 46052 765-482-2336	Central Indiana Teen Challenge P. O. Box 167 Lebanon, IN 46052 J. R. Smith 765-482-2336	Girls 13-17	
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30061	IN United Methodist Ch. Home	IN United Methodist Ch. Home, Inc.	Girls 6-18	
	80			
	515 West Camp St.	PO Box 747	Boys 6-18	
	Lebanon, IN 46052	Lebanon, IN 46052		
	765-482-5900	Gary J. Davis, ACSW		

Clark County

33428	Childplace Residential Treatment	Childplace, Inc (Formerly	Girls 6-20	30
	2100, 2104 & 2108 Childplace	South-Central Christian Ch. Hm.)	Boys 6-20	
	Jeffersonville, IN 47130	2420 Highway 62		
	812-282-8248.1	Jeffersonville, IN 47130		
		Nathan Samuel		

30083	Maple Manor Christian Ch, Home	Maple Manor Christian Home, Inc	Girls 6-21	
	35			
	635 W. Utica St.	P. O. Box 64	Boys 6-21	
	Sellersburg, IN 47172	Sellersburg, IN 47172		
	812-246-2769	Robert W. Istre		

Delaware County

30104	Cambridge House, Inc.	Cambridge House, Inc.	Girls 11-21	15
	608 E. Washington	P. O. Box 700	Boys 0-0	
	Muncie, IN 47305	Muncie, IN 47308		
	765-289-2802	Rhande J. Osborn		

33623	Muncie Y-Teen, TLC	YWCA of Muncie	Girls 6-21	10
	310 East Charles St.	310 East Charles St.	Boys 0-0	
	Muncie, IN 43705	Muncie, IN 43705		
	765-284-3345	Sally Stonebraker		

33437	Youth Opportunity Center	Youth Opportunity Center	Girls	
2-18	164			
	3700 W. Kilgore Ave.	3700 W. Kilgore Ave.	Boys 2-18	
	Muncie, IN 47304	Muncie, IN 47304		
	765-289-5437	Rick Rowray		

Elkhart County

30123	Bashor Home of the United	Bashor Home of the United	Girls 6-21	70
	Methodist Church, Inc.	Methodist Church, Inc.	Boys 6-21	
	62226 CR #15	PO Box 843		
	Goshen, IN 46526	Goshen, IN 46527		

219-875-5117

Stephen M. Ross

33463	Oaklawn Residential Treatment 54 Program 330 Lakeview Dr. Goshen, IN 46526 800-282-0809	Oaklawn Psychiatric Center, Inc P. O. Box 809 Goshen, IN 46527 Harold C. Loewen 219-533-1234	Girls 6-20 Boys 6-20
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Grant County

33447	New Horizons Academy 1002 S 350 E Marion, IN 46953 765-668-4009	New Horizons Ministries 1002 S 350 E Marion, IN 46953 Timothy G. Blossom	Girls 12-19 44 Boys 12-19
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Hamilton County

33587	Indiana Developmental Training Center Inc. 11075 N Pennsylvania Street Carmel, IN 46280 317-815-0505	Ocomonowoc Residential Programs Inc. 36100 Genesee Lake Rd. Ocomonowoc, WI 53066 James Balestrieri 414-569-5515	Girls 6-21 44 Boys 6-21
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Hancock County

30178	Christian Youth Home 800 N. Center St. Fortville, IN 46040 317-485-5161	Christian Youth Home P. O. Box 85 Fortville, IN 46040 Terry L Vander Berg	Girls 6-18 24 Boys 6-18
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Henry County

33451	Henry County Youth Center 103 W. County Rd 100 N New Castle, IN 47362 765-593-9603	Henry Circuit Court Henry County Court House New Castle, IN 47362 Earl L. Dunlap 765-529-1403	Girls 8-21 20 Boys 8-21
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Howard County

30196	Friendship Home, Inc. 6412 W 90 S Kokomo, IN 46901	Friendship Home, Inc. 6412 W 90 S Kokomo, IN 46901	Girls 12-21 15 Boys 0-0
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765-883-5507

Kimberly J. Evans

- 33586 Kokomo Academy
623 S Berkley Rd
Kokomo IN 46901
317-452-9989
- Correctional Management Co. Girls 0-0 120
3500 DePauw Blvd Suite 2015 Boys 11-18
Kokomo, IN 46901
Linda Robledo Fisher
317-228-3350
- 33436 Robert J. Kinsey Youth Center
701 S. Berkeley Rd.
Kokomo, IN 46901
765-457-1408
- Howard County Courthouse
117 N. Main St. Room 212
Court House
Kokomo, IN 46901
Janet H. Weaver
765-456-2215
- Girls 7-20 11
Boys 7-20
- 33467 Robert J. Kinsey Youth Center
Shelter Care Unit
701 S. Berkley Rd.
Kokomo, IN 46901
765-457-1408
- Howard County Courthouse
117 N. Main St. Room 212
Court House
Kokomo, IN 46901
Janet H. Weaver
- Girls 7-17 14
Boys 7-17

Huntington County

- 33679 Adolescent Residential Center
(ARC)
1215 Etna Ave.
Huntington, IN 46750
(219)356-9601
- Parkview Hospital
2200 Randallia Ave.
Fort Wayne, IN 46805
Frank D. Byrne, MD
(219)484-6636
- Girls 0 12
Boys 13 – 17

Jasper County

- 30211 Aerie Program
At Christian Haven
12501 N State Rd 49
Wheatfield, IN 46392
219-956-3125
- Christian Haven, Inc.
12501 N State Rd 49
Wheatfield, IN 46392
Patrick R. Oatis
- Girls 0-0 24
Boys 10-18

Jay County

- 33481 Youth Service Bureau -
Emergency Care
603 ½ W Arch St.
Portland, IN 47371
219-726-3807
- Youth Service Bureau of Jay
County, Inc.
603 W. Arch St.
Portland, IN 47371
Reda Theurer-Miller
- Girls 10-18 7
Boys 10-18

219-726-8520

30215 Youth Service Bureau - Residential Care 406 W Arch St. Portland, IN 47371 219-726-9250	Youth Service Bureau of Jay County, Inc. 603 W Arch St. Portland, IN 47371 Reda Theurer-Miller 219-726-8520	Girls 10-18 Boys 10-18	16
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Johnson County

33615 Valle Vista Health System 40 898 East Main St. Greenwood, IN 46143 317-887-1348	Behavioral Health Care 102 Woodmont Blvd. Nashville, TN 37205 G. David Bell 615-269-3492	Girls -6-20 Boys 6-20	
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Knox County

33497 S.I.R.Y.V. - Staff Secure Cottages 1700 Theobald Lane Vincennes, IN 47591 812-886-3000	Children and Family Services 1700 Theobald Lane Vincennes, IN 47591 Charlotte A. Nesbitt 812-886-4470	Girls 9-18 Boys 9-18	72
33672 S.I.R.Y.V. Community Service Platoon 2290 Theobald LN Vincennes, IN 47591 (812)886-3000	Children and Family Services 2290 Theobald Ln Vincennes, IN 47591 Charlotte A. Nesbitt (812)886-4470	Boys 9-18	24

Lake County

33583 ALPHA House (All Life Problems Have Answers) 1100 W 6 th Avenue Gary, IN 46402 219-885-4264	Edgewater Systems For Balanced Living 1100 W 6 th Avenue Gary, IN 46402 Danita Johnson-Hughes	Girls 6-17 Boys 6-17	28
30246 Alternative House 101 N. Montgomery St. Gary, IN 46403 219-938-7070	Crisis Center, Inc. 101 N. Montgomery St. Gary, IN 46403 Shirley Caylor	Girls 6-18 Boys 6-18	52

33477	Canaanite Adolescent Home Independent Living Center 4520 Grant Street Gary, IN 46428 219-884-7365	Greater Canaan Baptist Church 4520 Grant St. Gary, IN 46408 Vicki Battle-Cashwell 219-884-7365	Girls 15-21 Boys 0-0	15
30242	St. Joseph's Home Carmelite Home for Boys, Inc. Hammond, IN 46327 219-931-6451	Catholic Charities Diocese Of Gary Gary, IN 46402 Anthony Panozzo 219-882-2720	Girls 0-0 Boys 9-18	50
30273	Children's Campus At Mayflower 6020 Calumet Ave. Hammond, IN 46320 219-931-0950	Children's Campus Inc. 1411 Lincoln Way West Mishawka, IN 46320 Sylvia Sebert 219-259-5666	Girls 6-17 Boys 6-17	30
30264	Campagna Academy 7403 Cline Ave. Schererville, IN 46375 219-322-8614	Hoosier Boys Town, Inc. 7403 Cline Ave. Schererville, IN 46375 Anita R. Dygert-Gearheart 219-838-7723	Girls 0-0 Boys 6-21	56
33624	Journey Unit of St. Francis 24 Joliet Street Dyer, IN 46311 (219)854-2141	St. Margaret Mercy Health- Care Centers, Inc 24 Joliet Street Dyer, IN 46311 Linda Thompson 219-865-2141	Girls 12-18 Boys 12-18	12
33580	Middle Passage 4747 W. 24th Gary, IN 46404 219-949-4747	Middle Passage, Inc, 4747 West 24 th Ave. Gary, IN 46404 Robert Douglas 219-949-4747	Girls 0-0 Boys 10-18	15
33608	Start Up New (SUN House) 1100 West 6 th Avenue Gary, IN 46402 219-885-4262	Edgewater Systems for Balanced Living 1100 West 6 th Avenue Gary, IN 46402 Danita Johnson-Hughes 219-885-4264	Girls 0-0 Boys 16-18	8

30286	St. Joseph's Carmelite Home for Girls 4840 Grasseli Ave. East Chicago, IN 46312 219-397-1085	Carmelite Sisters of the Divine Heart of Jesus 4840 Grasseli Ave. East Chicago, IN 46312 Sis. Maria Giuseppe Moxley	Girls 6-18 Boys 0-0	48
30291	Thelma Marshall's Ch. Home 31 2316 Jefferson St. Gary, IN 46407 219-882-8342	Edgewater Systems for Balanced Living 1100 W. 6 th Avenue Gary, IN 46402 Danita Johnson-Hughes 219-885-4264	Girls 6-18 Boys 6-18	
33456	Willowglen Academy - IN Inc. 308 East 21 st Avenue Gary, IN 46407 219-886-1320	Willowglen Holdings, Inc. 1744 N. Farwell Milwaukee, WI 53202 Lorene Cameron 414-225-4460	Girls 8-20 Boys 8-20	40

Laporte County

33432	Dorothy S. Crowley Juvenile Services Ctr. 0364 S. Zigler Road Laporte, IN 46350 219-324-5130	Laporte Circuit Court Court House, 3 rd Floor Laporte, IN 46350 Eric Yandt 219-326-6808	Girls 6-17 Boys 6-17	24
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Madison County

33473	Hawthorne House 3426 Mounds Rd. Anderson, IN 46017 765-646-9265	Madison Superior Ct., Div. II 16 East 9 th St. Anderson, IN 46016 Cynthia L. Spegal 765-641-9627	Girls 0-0 Boys 12-17	12
33472	Oakwood Corner Girls' Residential Unit 3424 Mounds Rd. Anderson, IN 46017 765-646-9275	Madison Superior Ct., Div. II 16 East 9 th St. Anderson, IN 46016 Noel G. Williams 765-646-9627	Girls 12-17 Boys 0-0	12
33474	Sycamore Place 3420 Mounds Rd. Anderson, IN 46017 765-646-9258	Madison Superior Ct., Div II 16 East 9 th St. Anderson, IN 46016 Noel E. Williams	Girls 6-17 Boys 6-17	24

765-641-9627

Marion County

32029	Damar Homes, Inc. 6324 Kentucky Ave. Indianapolis, IN 46241 317-856-5201	Damar Homes, Inc. P. O. Box 41. Camby, IN 46113 Gregory A. Johnson	Girls 6-21 Boys 6-21	87
33485	Evans House 3455 N. Pennsylvania St. Indianapolis, IN 46205 317-923-8582	Children's Bureau of Indianapolis, Inc. 615 N. Alabama St. Rm 426 Indianapolis, IN 46204 Ron Carpenter 317-264-2700	Girls 0-0 Boys 8-21	13
33499	Fairbanks Hospital, Inc. 8102 Clearvista Dr. Indianapolis., IN 46256 317-849-8222	Fairbanks Hospital, Inc. 8102 Clearvista Dr. Indianapolis, IN 46256 Helene Cross	Girls 13-19 Boys 13-19	22
33578	Family Support Center 1575 Martin Luther King Jr. Dr. Indianapolis, IN 46202 317-634-5050	Children's Bureau of Indy Inc. 615 N. Alabama St. Rm 426 Indianapolis, IN 46204 Ron Carpenter 317-264-2700	Girls 0-17 Boys 0-17	24
33407	Garrard House 4920 E. Washington St. Indianapolis, IN 46201 317-359-6464	Children's Bureau of Indianapolis, Inc. 615 N. Alabama St. Rm 426 Indianapolis, IN 46205 Ron Carpenter 317-264-2700	Girls 8-21 Boys 0-0	12
32095	Lutherwood Residential Treatment Center. 1525 N Ritter AV Indpls., IN 46219 317-359-5467	Lutheran Child and Family Svcs. of Indiana, Inc. 1525 N. Ritter Ave. Indpls., IN 46219 Dr. Jim Dalton	Girl 6-17 Boys 6-17	49
32098	Marion County Children's Guardian Home 5751 University Ave. Indianapolis, IN 46219	Marion County Children's Guardian Home 5751 University Ave. Indianapolis, IN 46219	Girls 0-18 Boys 0-18	80

317-327-1761

Rose W. Butler
317-327-1765

- 33723** Options Treatment Center 20 Youth and Family center services Girls 12-20
Acquisition Corp. Inc. Boys 12-20
1404 S. State Ave. 1705 Capital of Texas
Indianapolis, IN 46203 Highway South 5th fl.
317-544-4340 Austin, Texas 78746
Lorraine Hinrichs
- 33506 Resolute Treatment Facility Resolute Treatment Facility Girls 0-0 76
320 N. Tibbs Ave. 320 N. Tibbs Ave. Boys 7-20
Indianapolis, IN 46222 Indianapolis, IN 46222
317-630-5215 Lisa Machado
- 33577 RTC Resource, Inc. RTC Resource, Inc. Girls 8-20 110
1404 S. State St. 1705 Capitol of Texas. Boys 8-20
Indianapolis, IN 46203 Indianapolis, IN 46203
317-783-4003 Debra Gray
317-783-4004 512-835-5437
- 33401 St. Elizabeth's St. Elizabeth's Girls 0-21 31
2500 Churchman Ave. 2500 Churchman Ave. Boys 0-21
Indianapolis, IN 46203 Indianapolis, IN 46203
317-787-3412 David J. Siler

Marshall County

- 33585 Excel (BHC Of Northern Indiana) Ardent Health Services Girls 7-18 18
1800 North Oak Road 102 Woodmont Blvd. Boys 7-18
Plymouth, IN 46563 Suite 800
219-936-3784 Nashville, TN 37205
615-269-3492
Robert Marshall

Monroe County

- 33538 Binkley House Youth Service Bureau Girls 8-17 15
515 S Adams ST Of Monroe Cty. Boys 8-17
Bloomington, IN 47403 515 South Adams Street
812-349-2506 Bloomington, IN 47403
Traci Elliott

Montgomery County

33671	Ladoga Academy 5052 S. Academy Way Ladoga, IN 47954 765-942-2333	Correctional Management Company, LLC 3500 W. DePauw Blvd. Pyramid II, Suite 2015 Indianapolis, IN 46268 Julie K. Harmon 317-228-3350	Girls 10-18 Boys 0-0	85
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Porter County

