

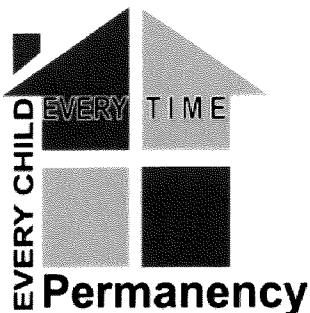


INDIANA  
DEPARTMENT OF  
CHILD SERVICES

PERMANENCY AND  
PRACTICE SUPPORT (PPS)

# WHEN TO MAKE A PPS REFERRAL

- CLINICAL RESOURCE • EDUCATION
- INTERNATIONAL & CULTURAL AFFAIRS
- INVESTIGATOR • NURSE • SNAP



Other programs supported by PPS include:

- ◇ Critical Incident Stress Management (CISM)
- ◇ Child and Adolescent Needs Assessment (CANS)
- ◇ Guardianship (GAP)
- ◇ Pediatrics Evaluations and Diagnostic Service (PEDS)
- ◇ Permanency Roundtable (PRT)
- ◇ Policy
- ◇ Psychotropic Medication Review
- ◇ Safe Sleep

## **When to make a CLINICAL RESOURCE REFERRAL**

### **You require assistance with:**

- Service planning, linking and/or referring for services
- Determining if additional assessment/psychological testing is needed
- An assessment of the client and family
- Liaison Services with other agencies – Juvenile Court, Juvenile Detention, Mental Health Systems, etc.

### **To receive recommendations for:**

- A less restrictive setting
- A Residential Placement

### **To request a review of:**

- Complex mental health issues
- Placement
- Psychotropic Medications
- Safety Risks and Concerns
- Treatment Services



## **When to make an EDUCATION REFERRAL**

### **The child:**

- Has poor or failing grades
- Has behavioral issues at school
- Has an Individualized Education Program (IEP)/504 Plan but is not demonstrating school success
- Has poor attendance/frequent tardiness
- Is not enrolled in a State accredited school
- Has multiple suspensions or is facing expulsion
- Has little or no academic support in the home
- Does not have grade appropriate credits (High School students)
- Changes school and has an IEP-required move in conference

### **There are:**

- School transportation concerns
- Reports of school damage



### **You require assistance with:**

- Obtaining school records
- Reviewing transcripts, IEP, 504 Plan, or education plan
- Creating an education plan
- Early Childhood (Preschool) Program enrollment or questions
- First Steps/Head Start for youth under 5 years old
- Educational Testing – Identify if a child qualifies for an IEP or other academic resources
- Home placements change requiring review of best educational placement options

## When to make an INTERNATIONAL & CULTURAL AFFAIRS REFERRAL



### **Indian Child Welfare Act (ICWA)**

If the youth is potentially or verified as American Indian or Alaska Native.

### **Notification to Consulate**

For any child who was born abroad or born to a parent who was born abroad. Must be completed within 48 hours of detention, or change of permanency plan to Termination of Parental Rights (TPR)/Adoption or Guardianship.

### **Language Access**

- For help with International Dialing – Make a call to another country
- Interpreter issues – To get assistance and/or make a complaint regarding verbal communication services
- Request for translation of a written document

### **International**

- To locate a parent or relative abroad
- DNA Testing - Assistance establishing paternity when the alleged father is residing abroad.

### **Vital Document Searches**

Request a birth/death/marriage certificate or divorce order that was issued abroad.

### **Placement Overseas**

- For a Child Abuse Registry or criminal background check abroad
- Request an International Home Study
- Repatriation - Initiate process to send child to the child's or the parent's country of origin to be reunified with parent or placed with relative

### **Special Immigrant Juvenile Status (SIJS)**

Immigration relief may provide permanent or temporary authorization to reside, work, pursue higher education, be eligible for federal/state welfare benefits among some benefits. And, in some cases, it can be a pathway to citizenship.

### **Immigration and Customs Enforcement (ICE) [Temporarily Unavailable]**

- To verify if a person was removed from the USA
- To find out about pending Immigration Court hearings
- To check if person is in US Federal Custody and, if so, where
- To make arrangements for children to visit/say goodbye to a parent who will be deported.

## When to make an INVESTIGATOR REFERRAL



### **Attorney request Child in Need of Services (CHINS)**

For individuals to be served CHINS Hearing notices\*

### **Attorney request Summons/Court Documents**

For individuals to be served legal documents such as Court Summons\*

Notice of service is made by Affidavit of Service to the Local Office Attorney by the investigator.

