	INDIANA DEPARTMENT OF CHILD SERVICES				
	PROBATION SERVICE	S MANUAL			
DEPARTMENT OF CHILD SERVICES	Chapter 2: Placements	Effective Date:			
	Section 7: Disabilities	Version: 1			

GUIDANCE

Disabilities

DCS is required to include in their reporting to the federal government when children in paid placements have been diagnosed with disabilities. When working through the placement wizard, the PO may elect to "Skip Step" or click "Next" if the probation youth has not been diagnosed with any disabilities.

If the youth has been diagnosed, by clicking on the "Add Disability" button, the data fields will be enabled to enter the relevant data.

KidTraks Child Welfare Fina	ancial System - QA			<u>Submit</u>	an Issue Connet Us Hep Log S	<u>24</u> Welcome Test 13
IN.gov					Indiana Dep Child S	artment of 🁬
Source: Case County:	Probation ALL	Source ID: Description:	100000231722 Basic Abby	Current User:	Test 1 F	PO
Placement	Hearing	Education	Removal Income	Disability	Permanency Plan	
DISABILITIES:					Add Disability	
Disability Type	Disabilit	ly Sub Type	Diagnose	d Date	Action	
No records to display						
Cancel			Previous	Skip Step	Next	

There are three data fields to be completed:

- **Date of Diagnosis** use the calendar to set the approximate date that the youth was given this diagnosis.
- **Disability Code** this is a drop down of broad categories of disability, including but not limited to: allergies, behavior, cardiac disease, chronic disease, educational challenges, physical disability, and substance abuse.
- **Disability Sub-Code** this is a drop down of more detailed diagnosis under the larger disability code. For instance, sub-codes for "Behavior" include but are not limited to: abuses self, aggression, child frequently

disobedient, child has sudden mood changes, child is suicidal, and manipulates.

IN.gov		🖉 KidTraks - Case Disability Webpage 🔀			Indiana Department of the Child Services	
Source: Case County:	Probation ALL		•	ser:	Test 1 PO	
<u>Placement</u>	<u>Hearing</u>	Date Diagnosed:*			Permanency Plan	
DISABILITIES:		Disability Code:*			Add Disability	
Disability Type	Disability	· · · · · · · · · · · · · · · · · · ·			Action	
No records to display		Disability Sub Code:*	III		Next	
			~			

Once all three data elements are complete for a particular diagnosis, click "Save" and the information is saved to the larger screen. Additional disabilities can be added by continuing to click the "Add Disability" button.

IN.gov					Indiana De Child S
Source: Case County:	Probation ALL	Source ID: Description:	100000231722 Basic Abby	Current User:	Test 1
Placement	Hearing	Education	Removal Income	Disability	Permanency Plan
DISABILITIES:					Add Disabilit
Disability Type	Disability Sub Type			Diagnosed Date	Action
Allergy	Plants or flowers - p	ollen - chronic disease		09/21/2012	Edit 🗙
Blood Disorder	Anemia (aplastic)			01/21/2013	Edit 🗙
Cancel			Previous	Skip Step	Next

Once complete, click the "Next" to continue on in the Placement Wizard.

If the youth has no disabilities, click "Skip Step" to continue to next screen.