


| | | |
|---|---|-------------------|
|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY | |
| | Chapter 11: Older Youth Services Section 28: Dismissing a Collaborative Care (CC) Case | |
| | Effective Date: May 1, 2023 | Version: 4 |

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

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

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

POLICY OVERVIEW

A Collaborative Care (CC) case may be dismissed when a youth is no longer eligible for CC or the youth asks for the case to be dismissed.

[Back to Top](#)

PROCEDURE

When a youth is ineligible for CC, the Indiana Department of Child Services (DCS) will request the CC 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: The Older Youth Case Manager (OYCM) will consult with the OYCM Supervisor to determine the need for case dismissal when:

- a. The youth does not continue to meet CC eligibility requirements,
- b. The youth voluntarily decides to leave their CC placement, or
- c. The youth otherwise demonstrates a lack of interest in receiving services and/or remaining in placement.

If approved by the OYCM Supervisor, the OYCM will consult with the DCS Staff 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 before the expiration date and without the agreement of the youth, the youth or a Guardian ad Litem (GAL)/Court Appointed Special Advocate (CASA), who is participating with the consent of the youth, may request within 15 calendar days of the date of the notice that DCS intends to terminate the Voluntary Collaborative Care Agreement that the court complete one (1) of the following:

1. Hold a hearing regarding the cause for terminating the Voluntary Collaborative Care Agreement Between Older Youth and the Department of Child Services; or

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 OYCM that the youth no longer desires to participate in CC, the OYCM 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 (see policy 5.07 Child and Family Team (CFT) Meetings);

Note: If the youth declines to participate in a CFT Meeting, the OYCM 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 OYCM 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 DCS Staff Attorney to request the CC case be dismissed;

Note: 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. Obtain the finalized court order authorizing case closure and wardship dismissal, upload the order into the case management system, and close the case.

If a youth runs away, does not participate in CC services, or the team has concerns about the youth's level of engagement or eligibility, DCS will take these actions as an indication that the youth no longer desires to participate in CC. In such cases, the OYCM will:

1. Attempt to contact the youth and document the outcome of all attempts in the case management system;
2. Make efforts to conduct a CFT Meeting to discuss concerns and next steps if the youth is able to be located;
3. Document in the case management system any damage done to the apartment or home where the youth lived if damages are noted;

4. Document in the case management system any criminal charges filed against the youth as a result of the youth's behavior;
5. 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;
6. Staff the request to dismiss the youth's case with the OYCM Supervisor;
7. Submit a request to the DCS Staff Attorney for the case to be dismissed;

Note: 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).

8. Ensure the youth has all required documents listed in the Transition Plan for Successful Adulthood, including the Foster Care Verification Letter, if contact with the youth is successful;
9. 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 OYCM 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 the request for case dismissal is submitted to the court, the OYCM will staff with the OYCM Supervisor for closure. The OYCM Supervisor will review the case and confirm documentation is completed and closure is appropriate.

The DCS Staff Attorney will file a request for case dismissal with the court when the request has been received from the OYCM.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

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

Related Policies

- [5.07 Child and Family Team Meetings](#)
- [11.07 Voluntary Older Youth Services](#)
- [11.18 Eligibility to Participate in Collaborative Care](#)

[Back to Top](#)

LEGAL REFERENCES

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

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 11.28

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](#)