



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 9: Interstate Compact on the Placement of Children

Section 08: Minimum Contacts for DCS ICPC Placements

Effective Date: August 1, 2022

Version: 7

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POLICY OVERVIEW

The Administration for Children and Families (ACF) established the requirement for monthly face-to-face contact between all children under the care and supervision of a child welfare agency to promote positive outcomes for children and families. This includes contact with children placed in Indiana through the Interstate Compact on the Placement of Children (ICPC). The ICPC also ensures children placed in another state receive courtesy supervision, including face-to-face contact, with appropriate child welfare personnel in the state where the child is placed.

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PROCEDURE

Through the ICPC, states and U.S. territories reciprocate in providing adequate protection, support services, and supervision of the placement for children placed via the ICPC approval process. This supervision includes face-to-face contacts. The frequency of face-to-face contact with the child depends upon the receiving state's policy.

Minimum Contacts with Children Placed in Indiana

DCS must have face-to-face contact at least monthly, with no more than 30 calendar days between each contact, for children placed in Indiana through an approved ICPC program. The location of the monthly visits may alternate, with one (1) face-to-face contact in the child's home and the next at a designated location, such as the child's school or daycare. It is required that the majority of the visits must occur in the home. DCS will be available to meet with the sending state's interstate worker when there is a scheduled visit with the child placed in Indiana.

The FCM will:

1. Contact the resource parent to schedule a face-to-face contact with the child and resource parent within 30 days of notification of placement;
2. Conduct the subsequent face-to-face contacts with the child and resource parent in the home or other designated location;

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 (i.e., prior to leaving the scene) initiates an assessment (through face-to-face contact with all alleged child victims), must be reported to the DCS Child Abuse Hotline (Hotline) within 24 hours of leaving the scene and notify the DCS ICPC office of the allegations. See policies 4.36 Linking Child

Abuse and Neglect (CA/N) Reports to Open Assessments and 4.38 Assessment Initiation for additional information regarding initiation.

3. Send an email to the sending state's worker to inform the worker of the date the visit occurred and provide a brief overview of the visit. The email should include any questions or concerns from the child, resource home, and/or the FCM. Any questions and concerns should also be reported to the DCS ICPC Office via email to maintain documentation and properly notify the sending state;
4. Enter the information from the face-to-face contact in the case management system within three (3) business days; and
5. Provide a completed Interstate Compact on the Placement of Children (ICPC) Supervision Report to the DCS ICPC Office as often as requested on the Interstate Compact on the Placement of Children Request (100A) form but no less than every three (3) months. See policy 9.09 Placement Updates and Supervision Reports for additional information.

The FCM Supervisor will:

1. Ensure all children placed in Indiana through the ICPC are seen in the home or a designated location monthly (the majority of the visits must occur in the home), with no more than 30 calendar days between each contact;
2. Ensure the FCM enters all face-to-face contacts in the case management system within three (3) business days of completion of the contact; and
3. Ensure the Interstate Compact on the Placement of Children (ICPC) Supervision Report form is completed and sent to the DCS ICPC Office timely. See policy 9.09 Placement Updates and Supervision Reports for more information.

Minimum Contacts with Indiana Children Placed Out-of-State

For Indiana children placed out-of-state, DCS will have weekly contact by phone or virtual face-to-face contact (e.g. FaceTime) and face-to-face contact once every four (4) months with the child in the placement setting and may use the Face-to-Face Contact form as a tool to guide the FCM while addressing safety, stability, permanency, and well-being. DCS should notify the receiving state worker of the intent to visit.

The FCM will:

1. Use the 100A form to request that the receiving state have monthly face-to-face contact with an Indiana child placed out-of-state through the ICPC program for the purpose of providing supervision;

Note: 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.

2. Contact the resource parent to schedule a face-to-face contact with the child and resource parent every four (4) months in the home;
3. Contact the interstate worker in the receiving state to inform of plans to visit the child and resource parent for a face-to-face contact;
4. Obtain approval for out-of-state travel and contact DCS Travel Inquiries to make travel arrangements (see DCS Employee Travel for more information);

Note: All out-of-state travel requires prior approval from the Indiana Department of Administration (IDOA).

5. Email the receiving state worker, if the worker is not at the face-to-face contact, informing the worker of the date the contact occurred and provide a brief overview;
6. Ensure time alone with the child during each face-to-face contact with the child and resource parent. The Face-to-Face Contact form and the 5.C Tool: Face-to-Face Contact Guide may be used for guidance as necessary;

Note: If allegations of CA/N are observed or reported directly to the FCM during the face-to-face contact with the child, the FCM should work within the bounds of the law of the state the child is placed and work with that state's child welfare agency to report the allegations.

7. Have weekly contact by phone or virtual face-to-face contact (e.g., virtual technology) with the child. See policy 8.10 Minimum Contact for more information; and
8. Enter information from the face-to-face and virtual face-to-face contact in the case management system within three (3) business days of completion of the contact.

The FCM Supervisor will:

1. Assist the FCM with obtaining out-of-state travel approval and travel arrangements; and
2. Ensure all contacts are entered in the case management system within three (3) business days of completion of the contact.

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RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [DCS Employee Travel \(Reference Information, Forms and Examples\)](#)
- DCS Travel Inquiries email - travelinquiries@dcs.in.gov
- DCS Hotline email - DCSHotlineReports@dcs.in.gov
- DCS ICPC email - icpcunit.dcs@dcs.in.gov
- [Face-to-Face Contact \(SF 53557\)](#)
- [Indiana ICPC Interactive Guide](#)
- [Interstate Compact on the Placement of Children Request \(100A\)](#) – Available in the case management system
- [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)
- [Preliminary Report of Alleged Child Abuse or Neglect \(310\) \(SF 114\)](#)
- [5.C Tool: Face-to-Face Contact Guide](#)

Related Policies

- [4.36 Linking Child Abuse or Neglect \(CA/N\) Reports to Open Assessments](#)
- [4.38 Assessment Initiation](#)
- [8.10 Minimum Contact](#)
- [9.09 Placement Updates and Supervision Reports](#)
- [9.11 Transportation Costs](#)

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LEGAL REFERENCES

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

PRACTICE GUIDANCE- DCS POLICY 9.08

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.

N/A

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