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33681	Bridges Residential 607 E. Lincolnway Valparaiso, IN 46383 (219)462-2217	Porter Starke Services, Inc. 601 Wall St. Valparaiso, IN 46383 Joseph Zart (219) 531-3500	Boys 10-21	12
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33710	Bridges Residential 701 Wall Street Valparaiso, In 46383 (219)462-2217	Porter-Starke Services, Inc. 601 Wall Street Valparaiso, IN 46383 David J. Lomaka (219)531-3500	Boys 11-21	10
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33539	Midwest Center for Youth & Family 1012 Indiana Av. PO Box 669 Kouts, IN 46347 219-766-2999	UHS Midwest Center for Youth & Families, Inc. 367 South Gulph Rd. King of Prussia, PA 19406 Christine Kostbade 610-768-3300	Girls 10-20 Boys 10-20	8
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33483	Niequist Ctr. for Residential Care 15 1660 S. State Rd 2 Valparaiso, IN 46383 219-464-4641	Youth Service Bureau of Porter County, Inc. 253 W. Lincolnway Valparaiso, IN 46383 Dennis Morgan 219-464-9585	Girls 12-18 Boys 12-18	
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32195	Shults-Lewis Child and Family 52 Services 325 South 150 East Valparaiso, IN 46383	Shults-Lewis Child and Family Services, Inc. P. O. Box 471 Valparaiso, IN 46383	Girls 6-18 Boys 6-18	
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219-462-0513

Jackie Barger
219-462-0513

Putnam County

33530	Res-Care Residential Program 1306 S Bloomington P. O. Box 571 Greencastle, IN 46135 317-653-4570	Res-Care, Inc. 10140 Linn Station RD Louisville, KY 40223 Terry Armstrong 502-394-2100	Girls 0-0 Boys 6-18	32
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Randolph County

33721	Randolph Youth Center 325 S. Oak Street Winchester, IN 47394 765-289-5437	Youth Opportunity Center, Inc. 3700 W. Kilgore Muncie, IN 47304 Rick Rowray 765-289-5437	Girls 6-18 Boys 6-18	16
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Scott County

33630	Project Passage 2426 South English Dr. Lexington, IN 47138 812-889-2681	Indiana Youth Advocate Program 2626 East 46 th St. Suite# 140 Indianapolis, IN 46205 Dorothy Wodraska 800-471-4795	Girls 12-17 Boys 12-17	35
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St. Joseph County

32231	Children's Campus, A Family & Children's Center 1411 Lincoln Way West Mishawaka, IN 46544 219-259-5666	Children's Campus, A Family & Children's Center 1411 Lincoln Way West Mishawaka, IN 46544 Sylvia Sebert 219-259-5666	Girls 6-17 Boys 6-17	120
33595	Juvenile Justice Residential 1000 S. Michigan St. South Bend, IN 46601 219-235-5417	Madison Center & Hospital 403 East Madison Street South Bend, IN 46617 Jack Roberts 219-234-0061	Girls 12-18 Boys 12-18	34

33541	Madison Center for Children	Madison Center and Hospital	Girls 6-18	58
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Residential Treatment 701 North Niles Avenue 219-234-0061	403 East Madison Street South Bend, IN 46617 Jack Roberts	Boys 6-18
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Tippecanoe County

32264 Jessie LeveringCary Home for Children 1530 South 18 th St. Lafayette, IN 47905 765-474-4616	Tippecanoe Board of Commissioners 20 North 3 rd St. Lafayette, IN 47901 Rebecca A. Humphrey 795-423-9215	Girls 0-0 24 Boys 9-17
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33665 Indiana Developmental Training Center – Lafayette 3700 Rome Drive Lafayette, IN 47905 262-569-5515	Oconomowoc Residential Programs Inc. P. O. Box 278 Oconomowoc, WI 53118 James G. Balestrieri 262-569-5515	Girls 6-21 34 Boys 6-21
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Vanderburgh County

32285 Hillcrest-Washington Youth Home 6-18 51 2700 W Indiana PO Box 6347 Evansville, IN 47712 812-428-0698	Southwestern IN Mental Health Foundation, Inc. 415 Mulberry St. Evansville, IN 47713 G. Williams Curtis	Girls Boys 6-18
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33593 Life Choice 2225 W Indiana Street Evansville, IN 47712 812-428-3055	Life Choice Inc. 2225 W Indiana Street Evansville, IN 47712 812-428-3055 Betty Brown	Girls 13-21 33 Boys 0-0
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32295 United Methodist Youth Home 2521 N. Burkhardt Rd. Evansville, IN 47715 812-479-7535	United Methodist Youth Home 2521 N. Burkhardt Rd. Evansville, IN 47715 Barbara Jessen	Girls 10-21 15 Boys 0-0
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33124 Youth Care Center 727 Chestnut Evansville IN 47713 812-421-3806	Evansville Rescue Mission Inc. 300 S E Martin Luther King Blvd. Evansville IN 47713 812-421-3800 Steve L. Perry	Girls 0-0 10 Boys 12-17
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Vigo County

32301	Gibault School for Boys 6301 South US Hwy. 41 Terre Haute, IN 47802 812-299-1156	Gibault School for Boys, Inc. P. O. Box 2316 Terre Haute, IN 47802 James M. Sinclair 812-299-1156	Girls 8-18 Boys 8-18	159
33482	Terre Haute Youth Interventions Center 504 S 15 th Street Indy, IN 47807 812-234-9515	Children's Bureau of Indy Inc 615 N Alabama ST RM 426 Indy, IN 46204 Ron Carpenter 317-264-2700	Girls 0-0 Boys 6-21	12

Wabash County

32319	White's Residential Svcs. 5233 South 50 East Wabash, IN 46992 219-563-1158	White's Residential and Family 5233 South 50 East Wabash, IN 46992 A. Dee Gibson II	Girls 6-18 Boys 6-18	185
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Washington County

*** *purposed*

33739	Indiana Hope Services 6794 S. County Rd 575E Hardinsburg, IN 47125 812-472-3459	Toddler Town Child Care P. O. Box 65 Sullivan, IN 47882 812-268-0660	Girls 6-21 Boys 6-21	20
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Wayne County

32330	Mary E. Hill Youth Shelter 1400 S. 21 st St. Richmond, IN 47374 317-966-2506	Wernle Children's Home, Inc. P. O. Box 1386 Richmond, IN 47375 Darrell R. Gordon	Girls 8-21 Boys 8-21	21
32336	Wernle Children's Home, Inc. 2000 Wernle Road Richmond, IN 47374 317-966-2506	Wernle Children's Home, Inc. P. O. Box 1386. Richmond, IN 47375 Darrell R. Gordon 317-966-2506	Girls 6-21 Boys 6-21	62

Whitley County

32339	Blacklake Lodge South	Lifeline Youth & Family Serv. Inc.	Girls 0-15	
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2065 N 450 W
Columbia City, IN 46725
219-327-3323

P. O. Box 10328.
Fort Wayne, IN 46851
Mark W. Terrell
219-745-3322

Boys 8-21

**** *Purposed facility not yet licensed***

Total CCI Facilities: 79

Total CCI Beds: 3251

APPENDIX T

INDIANA FAMILY RISK REASSESSMENT

Case Name: _____ Case #: _____ Date: _____
 / /

County Name: _____ FCM Name: _____ FCM ID#: _____

R1. Number of Prior Substantiated Reports
 a. None..... 0
 b. One or more.....
 2 _____

R2. Prior Substantiated Reports for Abuse/Sexual Abuse
 a. None..... 0
 b. Physical abuse only..... 1
 c. Sexual abuse.....
 2 _____

R3. Number of Children in the Home
 a. Two or fewer..... 0
 b. Three or more.....
 1 _____

R4. Age of Primary Caregiver
 a. 30 or older..... 0
 b. 29 or younger.....
 1 _____

R5. Caregiver(s) has a Current Substance Abuse Problem
 a. No..... 0
 b. Alcohol only..... 1
 c. Other drug(s) (with or without alcohol)..... 2
 d. Yes, and refuses treatment.....
 4 _____

R6. New Substantiated Reports of Abuse/Neglect Since Last Assessment
 a. No..... 0
 b. Yes.....
 3 _____

R7. Household is Currently Experiencing Severe Financial Difficulty
 a. No..... 0
 b. Yes.....
 1 _____

R8. Primary or Secondary Caregiver Currently Employs Excessive and/or Inappropriate Discipline
 a. No..... 0
 b. Yes.....
 2 _____

R9. Primary Caregiver's Use of Treatment/Training Programs
 a. Successfully completed all programs recommended or actively participating in programs; pursuing objectives detailed in case plan..... 0
 b. Minimal participation in pursuing objectives in case plan..... 1
 c. Refuses involvement in programs or failed to comply/participate as required.....
 2 _____

R10. Secondary Caregiver's Use of Treatment/Training Programs
 a. Not applicable only one caregiver in home..... 0
 b. Successfully completed all programs recommended or actively participating in programs; pursuing objectives in case plan..... 0
 c. Minimal participation in pursuing objectives in case plan..... 1
 d. Refuses involvement in programs or failed to comply/participate as required.....
 2 _____

TOTAL

SCORE _____
 RISK LEVEL - Assign the family's risk level based on the following chart:

Score		
0 - 3	_____	Low
4 - 7	_____	Moderate
8 - 12	_____	High
13 - 20	_____	Very High

Risk Level

OVERRIDES

Policy: #1-4 are used only if there has been an incident since the last assessment and should increase risk level to very high. Discretionary overrides can decrease or increase risk level. Check appropriate reason.

- _____ 1. Sexual Abuse cases where the perpetrator is likely to have access to the child victim.
- _____ 2. Cases with non-accidental physical injury to an infant.
- _____ 3. Serious non-accidental physical injury requiring hospital or medical treatment.
- _____ 4. Death (previous or current) of a sibling as a result of abuse or neglect.
- _____ 5. Discretionary: Reason _____

OVERRIDE RISK LEVEL (circle one if override used): Low Moderate High Very High

Supervisor's Review/Approval of Discretionary Override

Date: _____ / _____ / _____

INDIANA FAMILY REASSESSMENT OF STRENGTHS AND NEEDS

Case Name: _____ Case #: _____ Date: _____
 / /

County Name: _____ FCM Name: _____ FCM ID#: _____

Rate the primary, and if present, secondary caregiver, except for item S14. Select the highest score that applies to each caregiver under each category. Record the highest score for either caregiver under the column "Highest Score." Total the "Highest Score" column plus the Child Characteristics score for the total needs score.

For S14, score child with the most severe problems.

	Primary	Secondary	Highest
<u>Caregiver</u>	<u>Caregiver</u>	<u>Caregiver</u>	<u>Score</u>
S1. Emotional Stability			
a. Exceptional coping skills.....			-2
b. Appropriate responses.....			0
c. Some problems.....			3
d. Chronic depression, severely low esteem, emotional problems.....			5
_____	_____	_____	_____
S2. Parenting Skills			
a. Strong skills.....			-2
b. Adequate skills.....			0
c. Improvement needed.....			3
d. Destructive/abusive parenting.....			5
_____	_____	_____	_____
S3. Substance Abuse			
a. No evidence of problems.....			0
b. Caregiver with some substance problem.....			2
c. Caregiver with serious problems.....			3
d. Problems resulting in chronic dysfunction.....			5
_____	_____	_____	_____
S4. Domestic Relations			
a. Supportive relationship.....			-2
b. Single caregiver not involved in domestic relationship.....			0
c. Domestic discord, lack of cooperation.....			2
d. Serious domestic discord/domestic violence.....			4
_____	_____	_____	_____
S5. Social Support System			
a. Strong support system.....			-2
b. Adequate support system.....			0
c. Limited support system.....			2
d. No support or destructive relationships.....			4
_____	_____	_____	_____
S6. Communication/Interpersonal Skills			
a. Appropriate skills.....			0
b. Limited or ineffective skills.....			2
c. Hostile/destructive.....			4
_____	_____	_____	_____

S7. Literacy

a. Literate.....	0	
b. Marginally literate.....	2	
c. Illiterate.....		3

S8. Intellectual Capacity

a. Average or above functional intelligence.....	0	
b. Some impairment, difficulty in decision making skills.....	2	
c. Severe limitation.....		3

S9. Employment

a. Employed.....	-1	
b. No need.....	0	
c. Unemployed, but looking.....	1	
d. Unemployed, not interested.....	2	



ADVISEMENT OF LEGAL RIGHTS UPON TAKING CUSTODY OF/FILING A PETITION ON BEHALF OF A CHILD ALLEGED TO BE A CHILD IN NEED OF SERVICES

State Form 47114 (R2 / 8-98) / FPP 0010

In accordance with Indiana Code (IC) 31-34-2 or IC 31-34-4 the _____ County Office of Family and Children has taken your child(ren) into custody and / or has filed a petition alleging that your child(ren) is a child in need of services (CHINS). Pursuant to IC 31-34-4-6, you are hereby advised that you have the following rights:

You have the right:

1. to have a detention hearing held by a court within 48 hours after the child's removal from the home, excluding weekends and legal holidays, pursuant to IC 31-34-5-1, and to request return of the child at the hearing;
2. to be represented by an attorney, cross-examine witnesses, and present evidence on your own behalf (*You have the right to be represented by a court appointed attorney at your request if the court finds that you do not have sufficient financial means to obtain someone to represent you.*);
3. not to make any statements that might incriminate you (*Any such statement may be used during a court proceeding on a petition alleging that your child is a child in need of services.*);
4. to request to have your case reviewed by the child protection team in accordance with IC 31-33-3-6; and
5. to be advised that after July 1, 1999, a petition to terminate the parent-child relationship must be filed whenever a child has been removed from the child's parent and has been under the supervision of the county office of family and children for at least 15 of the most recent 22 months.

I acknowledge that I have provided a copy of this document to:

Name of parent, custodian or guardian		Date copy provided (<i>month, day, year</i>)	
Signature of family case manager		*Signature of law enforcement officer	
Printed name of family case manager		Printed name of law enforcement officer	
Address of County Office of Family and Children		Telephone number of County Office	
*In accordance with local protocol.			

DISTRIBUTION: White - Parent / Custodian / Guardian; Canary - COFC



**CONSIDERACIÓN DE DERECHOS LEGALES AL TOMAR CUSTODIA DE /
PRESENTAR UNA PETICIÓN EN NOMBRE DE UN NIÑO(A) QUE
SUPUESTAMENTE NECESITA SERVICIOS**

Formulario del Estado 49902 (1-01) / FPP 0010S

De acuerdo con el Código de Indiana (IC) 31-34-2 o IC 31-34-4 la Oficina del Condado para la Familia y los Niños ha tomado a su(s) niño(s) bajo custodia y/o ha presentado una petición alegando que su(s) niño(s) necesita(n) servicios (CHINS). De acuerdo con el IC 31-34-4-6, por este intermedio se le notifica que usted tiene los siguientes derechos:

Usted tiene derecho a:

1. Una audiencia de detención celebrada por una corte dentro de las 48 horas después que el niño fue retirado de su hogar, excluyendo los fines de semana y días festivos legales, de acuerdo con el IC 31-34-5-1 y solicitar durante la audiencia la devolución del niño;
2. Ser representado por un abogado, contrainterrogar a los testigos y presentar evidencia en su propio nombre (*Usted tiene derecho a ser representado por un abogado asignado por la corte, si así lo desea, y la corte determina que usted no tiene los medios financieros para que alguien lo represente*);
3. No hacer ninguna declaración que lo pueda inculpar (*Cualquier declaración de esta naturaleza podría ser usada durante el procedimiento de la corte en una petición alegando que su hijo necesita servicios*);
4. Solicitar que su caso sea examinado por un equipo de protección de niños de acuerdo con el IC 31-33-3-6; y
5. Ser notificado que después del 1o. de julio de 1999 deberá presentarse una petición de terminación de la relación padre-hijo, cuando un hijo ha sido retirado de su padre (madre) y ha estado bajo la supervisión de la Oficina del Condado para la Familia y los Niños durante, por lo menos, 15 de los últimos 22 meses.

