



## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

**Chapter 10:** Guardianship and Adoption

**Section 09:** Adoption Transition Plan and Pre-Placement Visits

**Effective Date:** January 1, 2023

**Version:** 4

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

### POLICY OVERVIEW

An adoption transition plan is implemented when a pre-adoptive placement is identified for a child. The plan ensures a structured strategy is in place to encourage new attachments, promote healthy interactions with all parties involved, cultivate long-term success for the child and placement, and assist the child through the grieving process.

[Back to Top](#)

### PROCEDURE

The Indiana Department of Child Services (DCS) will develop an adoption transition plan and facilitate pre-placement visits between the child, the current caregiver, and the prospective adoptive family. DCS will provide (to the extent allowed by the court and the unique circumstances of each case) an opportunity for the pre-adoptive family and child to form a familial bond through visits. The visits will progress to include overnight and weekend visits, based upon the age and needs of the child. For more information and resources about adoption transition planning, see the Adoptive Placement Visitation and Transition Tool.

DCS will reimburse the licensed prospective adoptive parent for travel expenses when:

1. The licensed prospective adoptive parent travels at least one (1) mile for pre-placement visits with a child and overnight visits are not included. Mileage will be paid starting at mile one (1). See policy 16.01 Funding for Children in Out-of-Home Care for additional information and details on claiming travel expense reimbursement; or

**Note:** To be eligible for reimbursement, the licensed prospective adoptive parent must document all allowable travel that occurs through the month, starting at the first mile on the Foster Parent Travel Invoice form (utilizing reason code #7).

2. The licensed prospective adoptive parent travel expenses exceed over 162 miles per month for overnight pre-placement visits with the child and properly claims the mileage on the Foster Parent Travel Invoice (RECEIVING Per Diem). DCS will also pay a per diem for each overnight pre-placement visit with a child.

**Note:** Pre-placement per diem for a licensed prospective adoptive parent is paid through a global services referral in KidTraks.

The Family Case Manager (FCM) will:

1. Schedule a Child and Family Team (CFT) Meeting or case plan conference to develop an adoption transition plan, using the Adoptive Placement Visitation and Transition Tool. The adoption transition plan should address visitation with the prospective adoptive parent, maintenance of relationships with siblings, as appropriate, and continuation of services (e.g., services to address educational and medical needs of the child);

**Note:** CFT or case plan conference participants should be prepared for the meeting. Participants should include the FCM, Adoption Consultant, current caregivers, prospective adoptive parent, child's therapist (if applicable), and any other active CFT member. See policies 5.07 Child and Family Team Meetings, 5.08 Developing the Case Plan/Prevention Plan, 10.03 Preparing the Child for Adoption, and 10.05 Maintaining Sibling Connections for additional information.

2. Complete a KidTraks global services referral (Global Services > General Service > Placement Transition Visits) for the licensed prospective adoptive parent if per diem will be requested for pre-placement visits;
3. Modify the Visitation Plan to include pre-placement visits in the CFT Meeting notes and reports to the court. See policy 8.12 Developing the Visitation Plan for more information);
4. Maintain weekly contact with the child during the transition to the prospective adoptive placement and for the first 30 days after placement. Then, resume regular monthly face-to-face contacts until dismissal of the case;

**Note:** Contact required during the transition to the prospective adoptive placement, which exceeds the minimum contact requirements in policy 8.10 Minimum Contact, may be conducted using virtual technology as child safety and well-being allows.

5. Document all face-to-face visits and any additional contacts in the case management system; and
6. Continue to facilitate CFT Meetings to review, discuss, and modify the Visitation Plan, adoption transition plan, or other relevant case information, as needed.

The FCM Supervisor will:

1. Provide support and guidance to the FCM in the development of the adoption transition plan;
2. Ensure the Visitation Plan is updated in the CFT Meeting notes and court reports, as outlined in the adoption transition plan;
3. Ensure a global services referral is completed timely for a licensed prospective adoptive parent who claims per diem; and
4. Discuss case specifics and any changes to the Visitation Plan and/or adoption transition plan during regular case staffing.

The Adoption Consultant will:

1. Participate in the CFT Meeting for the purpose of developing the adoption transition plan, which includes the Visitation Plan; and
2. Provide guidance to the FCM, FCM Supervisor, and CFT as to best practice in the development of an adoption transition plan.

[Back to Top](#)

## RELEVANT INFORMATION

### Definitions

#### Adoption Transition Plan

The adoption transition plan documents how to meet the child's needs when transitioning from a current caregiver to a prospective adoptive home and is developed using the Adoptive Placement Visitation and Transition Tool.

#### Case Staffing

Case staffing is a systematic and frequent review of all case information with safety, stability, permanency, and well-being as driving forces for case activities.

### Forms and Tools

- [Adoptive Placement Visitation and Transition Tool](#)
- Case Plan/Prevention Plan (SF 2956) – Available in the case management system
- [Foster Parent Travel Invoice \(RECEIVING Per Diem\) \(SF 54836\)](#)
- [Relative Parent Travel Invoice \(NOT receiving Per Diem\) \(SF 54891\)](#)
- Visitation Plan – Available in the case management system

### Related Policies

- [5.07 Child and Family Team Meetings](#)
- [5.08 Developing the Case Plan/Prevention Plan](#)
- [8.10 Minimum Contact](#)
- [8.12 Developing the Visitation Plan](#)
- [10.03 Preparing the Child for Adoption](#)
- [10.05 Maintaining Sibling Connections](#)
- [16.01 Funding for Children in Out-of-Home Care](#)

[Back to Top](#)

## LEGAL REFERENCES

N/A

[Back to Top](#)

## PRACTICE GUIDANCE- DCS POLICY 10.09

*Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.*

N/A

[Back to Top](#)