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|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>CHILD WELFARE POLICY</b> |                                     |
|   | <b>Chapter 4:</b> Assessment   | <b>Effective Date:</b> July 1, 2019 |
|   | <b>Section 25:</b> Completing the Assessment Report                  | <b>Version:</b> 6                   |

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| <b>STATEMENTS OF PURPOSE</b> |
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The Indiana Department of Child Services (DCS) will complete an [Assessment of Alleged Child Abuse or Neglect Report \(SF 113\) \(311\)](#) at the conclusion of every assessment.

DCS will email a copy of every substantiated assessment report to the Prosecuting Attorney and send a copy to the Coordinator of the Community Child Protection Team (CCPT). Upon request, DCS will also make available all “unsubstantiated” reports, prior to expungement.

**Exception:** A copy of each “substantiated” report will be sent to the coordinator of the CCPT unless, due to the high number of these reports monthly, an agreement has been reached and is in writing between DCS and the CCPT that an alternate selection method will be used.

Upon request, DCS will make available a copy of any [311](#) (substantiated or unsubstantiated) to the appropriate Court and/or Law Enforcement Agency (LEA).

Code References

1. [IC 31-33-7-8: Reports after initiation of assessment or investigation; contents; confidentiality](#)
2. [IC 31-33-8-9: Provision of copies of investigative report by department of child services](#)
3. [IC 31-33-8-12: Classifying reports as substantiated or unsubstantiated](#)

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| <b>PROCEDURE</b> |
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The Family Case Manager (FCM) will:

1. Review all information documented during the assessment including paper files, the case management system log notes and contacts, audio and visual recordings, etc.;
2. Provide each parent, guardian, custodian and alleged perpetrator with a copy of the form, [Notice of Availability of Completed Report and Information \(SF 48201\)](#) and document in the [311](#). If the alleged perpetrator is a child, provide the notice to his or her parent, guardian or custodian.
3. Create a succinct narrative in the [311](#) that summarizes the evidence gained during the assessment;
4. Follow the procedures outlined in separate policy, [4.22 Making an Assessment Finding](#), to arrive at a finding of “substantiated” or “unsubstantiated” for each allegation;
5. Review the report for accuracy and completeness; and
6. Forward a copy of the report to the assessment Supervisor and confirm receipt through a standardized delivery process.

The Supervisor will:

1. Review the report for accuracy and completeness;

2. "Approve" the [311](#) if he or she deems it accurate and complete;
3. Ensure that the following steps are completed:
  - a. A copy of any completed [311](#) that contains one (1) or more "substantiated" allegations is emailed to the Prosecuting Attorney and sent to the Coordinator of the CCPT, and
  - b. If applicable, a copy of the [Forty-five \(45\) Day Report of Assessment \(SF 54854\)](#) is sent to the administrator of the facility that made the Child Abuse and/or Neglect (CA/N) report. See separate policy, [4.21 Forty-five \(45\) Day Report of Assessment](#).

## **PRACTICE GUIDANCE**

### **Assessment Narratives**

When creating the narrative, the FCM should summarize the evidence that was collected during the assessment and that was pertinent to making a finding for each allegation. The FCM should not cut and paste, word for word, all notes that were taken during the assessment. Doing this creates a cumbersome, lengthy narrative that is time consuming for Supervisors, Prosecutors, etc. to read. Additionally, the narrative should never be entered in ALL CAPS. TYPE THAT IS IN ALL CAPS IS DIFFICULT TO READ. Additionally ALL CAPS can interfere with spell check and other features.

## **FORMS AND TOOLS**

1. [4.B Tool Assessment Narrative](#)
2. [Assessment of Alleged Child Abuse or Neglect Report \(SF 113\) \(311\)](#)- Available in the case management system
3. [Forty-five \(45\) Day Report of Assessment \(SF 54854\)](#) - Available in the case management system
4. [Notice of Availability of Completed Report and Information \(SF 48201\)](#)—Available in Hardcopy

## **RELATED INFORMATION**

N/A