### **Attorney request Termination of Parental Rights (TPR)**

For individuals to be served TPR paperwork\*

Notice of service is made by Affidavit of Service to the Local Office Attorney by the investigator.

\* Restricted to individuals not already located and served by Law Enforcement or Civil Servant. Investigators may also request information on a child through other resources such as School Resource Officers and DCS Education Liaisons.

### **Background check**

To get limited in-state or out-of-state criminal history, identify, locate adult relatives (including absent fathers) of a child and siblings when a removal has occurred and/or placement is needed.

### **National Youth in Transition (NYTD)**

To locate information for youth who have aged out of foster care for federal data information.

### **Permanency Roundtable (PRT)**

To locate information for Paternal or Maternal family or both. To provide the Genogram if available.

### **Person Locate**

- Mother/Father
- Maternal/Paternal Relatives
- Runaways (Physical location not provided)

### **Perpetrator**

To search for and/or locate a possible known or unknown perpetrator.

### **Youth Connection Program (YCP)**

To locate a youth and put them in contact with a YCP worker.

**Teamwork** - All our investigators use the same tools to provide the information you require. They also help each other by sharing workloads during vacations and other periods of unavailability to ensure your area is always covered.

## **When to make a NURSE REFERRAL**

### **Consultation**

For assistance with medically fragile/medically complex cases that you need help understanding.

### **Education**

A request for education for foster parents, bio parents, or yourself regarding medical diagnoses, medication, medical care/treatment/procedures and needs of child(ren).

### **Medical Question**

For quick questions regarding medical diagnoses, medication, doctor's orders, and terminology.

### **Medical Record Review**

A request to review, interpret, and summarize medical records for a better understanding of the doctor's notes, orders, diagnoses, and medication (Includes lab results).  
Records must be obtained by the Family Case Manager (FCM) and sent to the DCS Nurse.

### **Resources**

A request for immunization records, inquiring about public health resources/services, and other resources available related to the child's diagnoses.

### **Staffing/Meeting/CFTM**

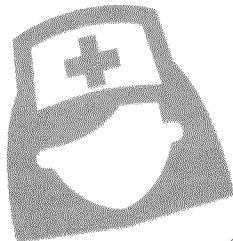
A request for a nurse to attend a medical case conference, Child and Family Team Meeting (CFTM), Permanency Roundtable (PRT), or staffing involving multiple medical needs or questions.

### **Visit Request**

To request a nurse accompany you on a visit to a home, provider visit, hospital, etc.  
Often times requested when a child has medical equipment or to ensure the environment is medically safe.  
This can be requested by both Assessment and Permanency workers.

### **Other**

Medical Questions you may have that are not connected to/related to a specific child or do not fall into a category.



## **When to make a SPECIAL NEEDS ADOPTION PROGRAM (SNAP) REFERRAL**

### **Recruitment**

A child who is in need of an adoptive family (cannot reunify, no relative has come forward, foster parents are not planning to adopt) needs to be entered into recruitment so we can try to identify a family for them. Standard (initial) recruitment for a child whose parental rights have been terminated (TPR'd) consists of being put in The Picture Book and on the website photo listing. Limited recruitment is available for "legal-risk" kids (not yet TPR'd).

A complete Child Summary must be submitted with a Recruitment Referral. The Child Summary can be completed by a Family Case Manager (FCM) or a contractor.

### **Child Summary Completion**

Make this referral when you would like the Child Summary to be completed by the contractor.

A contractor can only complete a Child Summary for you when:

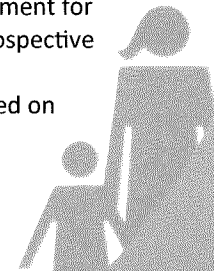
1. The child is being referred for recruitment, regardless of legal status,
2. The child is legally free (TPR'd) regardless of recruitment status,
3. The birth parents have signed a consent when the child is a legal risk.

In other words, if a child is a legal risk, not being referred for recruitment, and there is no birth parent consent, the contractor is unable to do the Child Summary and the Family Case Manager (FCM) must complete it themselves.

This type of referral can be submitted on it's own when recruitment is not needed (E.g. The child is being adopted by a relative).

### **Heart Gallery & Wendy's Wonderful Kids**

- For children who have been in standard recruitment for some time with limited or no inquiries from prospective adoptive parents.
- Intensive recruitment—Should never be selected on an initial recruitment referral.
- Dependent on availability in your region.



# NEED A QUESTION ANSWERED?

## CONTACT US!

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