

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 8: Out-of-Home Services	Effective Date: July 1, 2010
	Section 24: Travel and Overnight Stays while in Out-of-Home Care	Version: 3

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will require notifications and/or approvals for travel and participation in overnight stays as follows:

In-State Travel

For in-state travel that requires an overnight stay the resource parent(s) should notify the child's Family Case Manager (FCM) either by phone (voice mail messages are acceptable) or e-mail at least seven (7) days in advance whenever possible. The resource parent(s) must have authorization from the DCS Local Office Director (LOD) or designee for any overnight stay exceeding 48 hours at least seven (7) days in advance whenever possible, unless this is a reoccurring visit with the child's parent.

Out-of-State Travel

For any overnight out-of-state travel the resource parent(s) must notify the FCM at least seven (7) days in advance whenever possible. For overnight out-of-state travel that will exceed 48 hours the resource parent(s) must have court authorization through a court order. The resource parent(s) should notify the child's FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-state travel. In the event of an emergency requiring the resource parent(s) to travel out-of-state when the stay will exceed 48 hours and/or the DCS local office is closed, the resource parent(s) must call the Child Abuse and Neglect Hotline (1-800-800-5556) to obtain verbal authorization from the on call Supervisor. The resource parent(s) must notify the assigned FCM the next business day.

Note: Refer to the [Emergency Operations Plan](#) for detailed instructions regarding ensuring the safety and security for all children under DCS care and supervision during an emergency or disaster.

Out-of-Country Travel

For all out-of-country travel, the resource parent(s) must submit a written request to the Regional Manager (RM). The resource parent(s) must obtain written authorization from the RM and a court order. Authorization must be requested at least one (1) month in advance.

Code References

N/A

PROCEDURE

The FCM will:

1. Review this policy with the resource parent(s) to ensure that the resource parent(s) notifies the FCM of all overnight in-state or out-of-state travel that does not exceed 48 hours;

2. Review this policy with the resource parent(s) to ensure that the resource parent(s) requests permission from the FCM in addition to providing the following details if the child will be participating in any travel requiring an overnight stay that exceed 48 hours:
 - a. The child's name and date of birth,
 - b. The date, duration, and location of the travel,
 - c. The purpose of the travel (e.g., vacation, extended field trip, etc.),
 - d. The name of the adult(s) who will accompany the child,
 - e. Contact telephone and lodging information, and
 - f. Copies of any permission slips that must be signed.
3. If applicable, discuss any concerns regarding the out-of-state travel or out-of-country travel request with the FCM Supervisor;
4. Submit a court report to the FCM Supervisor for approval, if the travel will require an overnight stay exceeding 48 hours.
5. If applicable, obtain permission from the LOD or designee regarding overnight in-state travel that exceeds 48 hours;
6. If applicable, seek court authorization regarding overnight out-of-state travel that exceeds 48 hours;
7. If applicable, submit the written request for out-of-country travel to the RM prior to seeking court authorization. The RM will then forward his or her decision to the LOD (for travel lasting 48 hours or more). The request may be made by e-mail:
 - a. File the original request in the case file,
 - b. Notify the resource parent(s) if the request has been approved, and
 - c. Notify the child's Court Appointed Special Advocate (CASA) or Guardian ad Litem (GAL) of all approved travel plans.
8. If the overnight out-of-state or out-of-country request has been approved by DCS, request court authorization;

Note: In the event that a resource parent(s) has more than one child in care, one (1) written request may be submitted for all of the children in that resource parent's care who will be participating in the travel.

9. In the event of an emergency requiring an overnight stay that will exceed 48 hours when the DCS local office is closed, the resource parent(s) must call the Child Abuse and Neglect Hotline (1-800-800-5556) to request permission from the on call Supervisor for the child to travel. The resource parent(s) must call the assigned FCM the following day to confirm where the child is located and notify the FCM once the child has returned;
10. Inform the child's parent, guardian, or custodian of all overnight stays and travel requests;
11. Inform the Child and Family Team (CFT) of all overnight stays and travel requests. See policy [5.7 Child and Family Team Meetings](#);
12. Coordinate with the child's parent, guardian, or custodian and resource parent(s) if visitation needs to be rearranged; and
13. Document all travel in the case management system.

The FCM Supervisor will:

1. Partner with the FCM to ensure that the family's needs are being met; and
2. Review and approve the court report, if the travel will require an overnight stay exceeding 48 hours or out-of-country travel.

The LOD or designee will review the request regarding the overnight in-state travel that exceeds 48 hours and notify the FCM of his or her decision within 24 hours.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Emergency Operations Plan](#)

RELATED INFORMATION

“Blanket” Travel Requests

The LOD or designee may approve “blanket” travel requests for frequent in-state travel or out-of-state travel that does not require overnight stays in excess of 48 hours for each instance. Such requests should be clearly detailed in writing and include the following:

1. Specific child(ren) to travel;
2. Adult(s) who will accompany the child; and
3. Travel location and reason for frequency of travel.