

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2021
	Section 28: Dismissing a Collaborative Care (CC) Case	Version: 3

POLICY OVERVIEW

Collaborative Care (CC) is a voluntary program available to eligible youth who are currently or were formerly in out-of-home placement (see policy 11.18 Eligibility to Participate in Collaborative Care [CC]). A CC case may be dismissed when a youth is no longer eligible for CC or the youth asks for the case to be dismissed.

PROCEDURE

The Indiana Department of Child Services (DCS) will request a CC case be dismissed when a youth is no longer eligible to participate in CC or the youth asks that the youth's case be dismissed.

A youth is ineligible to participate in CC:

1. On or after the youth's 21st birthday;

Note: In the event the governor declares a state of disaster emergency under IC 10-14-3-12, the DCS Director or designee may extend CC per IC 31-28-5.8-5.

2. When the youth fails to continuously maintain eligibility requirements as provided in the policies or rules adopted by DCS; or

Note: If the youth does not continue to meet eligibility requirements for a period of 30 days, voluntarily decides to leave the youth's CC placement, or otherwise demonstrates a lack of interest in receiving services and/or remaining in placement, the Collaborative Care Case Manager (3CM) Supervisor will consult with the Local Office Attorney who may file a motion to dismiss.

3. The youth indicates a desire to withdraw from CC.

If DCS terminates a Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services before the expiration date without the agreement of the youth, the youth or a Guardian ad Litem (GAL)/Court Appointed Special Advocate (CASA) participating with the consent of the older youth may, within 15 calendar days of the date of the notice that DCS intends to terminate the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services, request that the court:

1. Hold a hearing regarding the cause for terminating the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services; and
2. Enter an order containing findings and conclusions regarding whether DCS properly terminated the agreement for good cause.

Note: Following the dismissal of a CC case, youth who are otherwise eligible for CC

may request re-entry to CC or participate in Voluntary Older Youth Services (see policies 11.07 Voluntary Older Youth Services and 11.18 Eligibility to Participate in Collaborative Care).

If a youth notifies the 3CM that the youth no longer desires to participate in CC, the 3CM will:

1. Request that the youth document in writing the reasons why the youth would like to have the CC case closed by completing the Collaborative Care Case Request for Case Dismissal;
2. Schedule a Child and Family Team (CFT) Meeting with the youth to discuss the youth's desire to leave CC and continuing needs;

Note: If the youth declines to participate in a CFT Meeting, the 3CM will document the efforts made to schedule a meeting and the youth's responses.

3. Develop a plan with the youth and CFT to address the youth's living arrangements, informal supports, and the youth's option to return to CC if the youth desires to do so in the future;
4. Ensure the youth has all required documents listed in the Transition Plan for Successful Adulthood, including the Foster Care Verification Letter;
5. Staff the request to dismiss the youth's case with the 3CM Supervisor;
6. Obtain reports from the youth's service providers, including the providers' recommendations regarding case closure and a description of the youth's participation in services;
7. Submit a request to the court for the CC case to be dismissed. This request should include a copy of the youth's request for case closure from the youth, notes from the CFT Meeting (if applicable), a plan for the youth's living arrangements and supports, reports from providers, and the recommendation of the youth's GAL/CASA (if applicable);
8. Document all of the information from the above steps in the case management system; and
9. Close the the case in the case management system.

If a youth runs away or does not participate in CC services for a period of 30 days, DCS will take these actions as an indication that the youth desires to no longer participate in CC. In such cases, the 3CM will:

1. Attempt to contact the youth and document the outcome of all attempts;
2. Document in the case management system any damage done to the apartment or home where the youth lived if damages are noted;
3. Document in the case management system any criminal charges filed against the youth as a result of the youth's behavior;
4. Obtain reports from the youth's service providers, including the providers' recommendations regarding case closure and a description of the youth's participation in services;
5. Staff the request to dismiss the youth's case with the 3CM Supervisor;
6. Submit a request to the court for the CC case to be dismissed. This request should include a description of the youth's lack of involvement in CC or runaway status and any damages to the youth's placement and resulting criminal charges (if applicable), copies of the reports from providers, and the recommendation of the youth's GAL/CASA (if applicable);

7. If contact with the youth is successful, ensure the youth has all required documents listed in the Transition Plan for Successful Adulthood, including the Foster Care Verification Letter;
8. Send a copy of the request for the CC case to be dismissed to the youth's last known address.

Note: In the event the youth wants a hearing on DCS' request to dismiss the CC case, the youth is responsible for requesting a hearing if there is no GAL/CASA assigned to the case. The 3CM must advise the youth that the youth must request the hearing. If there is a GAL/CASA assigned to the case, the GAL/CASA may request a hearing.

Before submitting the request for case dismissal to the court, the 3CM Supervisor will staff the case for closure with the Collaborative Care Management team to review and confirm documentation is completed and closure is appropriate.

LEGAL REFERENCES

- [IC 10-14-3-12: Disaster emergency: emergency gubernatorial powers](#)
- [IC 31-28-5.8-8: Closing collaborative care cases](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [Collaborative Care Case Request for Case Dismissal \(SF 56005\)](#)
- [Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services \(SF 55159\)](#)
- [Transition Plan for Successful Adulthood \(SF 55166\)](#)
- [Foster Care Verification Letter \(SF 56571\)](#)

Related Policies

- [11.07 Voluntary Older Youth Services](#)
- [11.18 Eligibility to Participate in Collaborative Care](#)