Atesto que le he suministrado una copia de este documento a:

Nombre del padre, tutor o guardián		Fecha de entrega de la copia (mes, día, año)
Firma del administrador familiar del caso	*Firma de la autoridad legal	
Nombre impreso del administrador familiar del caso	Nombre impreso de la autoridad legal	
Dirección de la Oficina del Condado para la Familia y los Niños		Teléfono de la Oficina del Condado

*De acuerdo con el registro local.

DISTRIBUCIÓN: Blanco - Padre / Tutor / Guardián; Amarillo - COFC



TAKING CUSTODY OF A CHILD WITHOUT A VERBAL OR WRITTEN COURT ORDER: DESCRIPTION OF CIRCUMSTANCES

State Form 49584 (2-00) / FPP 0018

This completed record is **CONFIDENTIAL** pursuant to IC 31-33-18-1.

Pursuant to IC 31-34-2-6, the following information is provided as documentation of circumstances that resulted in taking a child who is believed to be a child in need of services into custody without a verbal or written court order.

Name(s) of child(ren)
Name(s) of parent, guardian, or custodian
Address of parent, guardian, or custodian (<i>number and street, city, state, ZIP code</i>)
<p>A. Facts establishing probable cause:</p> <p>I. Said child is believed to be a child in need of services pursuant to IC 31-34-1 in that: (<i>check applicable section</i>)</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> the child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education or supervision; 2. <input type="checkbox"/> the child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian; 3. <input type="checkbox"/> the child is the victim of a sex offense under IC 35-42-4-1, IC 35-42-4-2, IC 35-42-4-3, IC 35-42-4-4, IC 35-42-4-7, IC 35-42-4-9, IC 35-45-4-1, IC 35-45-4-2, or IC 35-46-1-3; 4. <input type="checkbox"/> the child's parent, guardian, or custodian allows the child to participate in an obscene performance as defined by IC 35-49-2-2, or IC 35-49-3-2; 5. <input type="checkbox"/> the child's parent, guardian, or custodian allows the child to commit a sex offense prohibited by IC 35-45-4; 6. <input type="checkbox"/> the child substantially endangers the child's own health or the health of another individual; 7. <input type="checkbox"/> the child's parent, guardian, or custodian fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by IC 20-8.1-5.1-19, if the behavior of the student has been repeatedly disruptive in the school; or 8. <input type="checkbox"/> the child is a missing child (as defined in IC 10-1-7-2). <p>II. Briefly describe the circumstances in which the child was found that warranted selection of the CHINS categories listed above.</p>
<p>B. Safety Assessment was completed. (<i>check one</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, skip to C. If no, use the following format to describe how safety was assessed.</p> <p>I. Identify safety factors below by checking the behaviors or conditions that were present at the time the child(ren) was taken into custody.</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Caregiver's behavior is violent or out-of-control. 2. <input type="checkbox"/> Caregiver describes or acts toward child in predominately negative terms or has extremely unrealistic expectations. * 3. <input type="checkbox"/> Caregiver caused serious physical harm to the child or has made a plausible threat to cause serious physical harm. 4. <input type="checkbox"/> Explanation for the injury is unconvincing. 5. <input type="checkbox"/> The family refuses access to the child, or there is reason to believe that the family is about to flee, or the child's whereabouts cannot be ascertained.

- 6. Caregiver has not, or cannot, or will not provide supervision necessary to protect child from potentially serious harm.
- 7. Caregiver is unwilling, or is unable, to meet the child's immediate needs for food, clothing, shelter, and / or medical or mental health care.
- 8. Caregiver has previously maltreated a child, and the severity of the maltreatment, or the caregiver's response to the previous incident(s), suggests that child safety may be an immediate concern.
- 9. Child is fearful of caregiver(s), other family members, or other people living in or having access to the home.
- 10. The child's physical living conditions are hazardous and immediately threatening.
- 11. Child sexual abuse is suspected, and circumstances suggest that child safety may be an immediate concern.
- 12. Caregiver's current drug or alcohol use seriously affects the caregiver's ability to currently supervise, protect, or care for the child.
- 13. Other * (specify): _____

* Should also be considered in combination with other credible evidence

II. Briefly describe the specific individual's behaviors, conditions, and / or circumstances associated with all safety factors checked.

III. Possible controlling interventions other than removal of child(ren):

- 1. Use family resources, neighbors, or other individuals in the community as safety resources.
- 2. Use community agencies or services as safety resources.
- 3. Have the alleged perpetrator leave the home, either voluntarily or in response to legal action.
- 4. Have the non-maltreating caregiver move to a safe environment with the child.
- 5. Have the caregiver(s) place the child outside the home (*formal voluntary placement*).
- 6. Other: _____

Explain why controlling interventions 1-6 could not be used to keep the child(ren) safe, and describe your discussion with the caregiver(s) regarding the placement.

C. Explain what steps were taken to obtain a court order and why a verbal or written court order could not be obtained.

D. For probation officers and family case managers only. Explain why it was not possible to obtain the assistance of a law enforcement officer.

Signature of person taking custody		Printed name of person taking custody	
Title	Telephone number	Name of agency	
Address (number and street, city, state, ZIP code)			

STATE OF INDIANA

COURT

In The Matter Of _____

CASE NO. _____

A Child Alleged to be a Child in Need of Services

**INTAKE INFORMATION FOR CHILD IN NEED OF SERVICES
IC 31-34-7-1**

The undersigned hereby informs the Court that:

_____ Name _____ Birth date _____ Sex _____

whose parents are:

Father _____ Address _____

Mother _____ Address _____

or whose guardian or custodian is _____

_____ (address)

and who is now residing with _____

is a child in need of services, in that:

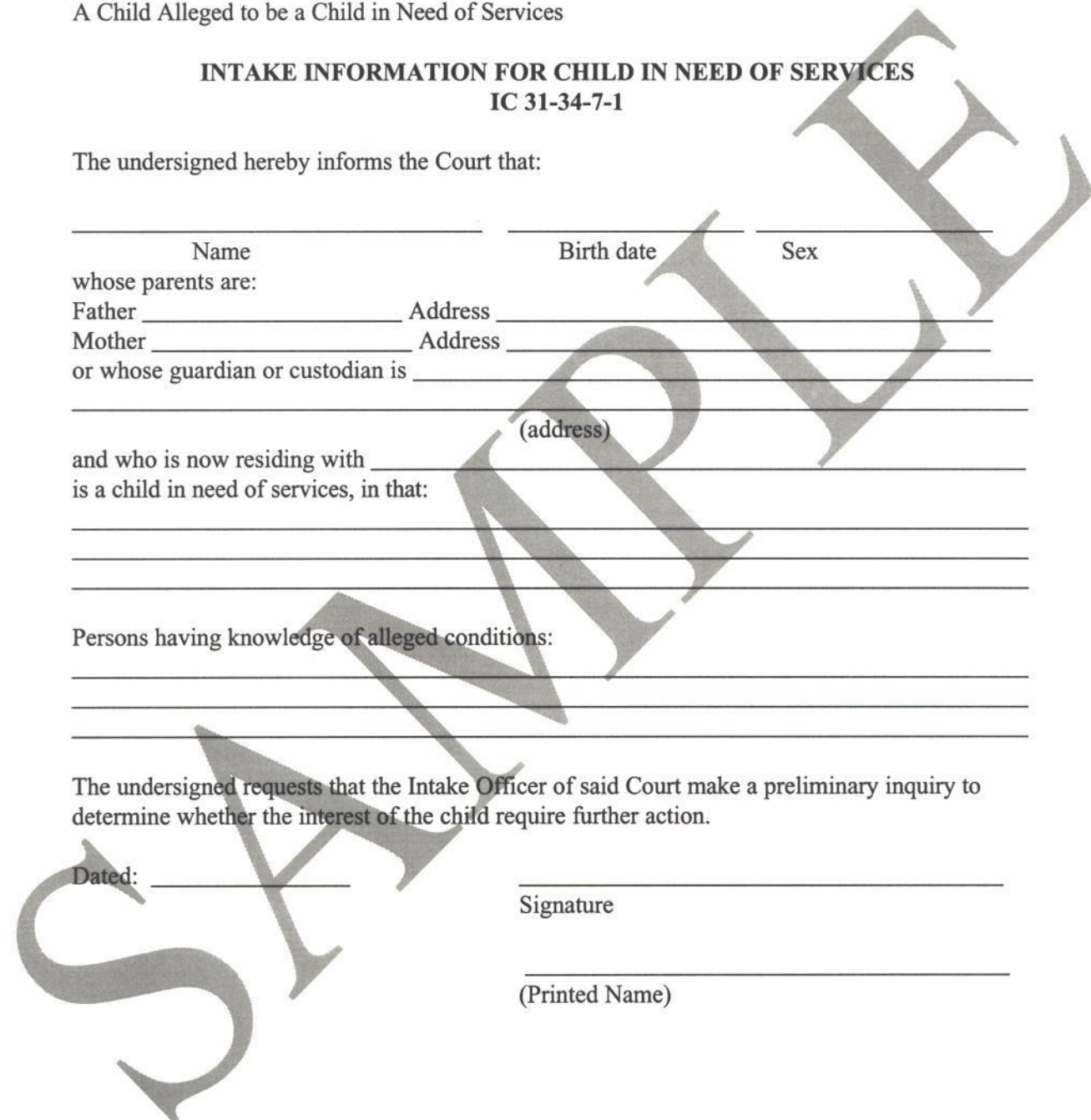
Persons having knowledge of alleged conditions:

The undersigned requests that the Intake Officer of said Court make a preliminary inquiry to determine whether the interest of the child require further action.

Dated: _____

Signature

(Printed Name)



STATE OF INDIANA

COURT

In The Matter Of _____ CASE NO. _____

A Child Alleged to be a Child in Need of Services

CONSENT TO BACKGROUND INVESTIGATION AND RELEASE

The above named child's (parent) (guardian) (custodian) hereby give consent to the _____ County (Office of Family and Children) (Prosecutor) to make a complete and detailed investigation of the child's conduct and progress in school, the child's physical, medical and mental condition and history, the nature of the child's home and family, and other matters concerning the child's background in order to help the Office of Family and Children and Court decide what is necessary to help the child.

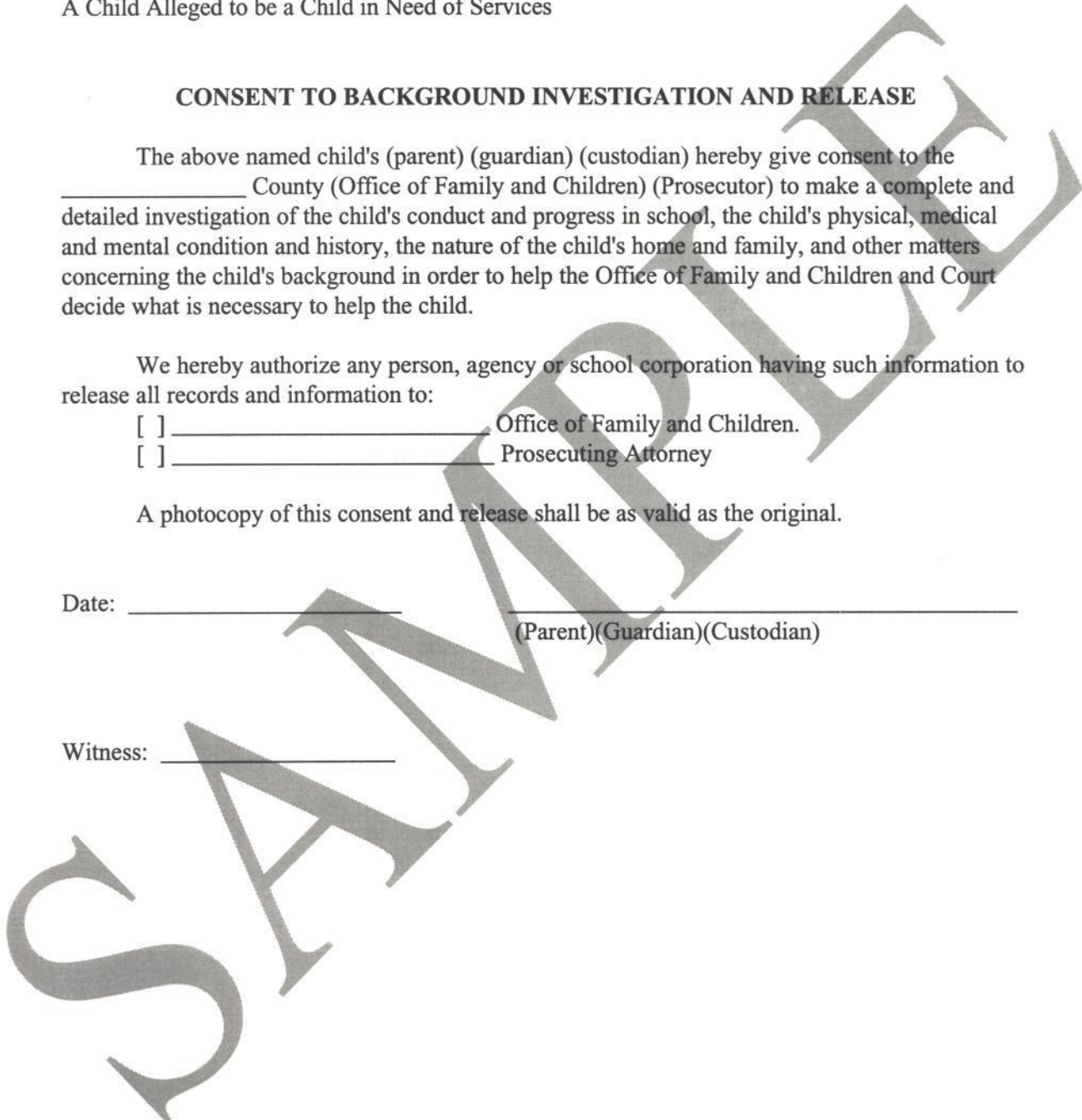
We hereby authorize any person, agency or school corporation having such information to release all records and information to:

- _____ Office of Family and Children.
- _____ Prosecuting Attorney

A photocopy of this consent and release shall be as valid as the original.

Date: _____
(Parent)(Guardian)(Custodian)

Witness: _____



STATE OF INDIANA

COURT

In The Matter Of _____ CASE NO. _____

A Child Alleged to be a Child in Need of Services

INTAKE OFFICER'S REPORT OF PRELIMINARY INQUIRY AND INVESTIGATION

CHILD'S NAME: _____

ADDRESS: _____

AGE: _____ DATE OF BIRTH: _____ SSN: _____

SEX: _____ RACE: _____

HEIGHT: _____ WEIGHT: _____ HAIR: _____ EYES: _____

CONDITION ALLEGED: Date: _____ TIME: _____

Location: _____

Particulars of Alleged Condition: _____

Complainant's Name: _____ Address: _____

Name of Investigating Officer: _____ Title: _____

Witness of Offense: _____ Address: _____

Witness of Offense: _____ Address: _____

CURRENT STATUS OF CHILD: _____

Said child is in need of services pursuant to IC 31-34-1 in that:

(Check applicable reason[s])

- The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian or custodian to supply the child with necessary food, clothing, shelter, medical care, education or supervision;
 - Special circumstances involving a disabled child who is deprived of life-sustaining nutrition or medical intervention necessary to remedy a life-threatening medical condition. IC 31-34-1-9.
- The child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian or custodian;
- The child is the victim of a sex offense under IC 35-42-4-1, IC 35-42-4-2, IC 34-42-4-3, IC 35-42-4-4, IC 35-42-4-7, IC 35-42-4-9, IC 35-45-4-1, IC 35-45-4-2 or IC 35-46-1-3;
- The child's parent, guardian or custodian allows the child to participate in an obscene performance defined by IC 35-49-2-2 or IC 35-49-3-2;
- The child's parent, guardian or custodian allows the child to commit a sex offense prohibited by IC 35-45-4;
- The child substantially endangers the child's own health or the health of another; or
- The child's parent, guardian or custodian fails to participate in a disciplinary

proceeding in connection with the child's improper behavior, as provided for by IC 20-8.1-5.1-19 if the behavior of the child has been repeatedly disruptive in the school;

- The child is a missing child as defined by IC 10-1-7-2;
- The child is born with fetal alcohol syndrome or any amount of a controlled substance or legend drug in the child's body;
- The child has an injury, has abnormal physical or psychological development, or is at a substantial risk of a life-threatening condition due to the mother's use of alcohol, a controlled substance, or a legend drug during pregnancy; and the child needs care, treatment, or rehabilitation that the child is not receiving and is unlikely to be provided or accepted without the coercive intervention of the Court.

