



Eric J. Holcomb, Governor  
Terry J. Stigdon, MSN, RN, Director

**Indiana Department of Child Services**

Room E306 – MS47  
302 W. Washington Street  
Indianapolis, Indiana 46204-2738

317-234-KIDS  
FAX: 317-234-4497

[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

Date: November 3, 2022

To: All DCS Staff

From: Terry Stigdon, Director

Subject: Unannounced Visits to DCS-Licensed Residential Facilities  
DCS-22-5

The Indiana Department of Child Services ("DCS") is charged with ensuring the safety of all children in its care, including those receiving treatment at residential facilities. DCS visits these facilities to confirm the facilities are properly maintained and all youth receiving care in these facilities are safe.

In accordance with IC 31-27-2-5, these visits shall consist of announced and unannounced inspections during the effective term of the license. The purpose of these inspections is to monitor compliance with applicable standards, statutes, and rules. During these inspections, DCS will inspect all areas that DCS deems necessary, in its sole discretion, to ensure child safety and that the facility is in compliance with all licensing standards and requirements.

DCS has updated its policies and practices for making unannounced site visits to DCS-licensed residential facilities.

Effective immediately:

1. Every DCS-licensed residential facility with a current referral hold shall be visited in person **at least one time each week.**

- a. The residential licensing specialist shall complete the Residential Licensing Visit Form.
  - Photos documenting specific areas of the residential facility and its campus shall be submitted with this form.



*Children will live in safe, healthy and supportive families and communities.*

Effective Nov. 3, 2022:

1. Every DCS-licensed residential facility shall be visited in person **at least one time each quarter**.
  - a. The residential licensing specialist conducting the site visit shall complete the Residential Licensing Visit Form.
    - Photos documenting specific areas of the residential facility and its campus shall be submitted with this form.
2. If DCS staff observes a potential issue or receives a report with any concerns regarding a DCS-licensed residential facility, in-person visits at that facility will be increased to **at least one time each month**. DCS residential licensing management will determine the need for monthly visits and the duration of time for which monthly visits will continue.
  - a. The residential licensing specialist conducting the site visit shall complete the Residential Licensing Visit Form.

Photos documenting specific areas of the residential facility and its campus shall be submitted with this form.

Please send any questions regarding the visitation schedule to [ChildWelfarePlan@dcs.in.gov](mailto:ChildWelfarePlan@dcs.in.gov) and [residential.licensing@dcs.in.gov](mailto:residential.licensing@dcs.in.gov).

Sincerely,



Terry J. Stigdon, MSN, RN  
Director, Indiana Department of Child Services

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