

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 6:</b> Court Involvement	<b>Effective Date:</b> January 1, 2009
	<b>Section 6:</b> Predispositional Report (PDR)	<b>Version:</b> 2

**POLICY**

The Indiana Department of Child Services (DCS) will prepare a [Predispositional Report \(PDR\) \(PDR-R1 070108\)](#) at least 10 calendar days prior to the Dispositional Hearing for any child that a court adjudicates a Child in Need of Services (CHINS).

DCS will ensure the [PDR](#) contains the following:

1. Statement of the needs of the child for care, treatment, rehabilitation, or placement;
2. Recommendation for the care, treatment, rehabilitation, or placement of the child;
3. Financial Report on the parent(s) and child. See Forms and Tools, [Child Support Worksheet](#);
4. Nature and extent of appropriate participation by parent, guardian, or custodian;
5. Legal Settlement Information (i.e., city and state of current residence of custodial parent or other caretaker when applicable); and
6. Information about Child and Family Team (CFT) Meetings or Case Plan Conferences held and their outcomes.

**Note:** Any of the following may prepare an alternative report for consideration by the court:

1. The child, based upon age and developmental level; and
2. The child's:
  - a. Parent, guardian, or custodian;
  - b. Guardian Ad Litem (GAL), or
  - c. Court Appointed Special Advocate (CASA).

DCS will confer with appropriate individuals who have expertise in professional areas related to the child's needs. This may include representatives from the following:

1. DCS;
2. The child's school;
3. Probation Department;
4. A community mental health center (located in the child's county of residence);
5. A community mental retardation and other developmental disabilities center (located in the child's county of residence);
6. CFT; and/or
7. Other persons as the court may direct.

**Note:** If the child is eligible for special education services or placement, consultation with the school is mandatory.

Code References

1. [IC 31-34-18: Predispositional Report](#)
2. [IC 31-34-20-5: Legal Settlement](#)

## PROCEDURE

The Family Case Manager (FCM) will:

1. Prepare and submit the [PDR](#) using the form provided in Indiana Child Welfare Information System (ICWIS);
2. Coordinate with the DCS Local Office Attorney to file the [PDR](#) in a timely manner, according to the county's court procedure;
3. Seek Supervisor review and approval of the [PDR](#);
4. Sign the [PDR](#);
5. Provide a copy of the [PDR](#) 10 calendar days prior to the Dispositional Hearing to:
  - a. Each attorney, GAL, or CASA representing the child,
  - b. The attorney representing each child's parent, guardian, or custodian, and
  - c. Resource parent (not statutory but listed on the [PDR](#)).

**Note:** The court may determine on the record that the [PDR](#) contains information that should not be released to the child or the child's parent, guardian, or custodian. In that event, the court may provide a factual summary of the report to that individual.

6. **[NEW]** Input and document information of household members and their relationships to one another, income sources and amounts, and financial resources is needed. Gathering and reporting information in ICWIS at the time of the child's removal from the home will ensure greater accuracy when determining the child's eligibility for federal funding to cover the costs of substitute care.

The Supervisor will approve and sign the [PDR](#).

## PRACTICE GUIDANCE

N/A

## FORMS AND TOOLS

1. [Predispositional Report \(PDR\) \(PDR-R1 070108\)](#) – Available in ICWIS
2. [Child Support Worksheet](#)
3. [Case Plan \(SF 2950/CW0046\)](#) – Available in ICWIS

## RELATED INFORMATION

### Contents of the Predispositional Report

The [PDR](#) prepared by a FCM will include the following information:

1. Statement of the needs of the child for care, treatment, rehabilitation, or placement;
2. Recommendation for the care, treatment, rehabilitation, or placement of the child;
3. Financial report on the parent(s) and the child. See Forms and Tools, [Child Support Worksheet](#);
4. Nature and extent of appropriate participation by parent, guardian, or custodian;
5. Legal settlement information (i.e., city and state of current residence of custodial parent or other caretaker information when applicable;

6. Information about CFT Meeting's or Case Plan Conferences held and their outcomes; and

**Note:** The FCM is not required to conduct a criminal history check if:

- a. The FCM is considering only an out-of-home placement to an entity or facility that:
  - 1) Is not a residence, or
  - 2) Is licensed by the state.
- b. Placement is undetermined at the time the PDR is prepared.

7. Attach a [Case Plan](#) to the PDR if it was not previously submitted to the court.

**[NEW]** The PDR should include specific detail regarding the persons living in the household of the removed child. Details that should be included:

1. The relationship of these persons to the removed child;
2. Each parents place of residence;
3. Sources and amounts of income for each household member in the month the child was removed; and
4. Any diagnosed physical or mental illness of one or both of the parents

**Note:** These details can be used in determining a child's eligibility for Title IV-E Foster Care, Title IV-E waiver and/or Title IV-A Emergency Assistance

ARCHIVED