

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 17: Residential Licensing	Effective Date: November 1, 2021
	Section 02: Initial Licensing Review	Version: 1

POLICY OVERVIEW

Licensing of residential facilities helps to protect the health, safety, and well-being of youth served and ensures the youth receive appropriate treatment by having standardized requirements regarding care, programming, and qualifications of providers. The initial review is the final walkthrough of the facility conducted prior to license finalization. The initial review ensures a new applicant for licensure is familiar with all regulations and requirements and is prepared to operate at or above minimum standards as mandated by Indiana Code (IC), Indiana Administrative Code (IAC), and Indiana Department of Child Services (DCS) Policies.

PROCEDURE

The DCS Residential Licensing Unit (RLU) will conduct an on-site initial licensing review to ensure standardized criteria are met by a facility seeking licensure as a Child Caring Institution (CCI), Private Secure Facility (PSF), or Group Home (GH).

The Licensing Specialist will:

1. Schedule an on-site initial licensing review upon verification that all required documentation and approvals (e.g., Indiana Department of Health [IDOH], fire marshal) have been uploaded to KidTraks and notification by the applicant that the facility is operational except for perishables. See policy 17.01 Initial Licensing Process for additional information;
2. Meet with the Administrator and other agency staff, as appropriate, to discuss the licensing process and on-site review;
3. Tour the facility, including the grounds, to inspect for concerns related to health, safety, and wellness and take notes regarding all requirements as stated on the Indiana Administrative Code (IAC) Checklist for Residential Licensing form;
4. Review personnel files and document all background checks and requirements as stated on the Personnel Checklist;
5. Complete the Qualified Residential Treatment Program (QRTP) verification process if the facility is seeking QRTP designation. See policy 17.03 Verification of QRTP Designation for further guidance;
6. Complete the Site Visit form during the on-site review with a summary of findings, including but not limited to:
 - a. Observations of positive plans or features,
 - b. Description of the facility and furnishings,
 - c. Interactions,
 - d. The applicant's overall preparation for licensure, and
 - e. Any citations, including references to relevant codes.

7. Prior to leaving the facility, review the Residential Licensing: Exit Report and Narrative form; discuss findings, next steps, and the licensing recommendation with the Administrator and other agency staff; and request applicant signatures on the form;
8. Complete the Background Check Affidavit and submit it to the Licensing Specialist Supervisor along with the Personnel Checklist;
9. Schedule an additional on-site review, if needed, following notification from the applicant that the agency is in compliance;
10. Follow-up with the applicant regarding any citations, prior to leaving the facility or within 10 calendar days, if applicable; and
11. Conduct an additional on-site review, if needed.

The Licensing Specialist Supervisor will:

1. Guide and assist the Licensing Specialist, as needed, during the Initial Licensing Review; and
2. Ensure all required actions, including any deviation from best practice, are documented appropriately.

LEGAL REFERENCES

- [IC 31-27-3 Regulation of Child Caring Institutions](#)
- [IC 31-27-5 Regulation of Group Homes](#)
- [465 IAC 2-9 Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-10 Emergency Shelter Care Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-11 Private Secure Facilities](#)
- [465 IAC 2-12 Children's Homes and Child Caring Institutions Defined as Group Homes](#)
- [465 IAC 2-13 Children's Homes and Child Caring Institutions Defined as Emergency Shelter Care Group Homes](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- Background Check Affidavit – Available from RLU
- Indiana Administrative Code (IAC) Checklist for Residential Licensing – Available from RLU
- Personnel Checklist – Available from RLU
- Residential Licensing: Exit Report and Narrative – Available from RLU
- Site Visit form – Available from RLU

Related Policies

- [13.01 Conducting Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [13.02 Evaluation Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [17.01 Initial Licensing Process](#)
- [17.03 Verification of QRTP Designation](#)