

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 6: Court	Effective Date: September 1, 2012
	Section 9: Periodic Case Review Hearing	Version: 4

POLICY

[REVISED] The Indiana Department of Child Services (DCS) will attend and participate in a Periodic Case Review Hearing:

1. At least once every three (3) months, after the date of the child's removal from the child's parent, guardian, or custodian; or
2. At least three (3) months after the date of the Dispositional Decree, whichever comes first.

DCS will provide notice at least 10 calendar days before the Periodic Case Review Hearing to the following:

1. The child;
2. The child's parent, guardian, or custodian;
3. An attorney who has entered an appearance on behalf of the child's parent, guardian, or custodian;
4. Court Appointed Special Advocate (CASA) or Guardian ad Litem (GAL);
5. Resource parent or long-term resource parent. See Related Information for further details; and
6. Witnesses for hearings.

Code References

1. [IC 31-34-21-2: Periodic case review](#)
2. [IC 31-34-21-3: Progress report required before case review](#)
3. [IC 31-34-21-4: Notice of case review; testimony in periodic case review](#)
4. [IC 31-34-21-4.6: Long-term Foster Parent](#)
5. [IC 31-34-21-5: Determination; findings](#)
6. [IC 31-34-21-7: Permanency Hearing](#)

PROCEDURE

Prior to the hearing, the Family Case Manager (FCM) will:

1. Provide the Three Month Progress Report during the Periodic Case Review. See separate policy, [6.8 Three Month Progress Report](#);
2. Provide notice to all required parties. See separate policy, [6.4 Providing Notice](#);
3. Ensure that the [Notice of Periodic Case Review \(SF 48997/CW0002\)](#) or [Progress Report \(PermRptR1070108\)](#) from the Management Gateway for Indiana's Kids (MaGIK) is printed and sent to the required parties at least 10 calendar days in advance, if the Notice Section of the [Progress Report \(PermRptR1070108\)](#) was not completed and previously sent for the scheduled hearing;
4. Coordinate witnesses for hearing with the DCS Local Office Attorney; and
5. Attend the hearing prepared to testify.

Following the hearing, the FCM will enter the following into MaGIK:

1. Placement and care responsibility;
2. Reasonable efforts to finalize the Permanency Plan; and
3. All other required data.

The Supervisor will:

1. Assist the FCM in preparation for the Periodic Case Review Hearing; and
2. Ensure all required data and court findings were entered into MaGIK.

PRACTICE GUIDANCE

NA

FORMS AND TOOLS

1. [Notice of Periodic Case Review \(SF 48997/CW0002\)](#) – Available in MaGIK
2. [Progress Report \(PermRptR1070108\)](#) - Available in MaGIK
3. [Case Plan \(SF 2956/DCS0046\)](#) – Available in MaGIK

RELATED INFORMATION

Long-term Resource Parent

A resource parent who has provided care and supervision for a child for at least:

1. The 12 most recent months; or
2. 15 months of the most recent 22 months.