FAMILY INFORMATION

Father's Name: _____ Paternity established? Yes No
 DOB: _____ SSN (if available): _____
 Address: _____
 Employment: _____ Hours: _____
 Home Telephone: _____ Work Telephone: _____
 Marital Status: _____

Mother's Name: _____
 DOB: _____ SSN (if available): _____
 Address: _____
 Employment: _____ Hours: _____
 Home Telephone: _____ Work Telephone: _____
 Marital Status: _____

Guardian: _____
 DOB: _____ SSN (if available): _____
 Address: _____
 Employment: _____ Hours: _____
 Home Telephone: _____ Work Telephone: _____

Other(s): _____ Relationship: _____
 DOB: _____ SSN (if available): _____
 Address: _____
 Employment: _____ Hours: _____
 Home Telephone: _____ Work Telephone: _____

Who has legal custody?: _____

Who has physical custody? _____

SIBLINGS:

Name	Age	Location	Juvenile or Criminal History
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HOME AND NEIGHBORHOOD:

SCHOOL:

Last grade attended: _____ Where?: _____
Presently in school?: _____ If not, why not? _____

School problems: _____
Suspensions and expulsions: _____

Attendance: _____
Academic: _____
Activities: _____
Future plans: _____

CHILD'S EMPLOYMENT:

Presently employed? _____ If yes, where and what are the hours of employment?
Wage: _____

CHILD'S PHYSICAL HEALTH:

CHILD'S MENTAL HEALTH:

Psychological and/or family counseling: _____
Is counseling and/or testing recommended at this time?: _____

PRIOR COURT INVOLVEMENT (including Informal Adjustments or service agreements):

HAS CHILD BEEN REMOVED FROM THE HOME?: _____

If yes, when was child removed?: _____

Where was the child placed? _____

Reason: _____

Who authorized removal?: _____

Where is the child now?: _____

What reasonable efforts were made to prevent removal?

The safety of the children precludes the immediate use of family services to prevent removal of the children because:

Continuation in the home is contrary to the welfare and placement is in the best interests of child because:

OTHER PERTINENT INFORMATION:

RECOMMENDATION:

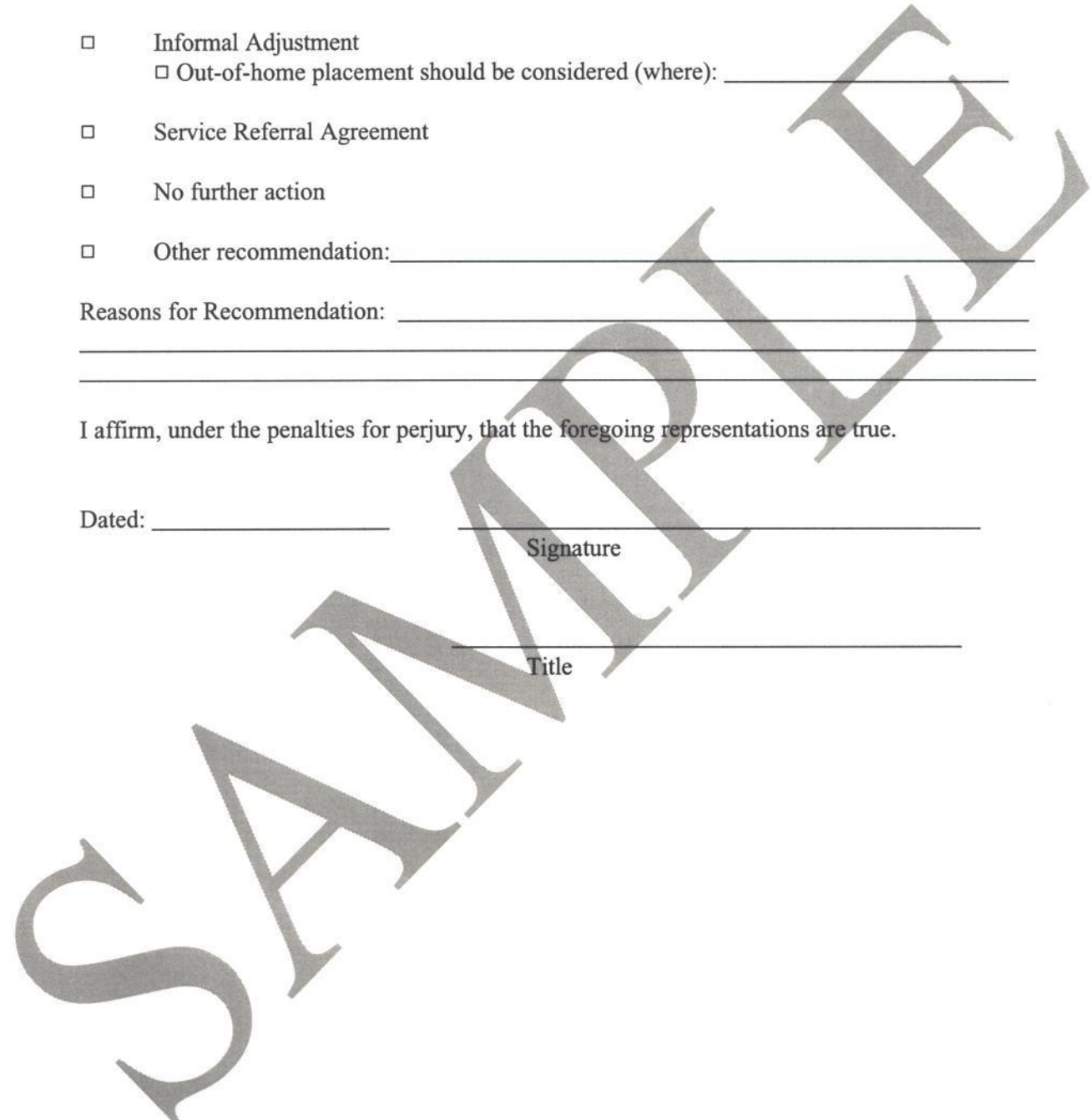
- Filing of Petition alleging that child is a child in need of services
 - Out-of-home placement should be considered (where): _____
- Informal Adjustment
 - Out-of-home placement should be considered (where): _____
- Service Referral Agreement
- No further action
- Other recommendation: _____

Reasons for Recommendation: _____

I affirm, under the penalties for perjury, that the foregoing representations are true.

Dated: _____
Signature

Title



CERTIFICATE OF SERVICE

This certifies that a copy of the above and foregoing report was mailed to or served on the following person representing the interests of the State: _____
_____ this ____ day of _____, _____.

Signature

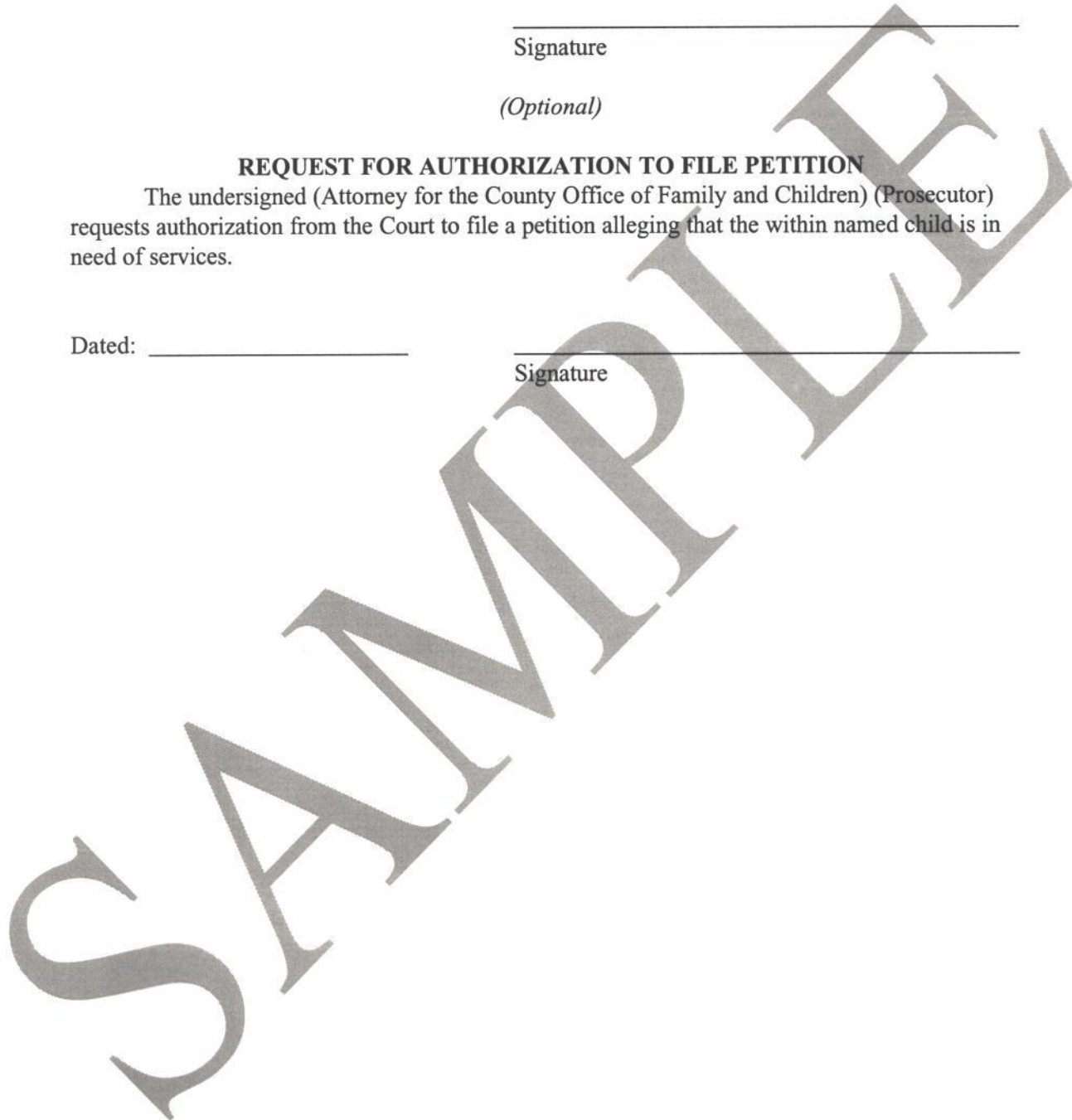
(Optional)

REQUEST FOR AUTHORIZATION TO FILE PETITION

The undersigned (Attorney for the County Office of Family and Children) (Prosecutor) requests authorization from the Court to file a petition alleging that the within named child is in need of services.

Dated: _____

Signature



STATE OF INDIANA

COURT

In The Matter Of _____ CASE NO. _____

A Child Alleged to be a Child in Need of Services

TO: _____

NOTICE OF DETENTION OF CHILD

You, as the parent, guardian, custodian or intake officer are hereby notified that the child,
_____, age _____, who resides at:

has been placed in detention by _____ police
department/office of family and children because there is probable cause to believe the child is a
child in need of services.

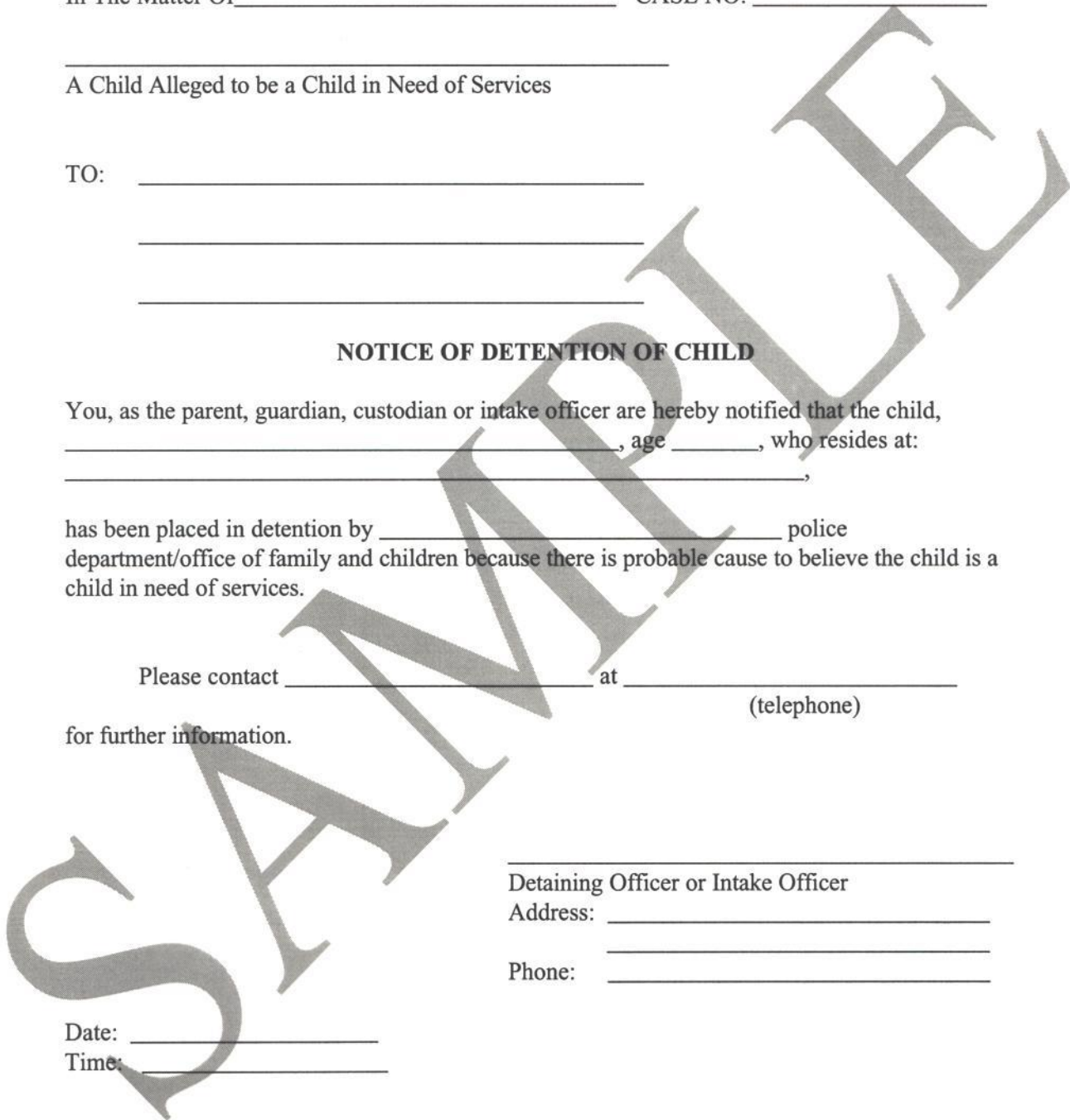
Please contact _____ at _____
_____ (telephone)

for further information.

