

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 9:</b> Interstate Compact on the Placement of Children (ICPC)	<b>Effective Date:</b> September 1, 2018
	<b>Section 8:</b> Minimum Contact for DCS ICPC Placements	<b>Version:</b> 4

**STATEMENTS OF PURPOSE**

**Minimum Contacts with Children Placed in Indiana**

The Indiana Department of Child Services (DCS) will have **monthly** face-to-face contact with children placed in Indiana through an approved Interstate Compact on the Placement of Children (ICPC) program. The location of the monthly visits may alternate, with one (1) visit in the child's home and the next visit at a designated location, such as the child's school or daycare. The Family Case Manager (FCM) will make himself or herself available to meet with the sending state interstate worker when he or she comes for a visit with the child placed in Indiana.

**Minimum Contacts with Indiana Children Placed Out of State**

DCS will have face-to-face contact **once every four (4) months** with Indiana children placed out of state through the ICPC program, and DCS will request that the receiving state visit the child in the off-months. The FCM should notify the receiving state interstate worker of the intent to visit.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

**PROCEDURE**

**For contacts with ICPC children placed in Indiana**

The FCM will:

1. Contact the resource parent to schedule the visit with the child;
2. Conduct the visit with the child in his or her home or other designated location;
3. Send an email to the sending state interstate worker, informing him or her of the date the visit occurred as well as a brief overview of the visit. The email should include any questions or concerns the child and/or resource home<sup>1</sup> has as well as any concerns noted by the FCM;

**Note:** New allegations of Child Abuse and/or Neglect (CA/N) observed by or reported directly to the FCM who is on the scene and immediately initiates an assessment (through face-to-face contact with all alleged child victims), are reported to the DCS Child Abuse Hotline (Hotline) within one (1) hour of leaving the scene (see Practice Guidance). The FCM will also notify the DCS ICPC Office of the allegations.

<sup>1</sup> Resource home is a term applied to foster homes, pre-adoptive homes, and relative homes that serve or can serve as resources for children in need of out-of-home placement or adoption.

4. Enter the information from the face-to-face contact in the Management Gateway for Indiana's Kids (MaGIK); and
5. Provide a completed [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) to the DCS ICPC Office as often as requested on the [Interstate Compact on the Placement of Children Request \(SF 106\)](#), but no less than every three (3) months. See separate policy, [9.09 Placement Updates and Supervision Reports](#).

The FCM Supervisor will:

1. Ensure all children placed in Indiana through the ICPC are seen in their homes or a designated location monthly;
2. Ensure the FCM enters all face-to-face contacts in MaGIK timely; and
3. Ensure the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) is completed and sent to the DCS ICPC Office timely. See separate policy, [9.09 Placement Updates and Supervision Reports](#).

#### **For Contacts with Indiana Children Placed Out of State**

The FCM will:

1. Contact the resource parent<sup>2</sup> to schedule the visit with the child;
2. Contact the interstate worker in the receiving state, informing him or her of when he or she plans to visit with the child;
3. Obtain approval for out of state travel and contact DCS Travel Services to make travel arrangements. See separate policy, [9.11 Transportation Costs](#);
4. Email the interstate worker if he or she does not attend the visit, informing him or her of the date the visit occurred as well as a brief overview of the visit; and
5. Enter the contact information in MaGIK upon returning from the visit.

The FCM Supervisor will:

1. Assist the FCM with obtaining out of state travel approval and travel arrangements; and
2. Ensure the information from face-to-face contacts are entered in MaGIK timely.

#### **PRACTICE GUIDANCE**

If there are concerns about the frequency of visitation by the receiving state, the FCM should contact the DCS ICPC Office for assistance. If the concerns persist, it is the responsibility of the local office to ensure the child is seen as required.

#### **Initiation of an Assessment Prior to Reporting the Allegations of CA/N to the DCS Hotline**

When an FCM becomes aware of new CA/N allegations while on the scene and immediately initiates an assessment, the FCM will complete the [Preliminary Report of Alleged Child Abuse or Neglect \(310\) \(SF114\)](#) and submit it to the Hotline within one (1) hour of leaving the scene to report all new allegations of CA/N. **All new allegations of CA/N must be reported to the Hotline, per State reporting statutes, and may not be handled as part of the case.**

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<sup>2</sup> The term resource parent refers to foster/adoptive parents, foster parents, and relative or kinship caregivers.

The FCM must specify in the [310](#) that the assessment has already been initiated. The exact date and time the FCM became aware of the allegations and initiated the assessment must also be specified and will be used as the report date and time. The [310](#) may be submitted via email to: [DCSHotlineReports@dcs.in.gov](mailto:DCSHotlineReports@dcs.in.gov) or via fax to: 317-234-7595 or 317-234-7596.

**Note:** The FCM may send an email containing equivalent information (e.g., time initiated, parent names, child victim names, description of concerns, etc.) to the hotline within one (1) hour of leaving the scene if he or she is not able to complete the [310](#) timely.

When Law Enforcement requests immediate assistance directly from the local office or another party provides a report directly to the local office, the local office should immediately contact the Hotline to make a report prior to initiating the assessment.

#### FORMS

1. [Interstate Compact on the Placement of Children Request \(SF 106\)](#)
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)
3. [Preliminary Report of Alleged Child Abuse or Neglect \(310\) \(SF 114\)](#)

#### RELATED INFORMATION

N/A