

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 11:</b> Independent Living	<b>Effective Date:</b> July 1, 2006
	<b>Section 15:</b> Independent Living Specialists	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: N/A</b>
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The Indiana Department of Child Services (DCS) will maintain Independent Living (IL) Specialist positions through Chafee Foster Care Independence Program funding.

DCS will assure statewide access to the Indiana Child Welfare Information System (ICWIS) for input into IL County for all youth receiving Voluntary Services and monitoring referrals for Chafee IL services for eligible youth. See separate policy, [11.7 Voluntary Chafee Independent Living Services](#).

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

<b>PROCEDURE</b>
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The IL Specialist will:

1. Search for former foster youth through contact with the Family Case Managers (FCM) in the counties being served, through sibling contact, and other sources that may be available;
2. Enter all youth receiving voluntary services into IL County in ICWIS and maintain contact information in the youth's case;
3. Maintain a paper case file for all youth receiving voluntary services that includes:
  - a. [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692/CW 2114\)](#) for the youth from the referring county;
  - b. Completed Ansell-Casey Life Skills Assessment;
  - c. Copy of the youth's IL Plan;
  - d. Progress Reports on services being provided;
  - e. Paper copy of the [Discharge Summary Tool \(SF 53247/CW 3347\)](#); and
  - f. Copy of the Chafee Assessment.
4. Complete the [Discharge Summary Tool \(SF 53247/CW 3347\)](#) with information provided by the youth if possible prior to case closure in ICWIS.

The DCS Permanency Manager will:

1. Monitor IL County in ICWIS to approve intakes as entered by the IL Specialist and close cases as submitted for closure; and
2. Provide training and information as required for the IL Specialist.

## PRACTICE GUIDANCE

### **Other Services Provided by the IL Specialist**

1. Develop resource packets with information regarding available services in each county being served and provide to any youth receiving services choosing to reside in that county;
2. Meet with contracted service providers in the region served to collect information related to youth being served;
3. Meet with the youth being served as possible; and
4. Assist youth in obtaining an approval signature for the [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692/CW 2114\)](#) by the county of residence.

## FORMS AND TOOLS

1. [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692/CW 2114\)](#)
2. [Discharge Summary Tool \(SF 53247/CW 3347\)](#)

## RELATED INFORMATION

N/A

ARCHIVED