Detaining Officer or Intake Officer
Address: _____

Phone: _____

Date: _____
Time: _____



STATE OF INDIANA

COURT

In The Matter Of _____ CASE NO. _____

A Child Alleged to be a Child in Need of Services

NOTICE OF DETENTION HEARING

TO: _____
(a child under the age of eighteen years) (the parent, guardian or custodian of the child)

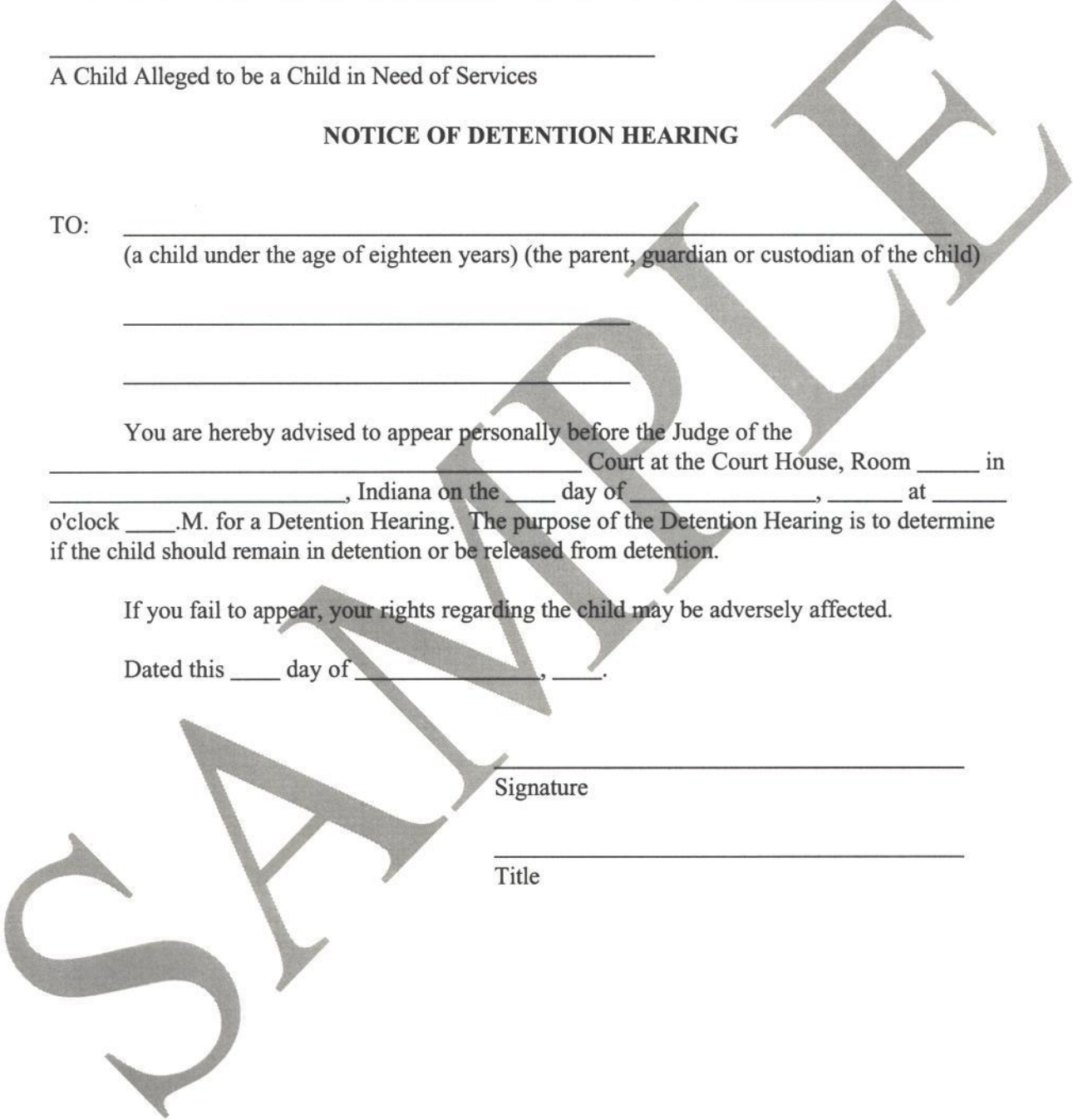
You are hereby advised to appear personally before the Judge of the
_____ Court at the Court House, Room _____ in
_____, Indiana on the _____ day of _____, _____ at _____
o'clock _____.M. for a Detention Hearing. The purpose of the Detention Hearing is to determine
if the child should remain in detention or be released from detention.

If you fail to appear, your rights regarding the child may be adversely affected.

Dated this _____ day of _____, _____.

Signature

Title



STATE OF INDIANA

COURT

In The Matter Of _____ CASE NO. _____

A Child Alleged to be a Child in Need of Services

CHECKLIST
Preplacement Preventative or Reunification Services Certification

The following efforts were made by _____
 (name of agency)

to eliminate or prevent the need to remove the child/reunify the child and family:

1. Please include the contact persons, phone numbers, addresses for each service provided.
2. The caseworker should be prepared to testify in court with this documented checklist.

Also, please note the following:

- () no efforts/services made to prevent removal/reunify the family;
- () services (available) (unavailable) to prevent removal/unify the family: (Identify)

- () the safety of child precluded (preplacement preventative services) (reunification services) (please specify):

- () (preplacement preventative services) (reunification services) were provided or offered and include:

- ___ day care;
- ___ crisis counseling;
- ___ individual and family counseling;
- ___ emergency shelters;
- ___ procedures and arrangements for access to available emergency financial assistance;
- ___ arrangement for the provision of temporary child care to provide respite to the family for a brief period, as a part of a plan for preventing children's removal from home;
- ___ home-based family services;
- ___ self-help groups;
- ___ mental health counseling;
- ___ drug and alcohol abuse counseling;
- ___ vocational counseling or vocational rehabilitation;
- ___ post-adoption services;
- ___ transportation;
- ___ visitation;

____ other services which the agency identifies as necessary and appropriate:

____ other information: _____

Dated: _____

Intake Officer/Caseworker

SAMPLE

STATE OF INDIANA

COURT

In The Matter Of _____

CASE NO. _____

A Child Alleged to be a Child in Need of Services

REPORT TO THE COURT

Comes now _____, case manager, and states to the court the following:

1. The following efforts were made to avoid the need for placement:
2. The above efforts were unsuccessful because:
3. The child cannot be protected in the home even if services are provided to the child and family because:
4. The following relative and friends have been contacted about providing placement for the child and their response are:
5. Proposed visitation arrangements are:
6. The placement of siblings and proposed visitation arrangements are:
7. The permanency plan for the child's future is:
8. The reasonable efforts to finalize permanency for the child are:
9. Child support pursuant to the attached Indiana Child Support Guidelines Worksheet for the mother should be \$ _____ per _____, and for the father should be \$ _____ per _____.

I affirm under the penalties for perjury that the foregoing statements are true and correct to the best of my knowledge and belief.

Dated: _____

Signature_____
(Printed Name)

STATE OF INDIANA
_____ COURT

In The Matter Of _____ CASE NO. _____

A Child Alleged to be a Child in Need of Services

REQUEST FOR FILING OF PETITION

Comes now, _____, Attorney for
_____, and requests that the Court
authorize a Petition alleging that _____
_____, is a child in need of services.
(date of birth)

A written intake information form heretofore submitted to _____
_____ is attached.
(Intake Officer)

An Intake Officer's written report of preliminary inquiry is attached.

REQUEST FOR TAKING CUSTODY

Comes now, _____,
Attorney for _____, and further requests that the Court order that the
child be taken into custody pursuant to IC 31-34-9-5 in that:

- detention is necessary to protect the child and continuation in the home is contrary to the child's welfare;
- the child is unlikely to appear before the Juvenile Court for subsequent proceedings;
- the child has a reasonable basis for requesting not to be released; or
- the parent, guardian or custodian cannot be located or is unwilling to take custody of the child.
- the child is not in custody at the time of this request.
- the child is in custody at the time of this request. Reasonable efforts were/were not made to to prevent removal.

Petitioner will support this request with sworn testimony or with affidavit attached hereto.

Dated: _____

Petitioner

Attorney for _____

STATE OF INDIANA

COURT

In The Matter Of _____ CASE NO. _____

A Child Alleged to be a Child in Need of Services

PETITION ALLEGING CHILD IN NEED OF SERVICES

The Petitioner alleges and states:

1. The child, _____, was born _____ and is _____ years of age.

2. The child resides at _____ with _____.

3. The names and addresses of the child's parents, guardian, or custodian are as follows:

Name	Parent, Guardian or Custodian	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. The citation to the section of the Indiana Juvenile Code that gives this Court jurisdiction in this proceeding is IC 31-30-1-1;

5. The child is a child in need of services as defined in IC 31-34-1, in that (include specific facts including date and location):

(OPTIONAL)

(To be completed if the child is removed from his parent, guardian or custodian.)

6. That the child has been removed from the parent, guardian, or custodian.

a. The following efforts were made to provide the (child) and/or the child's parent, guardian, or custodian with family services before the removal: _____

b. Family services were not provided before the removal of the child, for the following reasons: _____

Wherefore, petitioner requests that the child be adjudged to be a Child in Need of Services and for any and all relief proper in the premises.

The undersigned affirms under the penalties of perjury that the foregoing statements and representations are true.

Dated: _____

Signature of Petitioner

Name and Title of Person signing Petition

SAMPLE



Case Plan
State Form 2956(R2/1-03)/FPP 0046

In home CHINS
Out-of-home CHINS
Independent Living

A. Case Identification

Name of Child	DOB	Social Security #	Case Number	County Name

B. Contacts

Name	Type	Address	Phone

Siblings:

--	--	--	--

C. Time Limit and Recommendations

Effective dates: _____ To _____

The Case Plan will be in effect during the dates shown at left. It should be revised when significant changes occur.

If terms of the Plan have not been met by the above date, the county may recommend:

If terms of the Plan have been met by the above date, the county may recommend:

If at any time a parent(s)/guardian(s) believes they cannot provide for the safety and well being of their child, the parent(s)/guardian(s) should notify the case manager of their desire to change the permanency plan. Alternative permanency plans include: Relative Placement, Adoption Placement, Guardianship, Planned Permanent Living Arrangement, and Independent Living. An appointment will be set up to develop a new case plan which can be filed with the Court and a Permanency Hearing requested by OFC or by parent (parent's attorney).

D. Hearings

Hearing Type:	Hearing Date:	Next Hearing Type:	Hearing Date:

Terms of Disposition:	Other Text:	Support Amount:

E. Permanency Plan

Permanent Plan:	Estimated Date:	Concurrent Permanent Plan:

F. Child Assessed Risks and Needs

Identify Strengths Child brings to the Plan:

Identify past preventive/reunification services offered. State reason service was effective/ineffective, including quality of service and the family's response.

Child Assessed Risks/Needs:

Special Need Type:	Special Need Sub Type:	Details

IL Need Type:	IL Sub Type:

Details:

G. Caregiver Assessed Risks and Needs

Caregiver:
 Identify Strengths Caregiver(s) bring to the Plan:
 Caregivers Assessed Risks/Needs :

H. Objectives and Activities for Parents/Guardians/Caregivers/Children

Objective:
 Begin Date:
 Barriers to Achieving Objective:

Activity	Begin Date	Provider

I. PLACEMENT INFORMATION

Placement:	Begin Date:	End Date:
------------	-------------	-----------

Has child been placed in an institution group home?	Explain:
Has child been placed in a county other than that of the child's residence?	Explain:
Has child been placed in proximity to the school in which the child was enrolled at the time of placement?	Explain:

J. Health Summary

Health Care Provider:	Address:	Phone:	*(if current)

Medicaid/Insurance Provider:	Address:	Group Number:

Medical Passport given to Foster Parent?	Medical Records?	Medical Authorization?	Treatment Plan?
--	------------------	------------------------	-----------------

If no, Plan for Compliance:

K. Education

Name of School:	Address:	Grade:	Performance Level:	Learning Needs:	Extra Curricular:	* if current

Legal Settlement School Corporation:	Address:	Phone:

Are Permanent School Records Attached?	If No, Plan for Compliance:
--	-----------------------------

Surrogate Parent:	Address:	Phone:

Most Recent Individualized Education Plan date (if applicable):

Special Needs Designation (if applicable):

Most recent Individual Transitional Education Plan Date:

L. Discipline

Corporal punishment, which includes physical hitting or any type of physical punishment inflicted in any manner upon the body is not to be used on children in foster care.

The following punishments are prohibited also:

- (1) Physical exercises such as running laps or performing push-ups shall not be used.
- (2) Requiring or using force to acquire the child to take an uncomfortable position such as squatting, bending, or repeated physical movements shall not be used.
- (3) Children shall not be:
 - (a) subjected to verbal remarks that belittle or ridicule them or their families.
 - (b) denied emotional response as punishment.
 - (c) denied essential program services as punishment.
 - (d) denied meals, clothing, bedding, sleep, mail, or visits with their families as punishment.
 - (e) threatened with loss of their placement as punishment.
 - (f) bodily shaken.
 - (g) placed in a locked room.
 - (h) held with mechanical or chemical restraints.

Predicted Behaviors Requiring Discipline:

Appropriate Discipline:

M. Comments

N. Acknowledgement/Agreement of all Parties

- * If present at conference
- X If not present and no report submitted
- + If not present, but written report submitted

Legal Parent	Notification Date:	Conference Date:	Distribution Date:	Signature Date:	Signature Legal Parent

I am aware of the reason for wardship and/or placement of the above-named children. I have reviewed the Case Plan and agree/ do not agree with the terms.

Foster Parent/Caregiver/Substitute Caregiver	Notification Date:	Signature Foster Parent/Caregiver
	<input type="checkbox"/> Cert Mail <input type="checkbox"/> In Person	
	Signature Date:	

I am aware of the reason for wardship and/or placement of the above-named children. I have reviewed the Case Plan and agree/ do not agree with the terms.

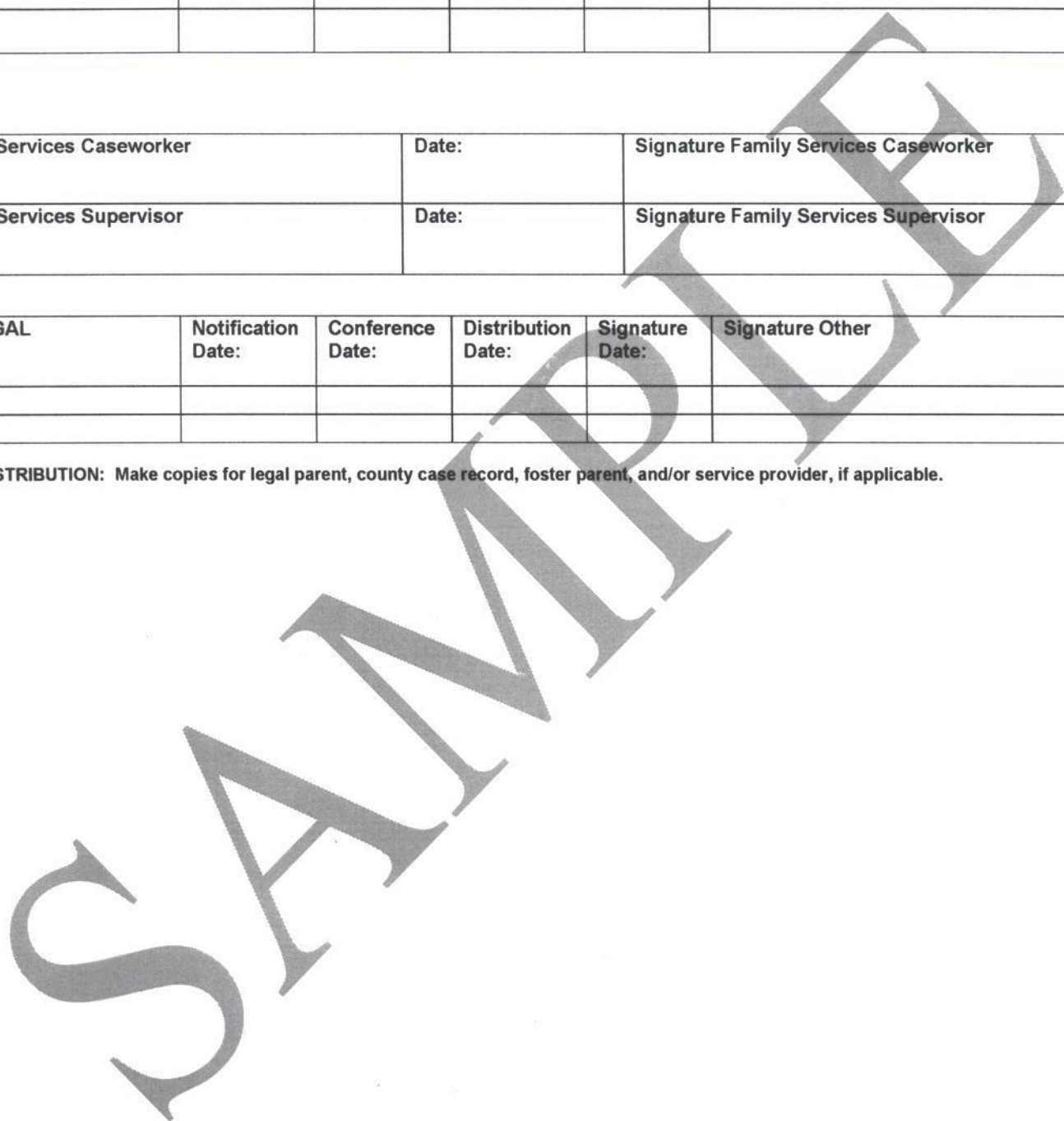
Child	Notification Date:	Conference Date:	Signature Date:	Signature Child

Other	Notification Date:	Conference Date:	Distribution Date:	Signature Date:	Signature Other

Family Services Caseworker	Date:	Signature Family Services Caseworker
Family Services Supervisor	Date:	Signature Family Services Supervisor

CASA/GAL	Notification Date:	Conference Date:	Distribution Date:	Signature Date:	Signature Other

DISTRIBUTION: Make copies for legal parent, county case record, foster parent, and/or service provider, if applicable.



