



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 17: Residential Licensing

Section 02: Initial Licensing Review

Effective Date: October 1, 2023

Version: 2

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

POLICY OVERVIEW

Licensing of residential facilities helps to protect the health, safety, and well-being of children served and ensures the youth receive appropriate treatment by having standardized requirements regarding care, programming, and qualifications of providers. The initial licensing review ensures a new applicant for licensure is familiar with all regulations and requirements and is prepared to operate at or above minimum standards as mandated by Indiana Code (IC), Indiana Administrative Code (IAC), and Indiana Department of Child Services (DCS) policies.

[Back to Top](#)

PROCEDURE

The DCS Residential Licensing Unit (RLU) will conduct an on-site initial licensing review to ensure standardized criteria are met by a facility seeking licensure as a Child Caring Institution (CCI), Private Secure Facility (PSF), or Group Home (GH). This review is the final walk-through of the facility conducted prior to license finalization.

The Licensing Specialist will:

1. Schedule an on-site initial licensing review upon verification that all required documentation and approvals (e.g., Indiana Department of Health [IDOH], fire marshal) have been uploaded to KidTraks and notification by the applicant that the facility is operational except for perishables. See policy 17.01 Initial Licensing;
2. Meet with the Administrator and other agency staff, as appropriate, to discuss the licensing process and on-site review;
3. Tour the facility, including the grounds, to inspect for concerns related to health, safety, and well-being of a youth, and take notes regarding all requirements as stated on the Indiana Administrative Code (IAC) Checklist for Residential Licensing form;
4. Review personnel files and document all background checks and requirements as stated on the Personnel Checklist;
5. Complete the Qualified Residential Treatment Program (QRTP) verification process if the facility is seeking QRTP designation. See policy 17.03 Verification of Qualified Residential Treatment Program (QRTP) Designation;
6. Complete the Site Visit form during the on-site review with a summary of findings, including but not limited to:
 - a. Observations of positive plans or features,
 - b. Description of the facility and furnishings,
 - c. Interactions,
 - d. The applicant's overall preparation for licensure, and

- e. Any citations, including references to relevant codes.
7. Review the Residential Licensing: Exit Report and Narrative form; discuss findings, next steps, and the licensing recommendation with the Administrator and other agency staff, and request applicant signatures on the form prior to leaving the facility;
8. Complete the Background Check Affidavit and submit it to the RLS Supervisor along with the Personnel Checklist;
9. Follow-up with the applicant regarding any citations, prior to leaving the facility or within 10 calendar days, if applicable;
10. Schedule an additional on-site licensing review, if needed, following notification from the applicant that the agency is in compliance; and
11. Conduct an additional on-site review, if needed.

The Licensing Specialist Supervisor will:

1. Guide and assist the Licensing Specialist, as needed, during the Initial Licensing Review; and
2. Ensure all required actions, including any deviation from best practice, are documented appropriately.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- Background Check Affidavit – Available from the Residential Licensing Unit (RLU)
- Indiana Administrative Code (IAC) Checklist for Residential Licensing – Available from the RLU
- Personnel Checklist – Available from the RLU
- Residential Licensing: Exit Report and Narrative – Available from the RLU
- Site Visit form – Available from the RLU

Related Policies

- [17.01 Initial Licensing Process](#)
- [17.03 Verification of QRTP Designation](#)

[Back to Top](#)

LEGAL REFERENCES

- [IC 31-27-3 Regulation of Child Caring Institutions](#)
- [IC 31-27-5 Regulation of Group Homes](#)
- [465 IAC 2-9 Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-10 Emergency Shelter Care Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-11 Private Secure Facilities](#)
- [465 IAC 2-12 Children's Homes and Child Caring Institutions Defined as Group Homes](#)
- [465 IAC 2-13 Children's Homes and Child Caring Institutions Defined as Emergency Shelter Care Group Homes](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 17.02

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

[Back to Top](#)