

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: TBA
	Section 9: Placement Updates and Supervision Reports	Version: 1

POLICY	OLD POLICY: 506.5
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The Indiana Department of Child Services (DCS) will require **at a minimum** quarterly [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) for all Indiana children placed out of state through the Interstate Compact for the Placement of Children (ICPC) program.

DCS will also provide placement updates to the interstate worker in the sending state for all children placed in Indiana. These updates will be provided as often as face-to-face contacts occur. See Practice Guidance for information to be included in the placement updates.

DCS will comply with the sending state’s request for [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) and the frequency with which the reports are to be submitted for all children from other states placed in Indiana.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

PROCEDURE

For Children Placed Outside of Indiana

The Family Case Manager (FCM) will:

1. Utilize the Child and Family Team (CFT), case conference, and/or meet with their Supervisor to help assess the frequency of [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) needed. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) should be received at least quarterly to be in compliance with the ICPC;
2. Request [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) and indicate the frequency with which the reports must be submitted on the [ICPC Request/100A\(SF106\)](#); and
3. Submit the [ICPC Request/100A \(SF106\)](#) to the DCS ICPC Office.

The DCS ICPC Office will:

1. Acknowledge receipt of the [ICPC Request/100A](#) via email; and
2. Forward the request to the receiving state ICPC Office.

The receiving ICPC Office will:

1. Upon receipt of [ICPC Request/100A](#), begin to provide these [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) and any other services agreed to by the sending and receiving agencies; and
2. Submit three (3) copies of the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the DCS ICPC Office.

The DCS ICPC Office will forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the appropriate DCS local office within five (5) business days of receipt.

For Children Placed in Indiana

The DCS ICPC Office will forward the [ICPC Request/100A](#) to the appropriate DCS local office.

The FCM assigned to the case will:

1. Enter information for each face-to-face contact in Indiana Child Welfare Information System (ICWIS);
2. Email a placement update for each face-to-face contact to the interstate worker in the sending state child welfare local office;
3. Write the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) at the frequency noted on the [ICPC Request/100A](#); and
4. Submit the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to their Supervisor for approval.

The Supervisor will:

1. Ensure that the FCM submits the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) timely;
2. Approve and sign the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#); and
3. Send the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the DCS ICPC Office at least 10 calendar days before the report is due. The due date should be noted on the [ICPC Request/100A \(SF 106\)](#).

The DCS ICPC Office will:

1. Acknowledge receipt of the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) via email; and
2. Forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the sending state ICPC Office.

PRACTICE GUIDANCE

In an effort to provide regular and consistent information to the interstate worker in the sending state regarding children placed in Indiana, the FCM should provide regular placement updates to them. These updates should not be sent to the ICPC Office but instead emailed directly to the sending state interstate worker so the FCM has an accurate record of what was sent. Placement updates should provide the sending state interstate worker with an update on the child's functioning in the resource home, school, mental health services (if applicable), and any

other services being provided. It should also note any concerns voiced by the child and resource family.

[Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) should be submitted to the ICPC Office in the sending state at least quarterly, as required by the ICPC. Information contained in the placement updates can be used to complete the ICPC Supervision Report, but the ICPC Supervision Report should contain more detailed information, as indicated on the form. In addition, the FCM must consult with the resource family to address any questions or concerns they may have for the sending state interstate worker.

FORMS AND TOOLS

1. [ICPC Request/100A \(SF106\)](#)- Available in ICWIS
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)

RELATED INFORMATION

N/A