

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 8:</b> Out-of-Home Services	<b>Effective Date:</b> September 1, 2021
	<b>Section 53:</b> Out-of-State Residential Treatment Review and Approval	<b>Version:</b> 1

**POLICY OVERVIEW**

Residential treatment, including treatment provided out-of-state, should be utilized only when a child demonstrates a need for such care. Therefore, it is essential to review and receive approval for a child to be admitted to an out-of-state residential treatment to help ensure the child’s safety, stability, and well-being during this short-term, time-limited service.

**PROCEDURE**

Out-of-state residential treatment may be considered when the admission is in the best interest of the child and all appropriate in-state facility options have been exhausted.

**Note:** When considering out-of-state residential treatment, facilities with an active DCS contract should be considered first. DCS will not approve admission of a child to an out-of-state residential facility without a fully executed contract, unless an exception is made by the DCS Director.

The Family Case Manager (FCM) will:

1. Complete all procedural steps outlined in policy 5.24 Child-Focused Treatment Review (CFTR);
2. Obtain approval of the Regional Manager (RM) to admit the child to out-of-state residential treatment, if not included in the CFTR;
3. Submit a request for out-of-state residential treatment to the Assistant Deputy Director of Juvenile Justice Initiatives and Support or designee upon completion of the CFTR. The request should include the following:
  - a. All information submitted to the CFTR,
  - b. The recommendation of the CFTR,
  - c. The completed Step-Down Planning form, and
  - d. A written statement agreeing with the CFTR recommendation from the RM of origin (if not included in the CFTR).
4. Obtain approval from the Assistant Deputy of Juvenile Justice Initiatives and Support or designee to admit the child to out-of-state residential treatment;
5. Request court approval of the out-of-state residential treatment admission;
6. Complete the Interstate Compact on the Placement of Children (ICPC) packet for any child who will be admitted to out-of-state residential treatment. See policy 9.01 Request to Place an Indiana Child in Another State for further guidance;
7. Transport the youth to the approved facility only after receiving court approval, approval by the Assistant Deputy of Juvenile Justice Initiatives and Support or designee, and an approved ICPC. See DCS Travel Bulletin for additional information; and

8. Document all recommendations, approvals, and actions taken in the case management system.

The FCM Supervisor will:

1. Assist the FCM with the out-of-state residential treatment approval process;
2. Ensure the RM is notified in advance if out-of-state residential treatment is determined to be the most appropriate option; and
3. Ensure all recommendations, approvals, and actions taken are documented in the case management system.

The LOD will assist the FCM and FCM Supervisor, as needed, when a child is recommended to be admitted to out-of-state residential treatment.

The RM will approve or deny all recommendations for a child to be admitted to out-of-state residential treatment, prior to seeking approval from the Assistant Deputy Director of Juvenile Justice Initiatives and Support or designee.

The Assistant Deputy Director of Juvenile Justice Initiatives and Support or designee will approve or deny a child for admission to out-of-state residential treatment, as appropriate.

The Integrated Care Manager and the Deputy Director of Juvenile Justice Initiatives and Support (for dual status youth) or designee will attend all CFTRs when out-of-state residential treatment is being considered.

The Clinical Services Specialist (CSS) and the Probation Services Consultant will assist the FCM and Probation Officer (whichever is applicable) throughout the process of admitting a youth to out-of-state residential treatment.

The DCS Staff Attorney will request court authorization prior to the child being admitted to out-of-state residential treatment.

## LEGAL REFERENCES

- [42 USC 672: Foster care maintenance payments program](#)

## RELEVANT INFORMATION

### Definitions

- N/A

### Forms and Tools

- [DCS Travel Bulletin](#)
- [Step-Down Planning \(SF 57072\)](#)

### Related Policies

- [5.24 Child-Focused Treatment Review \(CFTR\)](#)
- [9.01 Request to Place an Indiana Child in Another State](#)