



<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
<b>Chapter 5:</b> General Case Management	
<b>Section 01:</b> Assessment to Permanency Case Transfer Process	
<b>Effective Date:</b> September 1, 2023	<b>Version:</b> 7

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

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

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

**POLICY OVERVIEW**

*For the purposes of this policy, the Assessment Team is composed of the assigned assessment Family Case Manager (FCM) and the assessment FCM Supervisor. The Permanency Team is composed of the assigned permanency FCM and the permanency FCM Supervisor.*

*For Collaborative Care (CC) case transfers, see policy 11.21 Collaborative Care (CC) Case Transfers.*

To ensure continuity of care for children and families, a case transfer process is utilized to provide a standardized and collaborative transition of case information from assessment to permanency. The case transfer process also helps to promote a cohesive and supportive work culture.

[Back to Top](#)

**PROCEDURE**

The Indiana Department of Child Services (DCS) will utilize a collaborative approach between Family Case Managers (FCMs) and local office management to ensure a timely and cohesive case transfer process upon the decision to open a case (i.e., Informal Adjustment [IA], In-Home Child in Need of Services [CHINS], or Out-of-Home CHINS).

The local office management will:

1. Make a determination to open a case; and
2. Notify the staff responsible for assigning a permanency FCM to a case within one (1) business day.

The assessment FCM Supervisor will:

1. Create the case in the case management system and assign the case to the permanency FCM and provide the assigned permanency FCM's name to the assessment team within one (1) business day; and
2. Notify the DCS Staff Attorney once a permanency FCM is assigned to the case.
3. Send an email to the permanency team and the assigned assessment FCM requesting to set up a case transfer meeting, which must occur within five (5) business days from the date of the decision to open a case.

The identified permanency team FCM Supervisor will respond to the assessment FCM Supervisor with dates and times available to conduct the case transfer meeting within one (1) business day of the receipt of the email requesting the case transfer meeting.

The assessment team and permanency team will:

1. Collaborate to complete the transfer of the case. The following guides may be used to assist in this process:
  - a. Family Case Transfer Staffing Guide,
  - b. Family Case Transfer Overview Guide, and
  - c. Initial Family Case Transfer Meeting Practice Guide.

**Note:** Tasks on the Family Case Transfer Staffing Guide should be completed 30 calendar days from when the case was created in the case management system.

2. Discuss vital case information (e.g., upcoming medical appointments, court dates, placement arrangements, visitation) and refer to policy 4.26 Determining Service Levels and Transitioning to Permanency Services for additional information.
3. Ensure both the assessment FCM and permanency FCM attend all initial and/or Detention Hearings as scheduled.

The DCS Staff Attorney will collaborate with the identified FCMs on any pending court procedures.

[Back to Top](#)

## RELEVANT INFORMATION

### Definitions

N/A

### Forms and Tools

- [Family Case Transfer Staffing Guide](#)
- [Family Case Transfer Overview Guide](#)
- [Initial Family Case-Transfer Meeting Practice Guide](#)

### Related Policies

- [4.26 Determining Service Levels and Transitioning to Permanency Services](#)
- [11.21 Collaborative Care Case Transfers](#)

[Back to Top](#)

## LEGAL REFERENCES

N/A

[Back to Top](#)

## PRACTICE GUIDANCE- DCS POLICY 5.01

*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.*

### Successful Case Transfer

Successful Case Transfer relies on the parallel process, application of practice model skills and strategic staff interaction to ensure a smooth transition between FCM's. Permanency and Assessment teams will utilize engagement, assessing, intervening and critical thinking skills to process information about each child and family and the specific needs of the case to reach a common goal and to ensure a smooth case transfer process for the child and family.

[Back to Top](#)