

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 11:</b> Older Youth Services	<b>Effective Date:</b> July 1, 2015
	<b>Section 22:</b> Voluntary Collaborative Care (CC) Agreement	<b>Version:</b> 2

<b>STATEMENTS OF PURPOSE</b>
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The Department of Child Services (DCS) will ensure that youth who are eligible and interested in participating in Collaborative Care (CC) sign a [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) on or after their 18<sup>th</sup> birthday (see policy [11.18 Eligibility to Participate in Collaborative Care](#)).

In order for the CC case to properly open for these youth, the following must occur in this order:

1. The Child in Need of Services (CHINS) or Juvenile Delinquency (JD) case must close;
2. A [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) must be signed by the youth and the Collaborative Care Case Manager (3CM) the same day as the court's CHINS or JD case closes; and
3. A CC petition must be filed on the same day as CHINS or JD case closure.
  - a. The [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) and the CC petition should be filed in the county of wardship if the youth has a current open CHINS or JD case and will reside in the county of wardship,
  - b. The [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) and CC petition should be filed in the county of wardship and a Motion for Change of Venue to the county in which the youth resides if the youth has a current open CHINS or JD case and will reside in a different county from the county of wardship, or
  - c. The [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) and the CC petition should be filed in the county in which the youth resides if the youth has been previously discharged from care and wishes to enter CC.

Code References

[IC 31-28-5.8-2: "Collaborative care agreement"](#)

<b>PROCEDURE</b>
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The Family Case Manager (FCM) will:

1. Work with the Collaborative Care Case Manager (3CM) to schedule a Child and Family Team (CFT) Meeting with the youth to ensure CC is discussed with the youth at a Transition Plan for Successful Adulthood meeting at the child's 17<sup>th</sup> birthday (see policy [11.06 Transition Plan for Successful Adulthood](#));
2. Prepare the youth for possible transition to a 3CM when the youth is 17 years and 6 (six) months of age; and
3. Work with the 3CM to ensure proper case transfer in accordance with policy [11.21 Collaborative Care Case Transfers](#).

The 3CM will:

1. Complete the [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) with the youth on or after the youth's 18<sup>th</sup> birthday;

**Note:** Any member of the Older Youth Initiatives team may complete the [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) with the youth.

2. Request that the DCS Staff Attorney submit the completed [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) to the court of proper jurisdiction;
3. Attend the court hearing in which the [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) is reviewed;
4. Monitor the case to ensure DCS and the youth are actively participating in the development of the youth's [Case Plan/Prevention Plan \(SF 2956\)](#) to assist the youth in moving toward independence; and
5. Work with the FCM to ensure proper case transfer in accordance with policy [11.21 Collaborative Care Case Transfers](#).

The DCS Staff Attorney will:

1. Draft the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and Order;
2. Ensure the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) is signed by the youth; and
3. File the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) with the Court, if applicable.

#### PRACTICE GUIDANCE

N/A

#### FORMS AND TOOLS

1. Case Plan/Prevention Plan (SF 2956)- available in the case management system
2. [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#)

#### RELATED INFORMATION

##### **Voluntary Collaborative Care Agreement**

The [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) documents an arrangement between the potential youth in CC and DCS. The agreement outlines CC as well as the youth's rights and responsibilities once he or she has transferred into CC. This agreement must be signed by the youth on or after the youth turns 18 years of age. Any representative from the DCS Older Youth Initiatives team may review and sign the [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#) with the youth. The DCS Staff Attorney in the county where the youth

will reside is responsible for filing the agreement with the court of jurisdiction, which cannot be filed until the CHINS or JD case is closed. This agreement is effective upon the date the last party has signed.

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