PREDISPOSITIONAL REPORT - CHILD IN NEED OF SERVICES

Warning: This report is confidential and may only be released with specific authorization.

Indiana Code § 31-34-18
STATE OF INDIANA
(INSERT COURT NAME)

In the Matter of: _____
A Child Alleged to be a Child in Need of Services

Date Completed: _____
Assigned Case Manager: _____ Report Prepared By: _____

JUVENILE INFORMATION

Case No.(s): _____
Legal Name: _____
Alias(es)/Nickname(s): _____
Custodial Person(s) or Agency: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Social Security No.: _____
OB: _____ POB: _____ Age: _____
Race: _____ Gender: _____ Ht.: _____ Wt.: _____ Eyes: _____ Hair: _____
ID Marks: _____
Driver's Lic. No.: _____ State of Issue: _____ Status: _____

FAMILY INFORMATION

Father's Name: _____
DOB: _____ SSN (if available): _____
Address: _____

Employment: _____ Hours: _____
Home Telephone: _____ Work Telephone: _____

Mother's Name: _____
DOB: _____ SSN (if available): _____
Address: _____

Employment: _____ Hours: _____
Home Telephone: _____ Work Telephone: _____

Guardian: _____
Address: _____

Employment: _____ Hours: _____
Home Telephone: _____ Work Telephone: _____

Other(s): _____ Relationship: _____

Address: _____

Employment: _____ Hours: _____

Home Telephone: _____ Work Telephone: _____

I. COURT INFORMATION

Court:
Presiding Judge/Magistrate:

Case Manager:
Address:
Telephone:

Attorney for O.F.C.:

C.A.S.A./G.A.L.:
Address:
Telephone:

Other (*specify*):

II. SOURCES OF INFORMATION *[enter all sources of information for this Report]*

[here list the sources of all information used to gather data included in this Report]

III. ALLEGATIONS OF THE CASE

A. Allegations of Petition

[here insert short narrative summary of the circumstances and allegations of the case]

B. Parent's Version

[here insert narrative of the parents' response to circumstances and allegations of the case, if applicable]

C. Court's Findings and Adjudication

[here insert statement of the Court's findings, adjudication and the date entered, if available]

IV. PRIOR COURT INVOLVEMENT

A. Child's Involvement:

[here insert a narrative prior CHINS adjudications, if any, involving the child and the child's parent(s), and a narrative of any prior juvenile delinquency proceedings involving the child, including: prior formal and

informal supervisions, placements, wardships, in chronological order, to include the dates, places and ultimate dispositions of such supervisions/placements/wardships]

B. Parental Participation/Involvement

[here insert a narrative the parent(s) prior participation in any formal and informal supervisions, placements, wardships, to include the ultimate dispositions of such parental participation programs]

V. FAMILY BACKGROUND

A. Maternal History: *[Mother's Name]*
Source of Information:

[here insert a narrative background material concerning the child's mother, to include such facts as: education, employment history, economic status, prior and present marriages]

B. Paternal History: *[Father's Name]*
Source of Information:

[here insert a narrative background material concerning the child's father, to include such facts as: education, employment history, economic status, prior and present marriages]

C. Step-Parent(s)/Significant Other(s) History: *[Name]*
Source of Information:

[here insert a narrative background material concerning the child's step-parent(s)/significant other {if applicable}, to include such facts as: education, employment history, economic status, prior and present marriages]

D. Parental Finances *[*Mandatory information; IC 31-34-18-3; Child Support Guideline Worksheet must be attached]*

[here insert narrative information concerning the personal income and financial assets of the parent(s) or legal guardian(s) of the child, {including any money received on behalf of the child(ren), wages, aid to dependent children, V.A. benefits, Social Security benefits, alimony or child support} and debts and monthly expenses]

E. Siblings

[here insert narrative information concerning the names, ages, location, education and prior legal involvements of any siblings of the child]

F. Family Relationships

[here insert narrative information to illustrate to the Court the extended family dynamics, including parental relationships, interaction with the child and siblings, substance abuse, physical or emotional handicaps, and other factors. Do not merely label extended family members, but describe what the extended family members actually do as it relates to the child's environment.]

G. Home and Neighborhood

[here insert narrative information to describe the child's living environment, neighborhood and community as they affect the child]

H. Other Agency Involvement

[here insert narrative information, in chronological order, of any other agency involvement with the child and/or parents, to include the name, location and point of contact for such agency]

VI. CHILD'S BACKGROUND

A. Child's School History and Legal Settlement

[here insert narrative information concerning the child's current school of legal settlement, current grade, educational performance, significant educational history and disciplinary problems, and special educational services provided to the child]

B. Child's Employment History

[narrative of any jobs or activities of the child for which he/she received money, to include dates of employment, child's vocational training, child's attitude toward work, vocational ambition and goals]

C. Child's Financial Information [*Mandatory information; IC 31-34-18-3]

[list any financial income of the child other than through employment such as: A.D.C. benefits, Social Security benefits, V.A. benefits, child support orders, savings, debts]

D. Child's Social Orientation

[Describe child's extra-curricular activities, hobbies, interests, membership in any organized activity groups, indication of gang activity, religious orientation and participation, attitude toward other family members and other persons, attitude toward members of opposite sex, interpersonal relationships]

E. Child's Physical Health

[Describe physical appearance and health of child, as known, to include any noticeable marks or scars, any noticeable neurotic traits, compulsive mannerisms, etc. Note any current medical conditions, treatments and medications.]

F. Child's Mental Health

[Describe child's general mental health, as known. Note psychiatric and psychological treatments and evaluations, if any, and current medications, if any.]

G. Substance Use/Abuse

[Describe child's use of alcohol or drugs and the degree of use, if known. Note any substance abuse intervention treatment and/or counseling provided to the child, including dates and treatment providers information.]

VII. EVALUATION/SUMMARY

- A. **Evaluation:** *[Here insert: (1) a statement of the needs of the child for care, treatment, rehabilitation or placement; (2) your overall evaluation of the child's situation based upon the information presented in this Report. You should indicate that you have considered the necessity, nature, and extent of the participation by a parent, guardian, or custodian in a program of care, treatment or rehabilitation for the child, and how these considerations affect your evaluation. IC 31-34-18-1; IC 31-34-18-2]*
- B. **Case Conference:** *[If a case conference was held under IC 31-34-18-1.1, state the name, occupation and position, and any relationship to the child of each person with whom you conferred. IC 31-34-18-6.1(1)]*
- C. **Dispositional Options:** *[Describe all dispositional options considered in preparing the report, and your evaluation of each of the options. IC 31-34-18-6.1]*
- [If you believe that an out-of-home placement of the child would be appropriate, you must state whether the child should or should not be placed with a suitable and willing blood or adoptive relative caretaker, and the reasons for such action, before you can consider other out-of-home placements for the child. IC 31-34-18-2]*

VIII. REASONABLE EFFORTS

Describe the reasonable efforts made to reunify the family and to finalize permanency.

IX. RECOMMENDATION AND TREATMENT PLAN

[List the recommended plan of care, treatment, rehabilitation or placement of the child, stating how this recommendation and plan: (1) is in the least restrictive and most appropriate setting available and close to the parents' home, consistent with the best interest and special needs of the child; (2) causes the least interference with family autonomy; (3) causes the least disruption of family life; (4) causes the least restraint on the freedom of the child and parent/guardian/custodian; and (5) provides a reasonable opportunity for participation by the child's parent/guardian/custodian.]

Respectfully submitted,

Typed Name:

Case Manager, _____ County Office of Family and Children Services

STATE OF INDIANA

COURT

IN THE MATTER OF THE PARTICIPATION)
OF _____)

THE PARENT, GUARDIAN OR CUSTODIAN)
OF _____)

CASE NO. _____

PETITION FOR PARENTAL PARTICIPATION

_____, (Deputy/Prosecuting Attorney, Attorney
for County Office of Family and Children, Probation Officer, Caseworker, Guardian Ad Litem, Court
Appointed Special Advocate),

being duly sworn upon his/her oath, states:

1. the respondent is the child's parent, guardian or custodian;
2. the child has been adjudicated a child in need of services; and
3. the parent, guardian or custodian should:
 - (a) obtain assistance in fulfilling obligations as a parent, guardian or custodian;
 - (b) provide specified care, treatment or supervision for the child;
 - (c) work with any person providing care, treatment or rehabilitation for the child; or
 - (d) refrain from direct or indirect contact with the child.
4. the _____ requests the court order the parent, guardian
(moving party)
or custodian to: _____

WHEREFORE, it is respectfully requested that the Court set a hearing to require parental participation pursuant to this petition and for all other just relief, right and proper in the premises.

The undersigned affirms under the penalties for perjury that the foregoing representations are true.

Dated: _____

Petitioner

STATE OF INDIANA

COURT

In The Matter Of:

Case No.

A Child Alleged to be a Child
In Need Of Services

PETITION FOR MODIFICATION OF DISPOSITIONAL DECREE

The petitioner, _____, alleges and says:

1. The capacity in which your petitioner files this petition is:

(here set forth capacity of petitioner as required by IC 31-34-23-1)

2. That on the ____ day of _____, _____, the court entered a dispositional decree in this case wherein _____

(here set forth particulars of dispositional decree)

3. The petitioner further alleges and says: _____

(here set forth details of facts justifying modification)

4. The current legal settlement for educational purposes is _____

5. The petitioner believes the following modification is necessary and appropriate: _____

(here set forth particulars of requested change or information)

6. Referral (has) (has not) been made to the local coordinating committee. (If applicable)

7. A modification report (is) (is not) (being prepared for filing) (filed herewith).

8. The petitioner (does) (does not) request an emergency change in the child's placement for the following reason(s):

9. The following emergency order is requested: _____

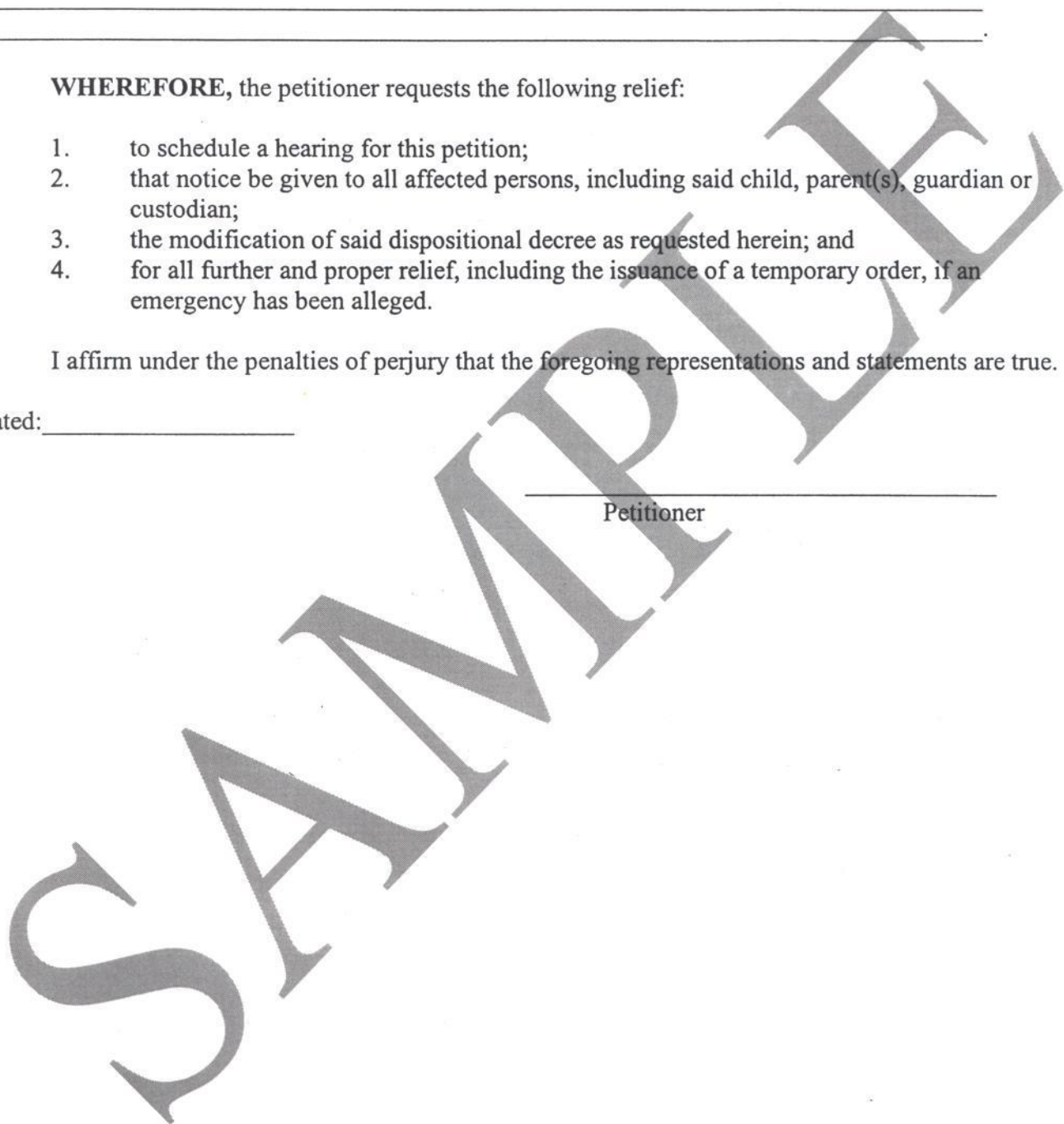
WHEREFORE, the petitioner requests the following relief:

1. to schedule a hearing for this petition;
2. that notice be given to all affected persons, including said child, parent(s), guardian or custodian;
3. the modification of said dispositional decree as requested herein; and
4. for all further and proper relief, including the issuance of a temporary order, if an emergency has been alleged.

I affirm under the penalties of perjury that the foregoing representations and statements are true.

