

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 4:</b> Assessment (Investigation)	<b>Effective Date:</b> July 1, 2007
	<b>Section 21:</b> 30/75 Day Assessment (Investigation) Reports	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 205.531</b>
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- The Indiana Department of Child Services (DCS) will provide a summary of the information contained in the Assessment (Investigation) Report at specified intervals to the Administrator of the following facilities if such a facility reported the child abuse/neglect (CA/N) allegations: hospitals, community mental health centers, managed care providers, referring physicians, dentists, licensed psychologists and schools.
- DCS will provide summaries 30 days after receipt of the CA/N intake report, and again at 75 days after receipt of the CA/N intake report, unless the assessment (investigation) was completed and closed within 30 days of receiving the CA/N intake report.

Code References

- [IC 31-33-7-8 Reports to health care providers and schools](#)

<b>PROCEDURE</b>
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**Incomplete Assessments (Investigations)**

At 30 days after the CA/N intake report was received, and again at 75 days if the assessment (investigation) is still not completed, the FCM will:

- Complete the 30/75 Day Report in ICWIS and enter an explanation as to why the assessment (investigation) remains open. If incomplete at 75 days, add a statement that a further report will be forwarded as soon as the assessment (investigation) is completed.
- Print the 30/75 Day Report from ICWIS and submit to the Supervisor for review and approval.
- Deliver the approved 30/75 Day Report to the appropriate facility administrator via U.S. mail in an envelope marked "Confidential".

**Completed Assessments (Investigations)**

At 30 or 75 days after the CA/N intake report was received if the assessment (investigation) is completed, (or as soon after 75 days as the assessment [investigation] is completed) the FCM will:

- Complete the 30/75 Day Report in ICWIS.
- Complete the assessment (investigation) summary by updating any appropriate data fields that are not populated.
- Print both the 30/75 Day Report and the summary and submit to the Supervisor for review and approval. **[NEW]** Do not attach the 311 as it contains confidential information.
- Deliver the approved 30/75 Day Report to the appropriate facility administrator via U.S. mail in an envelope marked "Confidential".

## RELATED INFORMATION

### **General**

Whenever a hospital, community mental health center, managed care provider, referring physician, dentist, licensed psychologist, or school makes a CA/N report to DCS, [IC 31-33-7-8](#) requires CPS to send a report to the **Administrator** of the facility.

## FORMS AND TOOLS

- 30/75 Day Report (ICWIS)

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