Dated: _____

Petitioner





NOTICE OF PERIODIC CASE REVIEW

State Form 48997 (8-01)/FPP 0002

Date:

TO: Name :

Address :

In the matter of: A child under the supervision of County IC 31-34-21-4 requires the county office of family and children to notify the following persons of a periodic case review regarding a child including a permanency hearing under IC 31-34-21-7 at least five (5) days prior to such review:

- (1) The child's parent, guardian, or custodian.
- (2) A prospective adoptive parent named in a petition for adoption of the child filed under IC 31-19-2 if:
 - (A) each consent to adoption of the child that is required under IC 31-19-9-1 has been executed in the form and manner required by IC 31-19-9 and filed with the county office of family and children;
 - (B) the court having jurisdiction in the adoption case has determined under any applicable provision of IC 31-19-9 that consent to adoption is not required from a parent, guardian, or custodian; or
 - (C) a petition to terminate the parent-child relationship between the child and any parent who has not executed a written consent to adoption under IC 31-19-9-2, has been filed under IC 31-35 and is pending.
- (3) Any other person who:
 - (A) the county office of family and children has knowledge is currently providing care for the child; and
 - (B) is not required to be licensed under IC 12-17.2 or IC 12-17.4 to provide care for the child.
- (4) Any other suitable relative or person who the county office knows has had a significant or caretaking relationship to the child.
- (5) Any emergency medical services provider who has taken custody of an abandoned infant under IC 31-34-2.5; or
- (6) Any other party to the child in need of services proceeding.

At least 10 days before the periodic case review, including a case review that is a permanency hearing under IC 31-34-21-7, the county office of family and children shall provide notice of the review to the child's foster parent by:

- (1) Certified mail; or
- (2) Face to face contact by the county office of family and children caseworker.

NOTE: The court shall continue the review if, at the time of the review, the county office of family and children has not provided the court with signed verification from the child's foster parent(s) that the foster parent(s) has been notified of the review at least five (5) business days before the review. However, the court is not required to continue the review if the child's foster parent(s) appears for the review.

In accordance with IC 31-34-21-4, as the child's _____, you are hereby notified of a case review regarding the above-named child(ren) as follows:

Location: _____

Time: _____ AM/PM
 (Day) (Date) (Time)

The court is required to provide you an opportunity to be heard and to make any recommendations to the court during the periodic case review. The right to be heard and to make recommendations includes the right of a person to submit a written statement to the court that, if served upon all parties to the child in need of services proceeding and the persons requiring notice of periodic case reviews, may be made part of the court record.

The court shall continue the review if, at the time of the review, the county office of family and children has not provided the court with signed verification from the child's foster parent that the foster parent has been notified of the review at least (5) business days before the review. However, the court is not required to continue the review if the child's foster parent appears for the review.

NOTE: Be advised that after July 1, 1999, a petition to terminate the parent-child relationship must be filed whenever a child has been removed from the child's parent and has been under the supervision of the county office of family and children for at least 15 of the most recent 22 months.

 (Signature)

 (Title)

**Indiana Division of Family and Children
Residential Licensing Unit
402 W. Washington St. Room W-364
Indianapolis, IN 46204
(317) 232-8116**

CONTENTS

Child Caring Institutions	30000 Series Numbers
Licensed Group Homes	40000 Series Numbers
Child Placing Agencies	50000 Series Numbers
Private Secure Facilities	70000 Series Numbers

This listing is arranged by:

- (1) Type of facility (series number)
- (2) County in which facility is located (alpha listing)
- (3) Facilities listed alphabetically.

Updated 08/24/01

Licensed Child Caring Institutions (Revised 06/29/04)

Lic. #	Facility Location Address	Corp. Name Mailing Address Director	Sex/Ages	Total #
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Allen County

30048	Allen County Youth Svcs. Ctr. 11805 Lima Road Fort Wayne, IN 46818 219-489-3561	Allen Cty. Commissioners City Co. Bldg. 1 East Main St. Rm. 200 Fort Wayne, IN 46802 Kenneth Watson	Girls 6-18 Boys 6-18	36
30017	Crossroad/Ft. Wayne Ch. Home 2525 Lake Ave. Ft. Wayne 46805 219-484-4153	Ft. Wayne Children's . Home/ United Church of Christ 2525 Lake Ave. Ft. Wayne, IN 46805 Imogene Nussbaum-Snyder	Girls 6-21 Boys 6-21	72
30003	Gateway Woods - Apostolic Christian Ch.'s Home 14505 Klopfenstein Rd. Leo, IN 46765 219-627-2159	Gateway Woods - Apostolic Christian Ch.'s Home 14505 Klopfenstein Rd. Leo, IN 46765 Timothy D. Sauder	Girls 6-18 Boys 6-18	30
30047	Woodburn Christian Ch's Home 24902 Notestine Rd. Woodburn, IN 46797 219-632-5551	Woodburn Christian Ch.'s Home 24902 Notestine Rd. Rt. 1 Woodburn, IN 46797 Lee Bracey	Girls 6-21 Boys 6-21	20

Bartholomew County

33567	Behavioral Healthcare, Columbus 2223 Poshard Rd Columbus, IN 47203 812-376-1711	Columbus Hospital LLC 2223 Poshard Rd Columbus, IN 47203 Leann Hutchinson	Girls 6-18 Boys 6-18	30
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Boone County

***Proposed facility not yet licensed

33702	Central Indiana Teen Challenge 1015 N. Lebanon	Central Indiana Teen Challenge P. O. Box 167	Girls 13-17	30
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APPENDIX S

*Lebanon, IN 46052
765-482-2336*

*Lebanon, IN 46052
J. R. Smith
765-482-2336*

30061	IN United Methodist Ch. Home 515 West Camp St. Lebanon, IN 46052 765-482-5900	IN United Methodist Ch. Home, Inc. PO Box 747 Lebanon, IN 46052 Gary J. Davis, ACSW	Girls 6-18 Boys 6-18	80
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Clark County

33428	Childplace Residential Treatment 2100, 2104 & 2108 Childplace Jeffersonville, IN 47130 812-282-8248	Childplace, Inc (Formerly South-Central Christian Ch. Hm.) 2420 Highway 62 Jeffersonville, IN 47130 Nathan Samuel	Girls 6-20 Boys 6-20	30
30083	Maple Manor Christian Ch, Home 635 W. Utica St. Sellersburg, IN 47172 812-246-2769	Maple Manor Christian Home, Inc P. O. Box 64 Sellersburg, IN 47172 Robert W. Istre	Girls 6-21 Boys 6-21	35

Delaware County

33437	Youth Opportunity Center 3700 W. Kilgore Ave. Muncie, IN 47304 765-289-5437	Youth Opportunity Center 3700 W. Kilgore Ave. Muncie, IN 47304 Rick Rowray	Girls 2-18 Boys 2-18	164
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Elkhart County

30123	Bashor Home of the United Methodist Church, Inc. 62226 CR #15 Goshen, IN 46526 219-875-5117	Bashor Home of the United Methodist Church, Inc. PO Box 843 Goshen, IN 46527 Stephen M. Ross	Girls 6-21 Boys 6-21	70
33463	Oaklawn Residential Treatment Program 330 Lakeview Dr. Goshen, IN 46526 800-282-0809	Oaklawn Psychiatric Center, Inc. P. O. Box 809 Goshen, IN 46527 Harold C. Loewen 219-533-1234	Girls 6-20 Boys 6-20	54

Grant County

33447	New Horizons Academy 1002 S 350 E Marion, IN 46953 765-668-4009	New Horizons Ministries 1002 S 350 E Marion, IN 46953 Timothy G. Blossom	Girls 12-19 Boys 12-19	44
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Hamilton County

33587	Indiana Developmental Training	Ocomonowoc Residential	Girls 6-21	44
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APPENDIX S

Center Inc. 11075 N Pennsylvania Street Carmel, IN 46280 317-815-0505	Programs Inc. 36100 Genesee Lake Rd. Oconomowoc, WI 53066 James Balestrieri 414-569-5515	Boys 6-21
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Hancock County

30178	Christian Youth Home 800 N. Center St. Fortville, IN 46040 317- 485-5161	Christian Youth Home P. O. Box 85 Fortville, IN 46040 Terry L Vander Berg	Girls 6-18 Boys 6-18	24
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Henry County

33451	Henry County Youth Center 103 W. County Rd 100 N New Castle, IN 47362 765-593-9603	Henry Circuit Court Henry County Court House New Castle, IN 47362 Earl L. Dunlap 765-529-1403	Girls 8-21 Boys 8-21	20
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Howard County

33586	Kokomo Academy 623 S Berkley Rd Kokomo IN 46901 317-452-9989	Correctional Management Co. 3500 DePauw Blvd Suite 2015 Kokomo, IN 46901 Linda Robledo Fisher 317-228-3350	Girls 0-0 Boys 11-18	120
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Jasper County

30211	Aerie Program At Christian Haven 12501 N State Rd 49 Wheatfield, IN 46392 219-956-3125	Christian Haven, Inc. 12501 N State Rd 49 Wheatfield, IN 46392 Patrick R. Oatis	Girls 0-0 Boys 10-18	24
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Jay County

30215	Youth Service Bureau - Residential Care 406 W Arch St. Portland, IN 47371 219-726-9250	Youth Service Bureau of Jay County, Inc. 603 W Arch St. Portland, IN 47371 Reda Theurer-Miller 219-726-8520	Girls 10-18 Boys 10-18	16
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Johnson County

33615	Valle Vista Health System 898 East Main St. Greenwood, IN 46143 317-887-1348	Behavioral Health Care 102 Woodmont Blvd. Nashville, TN 37205 G. David Bell 615-269-3492	Girls -6-20 Boys 6-20	40
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APPENDIX S

Knox County

33497	S.I.R.Y.V. - Staff Secure Cottages 1700 Theobald Lane Vincennes, IN 47591 812-886-3000	Children and Family Services 1700 Theobald Lane Vincennes, IN 47591 Charlotte A. Nesbitt 812-886-4470	Girls 9-18 Boys 9-18	72
33672	S.I.R.Y.V. Community Service Platoon 2290 Theobald LN Vincennes, IN 47591 (812)886-3000	Children and Family Services 2290 Theobald Ln Vincennes, IN 47591 Charlotte A. Nesbitt (812)886-4470	Boys 9-18	24

Lake County

33583	ALPHA House (All Life Problems Have Answers) 1100 W 6 th Avenue Gary, IN 46402 219-885-4264	Edgewater Systems For Balanced Living 1100 W 6 th Avenue Gary, IN 46402 Danita Johnson-Hughes	Girls 6-17 Boys 6-17	28
30246	Alternative House 101 N. Montgomery St. Gary, IN 46403 219-938-7070	Crisis Center, Inc. 101 N. Montgomery St. Gary, IN 46403 Shirley Caylor	Girls 6-18 Boys 6-18	52
30242	St. Joseph's Home Carmelite Home for Boys, Inc. Hammond, IN 46327 219-931-6451	Catholic Charities Diocese Of Gary Gary, IN 46402 Anthony Panozzo 219-882-2720	Girls 0-0 Boys 9-18	50
30273	Children's Campus At Mayflower 6020 Calumet Ave. Hammond, IN 46320 219-931-0950	Children's Campus Inc 1411 Lincoln Way West Mishawka, IN 46320 Sylvia Sebert 219-259-5666	Girls 6-17 Boys 6-17	30
30264	Campagna Academy 7403 Cline Ave. Schererville, IN 46375 219-322-8614	Hoosier Boys Town, Inc. 7403 Cline Ave. Schererville, IN 46375 Anita R. Dygert-Gearheart 219-838-7723	Girls 0-0 Boys 6-21	56
30286	St. Joseph's Carmelite Home for Girls 4840 Grasseli Ave. East Chicago, IN 46312 219-397-1085	Carmelite Sisters of the Divine Heart of Jesus 4840 Grasseli Ave. East Chicago, IN 46312 Sis. Maria Giuseppe Moxley	Girls 6-18 Boys 0-0	48
30291	Thelma Marshall's Ch. Home 2316 Jefferson St. Living	Edgewater Systems for Balanced Living	Girls 6-18 Boys 6-18	31

APPENDIX S

Gary, IN 46407
219-882-8342

1100 W. 6th Avenue
Gary, IN 46402
Danita Johnson-Hughes
219-885-4264

33456	Willowglen Academy - IN Inc. 308 East 21 st Avenue Gary, IN 46407 219-886-1320	Willowglen Holdings, Inc. 1744 N. Farwell Milwaukee, WI 53202 Lorene Cameron 414-225-4460	Girls 8-20 Boys 8-20	40
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Laporte County

33432	Dorothy S. Crowley Juvenile Services Ctr. 0364 S. Zigler Road Laporte, IN 46350 219-324-5130	Laporte Circuit Court Court House, 3 rd Floor Laporte, IN 46350 Eric Yandt 219-326-6808	Girls 6-17 Boys 6-17	24
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Madison County

33474	Sycamore Place 3420 Mounds Rd. Anderson, IN 46017 765-646-9258	Madison Superior Ct., Div II 16 East 9 th St. Anderson, IN 46016 Noel E. Williams 765-641-9627	Girls 6-17 Boys 6-17	24
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Marion County

32029	Damar Homes, Inc. 6324 Kentucky Ave. Indianapolis, IN 46241 317-856-5201	Damar Homes, Inc. P. O. Box 41. Camby, IN 46113 Gregory A. Johnson	Girls 6-21 Boys 6-21	87
33499	Fairbanks Hospital, Inc. 8102 Clearvista Dr. Indianapolis., IN 46256 317-849-8222	Fairbanks Hospital, Inc. 8102 Clearvista Dr. Indianapolis, IN 46256 Helene Cross	Girls 13-19 Boys 13-19	22
33578	Family Support Center 1575 Martin Luther King Jr. Dr. Indianapolis, IN 46202 317-634-5050	Children's Bureau of Indy Inc. 615 N. Alabama St. Rm 426 Indianapolis, IN 46204 Ron Carpenter 317-264-2700	Girls 0-17 Boys 0-17	24
32095	Lutherwood Residential Treatment Center. 1525 N Ritter AV Indpls., IN 46219 317-359-5467	Lutheran Child and Family Svcs. of Indiana, Inc. 1525 N. Ritter Ave. Indpls., IN 46219 Dr. Jim Dalton	Girls 6-17 Boys 6-17	49
32098	Marion County Children's Guardian Home 5751 University Ave. Indianapolis, IN 46219	Marion County Children's Guardian Home 5751 University Ave. Indianapolis, IN 46219	Girls 0-18 Boys 0-18	80

APPENDIX S

	317-327-1761	Rose W. Butler 317-327-1765		
33723	Options Treatment Center Acquisition Corp. 1404 S. State Ave. Indianapolis, IN 46203 317-544-4340.1.1	Youth & Family Center Services Inc. 1705 Capital of Texas Highway South 5 th flr. Austin, Texas 78746 Lorraine Hinrichs	Girls 12-20 Boys 12-20	20
33506	Resolute Treatment Facility 320 N. Tibbs Ave. Indianapolis, IN 46222 317-630-5215	Resolute Treatment Facility 320 N. Tibbs Ave. Indianapolis, IN 46222 Lisa Machado	Girls 0-076 Boys 7-20	
33577	RTC Resource, Inc. 1404 S. State St. Indianapolis, IN 46203 317-783-4003 317-783-4004	RTC Resource, Inc. 1705 Capitol of Texas. Indianapolis, IN 46203 Debra Gray 512-835-5437	Girls 8-20 Boys 8-20	110
33401	St. Elizabeth's 2500 Churchman Ave. Indianapolis, IN 46203 317-787-3412	St. Elizabeth's 2500 Churchman Ave. Indianapolis, IN 46203 David J. Siler	Girls 0-21 Boys 0-21	31

Marshall County

33585	Excel (BHC Of Northern Indiana) 1800 North Oak Road Plymouth, IN 46563 219-936-3784	Ardent Health Services 102 Woodmont Blvd. Suite 800 Nashville, TN 37205 615-269-3492 Robert Marshall	Girls 7-18 Boys 7-18	18
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Montgomery County

33671	Ladoga Academy 5052 S. Academy Way Ladoga, IN 47954 765-942-2333	Correctional Management Company, LLC 3500 W. DePauw Blvd. Pyramid II, Suite 2015 Indianapolis, IN 46268 Julie K. Harmon 317-228-3350	Girls 10-18 Boys 0-0	85
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Porter County

32195	Shults-Lewis Child and Family Services 325 South 150 East Valparaiso, IN 46383	Shults-Lewis Child and Family Services, Inc. P. O. Box 471 Valparaiso, IN 46383	Girls 6-18 Boys 6-18	52
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APPENDIX S

219-462-0513

Jackie Barger
219-462-0513

Putnam County

33530	Res-Care Residential Program 1306 S Bloomington P. O. Box 571 Greencastle, IN 46135 317-653-4570	Res-Care, Inc. 10140 Linn Station RD Louisville, KY 40223 Terry Armstrong 502-394-2100	Girls 0-032 Boys 6-18
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Randolph County

33721	Randolph Youth Center 325 S. Oak Street Winchester, IN 47394 765-289-5437	Youth Opportunity Center, Inc. 3700 W. Kilgore Muncie, IN 47304 Rick Rowray 765-289-5437	Girls 6-18 Boys 6-18	16
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Scott County

33630	Project Passage 2426 South English Dr. Lexington, IN 47138 812-889-2681	Indiana Youth Advocate Program 2626 East 46 th St. Suite# 140 Indianapolis, IN 46205 Dorothy Wodraska 800-471-4795	Girls 12-17 Boys 12-17	35
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St. Joseph County

32231	Children’s Campus, A Family & Children’s Center 1411 Lincoln Way West Mishawaka, IN 46544 219-259-5666	Children’s Campus, A Family & Children’s Center 1411 Lincoln Way West Mishawaka, IN 46544 Sylvia Sebert 219-259-5666	Girls 6-17 Boys 6-17	120
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33595	Juvenile Justice Residential 1000 S. Michigan St. South Bend, IN 46601 219-235-5417	Madison Center & Hospital 403 East Madison Street South Bend, IN 46617 Jack Roberts 219-234-0061	Girls 12-18 Boys 12-18	34
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33541	Madison Center for Children Residential Treatment 701 North Niles Avenue 219-234-0061	Madison Center and Hospital 403 East Madison Street South Bend, IN 46617 Jack Roberts 219-234-0061	Girls 6-18 Boys 6-18	58
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Tippecanoe County

32264	Jessie Levering Cary Home for Children 1530 South 18 th St.	Tippecanoe Board of Commissioners 20 North 3 rd St. Lafayette, IN 47901	Girls 0-0 Boys 9-17	24
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APPENDIX S

	Lafayette, IN 47905 765-474-4616	Rebecca A. Humphrey 795-423-9215			
33665	Indiana Developmental Training Center – Lafayette 3700 Rome Drive Lafayette, IN 47905 262-569-5515	Oconomowoc Residential Programs Inc. P. O. Box 278 Oconomowoc, WI 53118 James G. Balestrieri 262-569-5515	Girls Boys	6-21 6-21	34

Vanderburgh County

32285	Hillcrest-Washington Youth Home 2700 W Indiana PO Box 6347 Evansville, IN 47712 812-428-0698	Southwestern IN Mental Health Foundation, Inc. 415 Mulberry St. Evansville, IN 47713 G. Williams Curtis	Girls Boys	6-18 6-18	51
33593	Life Choice 2225 W Indiana Street Evansville, IN 47712 812-428-3055	Life Choice Inc. 2225 W Indiana Street Evansville, IN 47712 812-428-3055 Betty Brown	Girls Boys	13-21 0-0	33

Vigo County

32301	Gibault School for Boys 6301 South US Hwy. 41 Terre Haute, IN 47802 812-299-1156	Gibault School for Boys, Inc. P. O. Box 2316 Terre Haute, IN 47802 James M. Sinclair 812-299-1156	Girls Boys	8-18 8-18	159
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Wabash County

32319	White’s Residential Svcs. 5233 South 50 East Wabash, IN 46992 219-563-1158	White’s Residential and Family 5233 South 50 East Wabash, IN 46992 A. Dee Gibson II	Girls Boys	6-18 6-18	185
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Wayne County

32330	Mary E. Hill Youth Shelter 1400 S. 21 st St. Richmond, IN 47374 317-966-2506	Wernle Children’s Home, Inc. P. O. Box 1386 Richmond, IN 47375 Darrell R. Gordon	Girls Boys	8-21 8-21	21
32336	Wernle Children’s Home, Inc. 2000 Wernle Road Richmond, IN 47374 317-966-2506	Wernle Children’s Home, Inc. P. O. Box 1386. Richmond, IN 47375 Darrell R. Gordon	Girls Boys	6-21 6-21	62

317-966-2506

Licensed Private Secure Facilities (revised 6/29/04)**Allen County**

73576	Charter Beacon	Charter Beacon Behavioral Girls	11-17	36
NOR	Behavioral Health System	Health System II LLC	Boys	11-17
AP	1720 Beacon Street 219-423-3651	1720 Beacon St. Atlanta, GA. Robert Hails 219-423-3651		

73426	Crossroad Closed Treatment Ctr.	Ft. Wayne Children' Home Girls	6-21	30
NOR	2525 Lake AV	United Church of Christ	Boys	0-0
AP	Ft. Wayne, IN 46805 260-484-4153	2525 Lake Ave. Ft. Wayne, IN 46805 Imogene Nussbaum-Snyder 260-484-4153		

Bartholomew County

****purposed facility not yet licensed*

73722	Columbus Hospital, LLC DBA Behavioral Healthcare 2223 Poshard Dr. , Suite 250 Columbus, IN 47202 (812)376-1711	Ardent Health Services One Burton Hills Blvd. Nashville, TN 37215 Leann Hutchinson 615-296-3000	Girls 6-18 Boys 6-18	30
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Delaware County

73659	Youth Opportunity Center 3600 W. Kilgore Muncie, IN 47304	Youth Opportunity Center Private Secure 3700 W. Kilgore Rick Rowray 765-289-5437	Girls 6-18 Boys 6-18	28
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Elkhart County

73601	Bashor Home of UMC Inc.	Bashor Home of UMC Inc.	Girls 8-18	16
NOR	62226 County Road 15	62226 County Road 15	Boys 8-18	
AP	Goshen, IN 46526 219-875-4721	Goshen, IN 46526 Stephen M. Ross 219-875-5117		

Fayette County

73524	Whitewater Valley Care Pavilion	Fayette Memorial Hospital	Girls 8-18	18
SOU	450 Erie ST	1941 Virginia AV	Boys 8-18	
AP	Connersville, IN 47331 800-959-4929	Connersville, IN 47331 Steven K. Wohlford		

317-825-5131

Hamilton County

73589	Indiana Developmental	Ocomonowoc Residential Program	Girls 6-21	42
ALL	Training Center II	36100 Genesee Lake Rd.	Boys 6-21	
JU	11075 N. Pennsylvania St	Ocomonowoc, WI 53066		
	Carmel, IN 46280	Michael Flores		
	317-815-0505	414-569-5515		

Jasper County

73568	Cornerstone at Christian Haven	Christian Haven Inc.	Girls 6-18	40
NOR	12501 N State Rd 49	12501 N State Rd 49	Boys 6-18	
OC	Wheatfield, IN 46392	Wheatfield, IN 46392		
	219-956-3125	Patrick Oatis		
		219-953-3121		

Lake County

73625	St. Francis Center	Saint Margaret Mercy	Girls 12-21	30
NOR	24 Joliet Street	Healthcare Center Inc.	Boys 12-21	
JU	Dyer, IN 46311	24 Joliet Street		
	219-865-2141	Dyer, IN 46311		
		219-932-2300		
		Linda Thompson		

Marion County

73545	Lutherwood Residential	Lutheran Child and Family Svcs.	Girls 6-21	24
ALL	Treatment Facility	1525 N Ritter AV	Boys 6-21	
	Indpls., IN 46219	Jim Dalton		
	317-359-5467	317-359-5467		

Marshall County

73733	HHC Indiana, INC DBA	HHC Indiana, Inc.	Girls 6-21	29
	Michiana Behavioral Health	1500 Waters Ridge Dr.	Male 6-21	
	1800 North Oak Road	Lewisville, TX 75057-6011		
	Plymouth, IN 46563	Bryan W. Lett		
	(574)936-3784	(972)420-8235		

Monroe County

73731	Bloomington Meadows	Ardent Health Services	Girls 6-18	32
	Hospital	1 Burton Hills, Suite 250	Male 6-18	
	360 N. Prow Rd.	Nashville, TN 37215		
	Bloomington, IN 47404	Bryan Lett		
	(812)331-8000	(615)296-3000		

Porter County

73540	Midwest Center for	UHS Inc.	Girls 6-20	58
NOR	Youth & Families	367 S. Gulph Rd.	Boys 6-20	
JU	1012 Indiana Ave.	King of Prussia, PA 19406		
	P. O. Box 669	Rachel Ladd-Fish		

Koust, IN 46347 610-768-3300
 219-766-2999

St. Joseph County

73718 NOR	The Children's Campus (A Family & Children's Center Corporation) 1411 Lincoln Way West Mishawaka, IN 46544 574-259-5666	The Children's Campus (A Family & Children's Center Corporation) 1411 Lincoln Way West Mishawaka, IN 46544 Patricia Mclemore	Girls 12-21 Boys 12-21	28
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Tippecanoe County

73667	Indiana Developmental Training Center-Lafayette 3700 Rome Drive Lafayette, IN 262-569-5515	Oconomowoc Residential Programs, Inc. P. O. Box 78 Dousman, WI 53118 James G. Balestrieri 262-569-5515	Girls 6-21 Boys 6-21	30
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Vanderburgh County

73675	Deaconess Cross-Pointe Center, LLC 7200 East Indiana St. Evansville, IN 47715 812-476-7200	Deaconess Cross-Pointe Center, LLC 600 Mary St. Evansville, IN 47747 David Morris 812-476-7200	Girls 10-17 Boys 10-17	16
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INDIANA FAMILY RISK REASSESSMENT

Case Name: _____ Case #: _____ Date: _____
 / /

County Name: _____ FCM Name: _____ FCM ID#: _____

- R1. Number of Prior Substantiated Reports
 - a. None..... 0
 - b. One or more..... 2
- R2. Prior Substantiated Reports for Abuse/Sexual Abuse
 - a. None..... 0
 - b. Physical abuse only..... 1
 - c. Sexual abuse..... 2
- R3. Number of Children in the Home
 - a. Two or fewer..... 0
 - b. Three or more..... 1
- R4. Age of Primary Caregiver
 - a. 30 or older..... 0
 - b. 29 or younger..... 1
- R5. Caregiver(s) has a Current Substance Abuse Problem
 - a. No..... 0
 - b. Alcohol only..... 1
 - c. Other drug(s) (with or without alcohol)..... 2
 - d. Yes, and refuses treatment..... 4
- R6. New Substantiated Reports of Abuse/Neglect Since Last Assessment
 - a. No..... 0
 - b. Yes..... 3
- R7. Household is Currently Experiencing Severe Financial Difficulty
 - a. No..... 0
 - b. Yes..... 1
- R8. Primary or Secondary Caregiver Currently Employs Excessive and/or Inappropriate Discipline
 - a. No..... 0
 - b. Yes..... 2
- R9. Primary Caregiver's Use of Treatment/Training Programs
 - a. Successfully completed all programs recommended or actively participating in programs; pursuing objectives detailed in case plan..... 0
 - b. Minimal participation in pursuing objectives in case plan..... 1
 - c. Refuses involvement in programs or failed to comply/participate as required..... 2
- R10. Secondary Caregiver's Use of Treatment/Training Programs
 - a. Not applicable only one caregiver in home..... 0
 - b. Successfully completed all programs recommended or actively participating in programs; pursuing objectives in case plan..... 0
 - c. Minimal participation in pursuing objectives in case plan..... 1
 - d. Refuses involvement in programs or failed to comply/participate as required..... 2

TOTAL

SCORE
 RISK LEVEL - Assign the family's risk level based on the following chart:

Score	Risk Level
0 - 3	Low
4 - 7	Moderate
8 - 12	High
13 - 20	Very High

		<u>Primary Caregiver</u>	<u>Secondary Caregiver</u>	<u>Highest Score</u>
S10. Physical Health Issues				
a. No problem.....	0			
b. Health problem or handicap that affects family	1			
c. Serious health problems or handicap that affects ability to provide for or protect child.....	2			
S11. Resource Availability/Management				
a. Strong money management skills	-1			
b. Sufficient income to meet needs	0			
c. Income mismanagement.....	2			
d. Financial crisis.....	3			
S12. Housing				
a. Adequate housing	0			
b. Some housing problems, but correctable.....	2			
c. No housing, eviction notice	4			
S13. Sexual Abuse				
a. No evidence of problem	0			
b. Caregiver has failed to protect child(ren) from sexual abuse	4			
c. Caregiver has abused child(ren) sexually	5			
S14. Child Characteristics				
Child(ren)				
a. Age appropriate, no problems	0			
b. Minor physical, emotional, intelligence problems	1			
c. One child has severe/chronic problems that result in serious dysfunction	2			
d. Children have severe/chronic problems that result in serious dysfunction	3			

Child(ren)

TOTAL SCORE

Based on this assessment, identify the primary needs and strengths of the family below. Indicate the item code (e.g., S1) and the item title:

NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____

STRENGTHS

1. _____
2. _____
3. _____
4. _____
5. _____

NEEDS LEVEL

Assign the family's needs level based on the total needs score.

- _____ Low (0 - 9)
- _____ Moderate (10 - 15)
- _____ High (16 +)

SERVICE LEVEL

Use the risk/needs matrix to determine the service level. Circle the service level on the matrix.

STRENGTHS/ NEEDS LEVEL	RISK LEVEL			
	Low	Moderate	High	Very High
High	Moderate	High	Very High	Very High
Moderate	Low	Moderate	High	Very High
Low	Low	Moderate	High	Very High

INDIANA FAMILY REASSESSMENT OF STRENGTHS AND NEEDS

Case Name: _____ Case #: _____
_____/_____/_____

Date:

County Name: _____ FCM Name: _____

FCM ID#:

Rate the primary, and if present, secondary caregiver, except for item S14. Select the highest score that applies to each caregiver under each category. Record the highest score for either caregiver under the column "Highest Score." Total the "Highest Score" column plus the Child Characteristics score for the total needs score.

For S14, score child with the most severe problems.

Primary Secondary Highest

Caregiver Caregiver Score

S1. Emotional Stability			
a. Exceptional coping skills.....		-2	
b. Appropriate responses.....		0	
c. Some problems.....		3	
d. Chronic depression, severely low esteem, emotional problems.....		5	_____

S2. Parenting Skills			
a. Strong skills.....		-2	
b. Adequate skills.....		0	
c. Improvement needed.....		3	
d. Destructive/abusive parenting.....		5	_____

S3. Substance Abuse			
a. No evidence of problems.....		0	
b. Caregiver with some substance problem.....		2	
c. Caregiver with serious problems.....		3	
d. Problems resulting in chronic dysfunction.....		5	_____

S4. Domestic Relations			
a. Supportive relationship.....		-2	
b. Single caregiver not involved in domestic relationship.....		0	
c. Domestic discord, lack of cooperation.....		2	
d. Serious domestic discord/domestic violence.....		4	_____

S5. Social Support System			
a. Strong support system.....		-2	
b. Adequate support system.....		0	
c. Limited support system.....		2	
d. No support or destructive relationships.....		4	_____

S6. Communication/Interpersonal Skills			
a. Appropriate skills.....		0	
b. Limited or ineffective skills.....		2	
c. Hostile/destructive.....		4	_____

S7. Literacy			
a. Literate.....		0	
b. Marginally literate.....		2	
c. Illiterate.....		3	_____

S8. Intellectual Capacity

- a. Average or above functional intelligence..... 0
- b. Some impairment, difficulty in decision making skills..... 2
- c. Severe limitation..... 3
- _____

S9. Employment

- a. Employed..... -1
- b. No need..... 0
- c. Unemployed, but looking..... 1
- d. Unemployed, not interested..... 2
- _____

SAMPLE