

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 4:</b> Assessment	<b>Effective Date:</b> February 1, 2008
	<b>Section 30:</b> Institutional Assessments	<b>Version:</b> 2

<b>POLICY</b>
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The Indiana Department of Child Services (DCS) local office will conduct an assessment of a report of possible Child Abuse and/or Neglect (CA/N) that occurred in an institution located within the county.

Institutions include:

1. Resource family homes,
2. Licensed childcare homes and centers,
3. Public and private schools,
4. Hospitals,
5. Group homes,
6. Residential treatment centers,
7. Emergency shelter care centers,
8. Correctional facilities, and
9. **[NEW]** Unlicensed registered child care ministries.

Code References

N/A

<b>PROCEDURE</b>
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To assess an institutional report, the Family Case Manager (FCM) will:

1. Follow all procedures outlined in separate policy, [4.3 Conducting the Assessment](#) and in all related assessment policies.
2. If the child victim and/or the child perpetrator are Child in Need of Services (CHINS) or probation wards:
  - a. Notify the FCM assigned to provide ongoing services for the child or the Probation Officer; and
  - b. Notify the Guardian ad Litem (GAL) or Court Appointed Special Advocate (CASA) appointed for the child.
3. Conduct the following interviews in addition to those required for a standard CA/N assessment, if warranted:
  - a. Current and former administration and staff of the institution;
  - b. Current and former residents of the institution, particularly those who may have witnessed the acts or omissions alleged in the report,
  - c. School administration and staff where the alleged child victim and/or alleged child perpetrator attend,
  - d. The ongoing services FCM assigned to the alleged child victim and/or the alleged child perpetrator,

- e. The Probation Officer assigned to the alleged child victim and/or alleged child perpetrator, and
  - f. Appropriate DCS local office or DCS Central Office licensing staff.
4. Review the alleged child victim's records kept by the facility, such as daily log sheets, medical reports, incident reports, etc;
  5. Examine and photograph pertinent areas of the facility;
  6. If the institution is a resource home and the license is held by an agency other than DCS, discuss with the assessing Supervisor and/or DCS Local Office Director if a review of the actual licensing file would further the progress of the assessment; and
  7. Request to review the licensing file if it is decided that information in the file will further the progress of the assessment.

If the alleged perpetrator is a child care worker, defined as a person who has direct contact with children through the course of employment or volunteer work in an institution, he or she is entitled to have a Child Care Worker Assessment Review (CCWAR) prior to a decision to substantiate the assessment. This review is a meeting with one (1) of the following: the DCS Local Office Director, the DCS Local Office Deputy Director, or the Regional Manager, at which the child care worker may present any additional information that he or she feels could assist DCS in making an accurate decision. See separate policy, [2.3 Child Care Workers Assessment Review Process](#).

**[NEW]** To assess an unlicensed registered ministry, the FCM will:

1. Notify his or her Supervisor that the assessment involves a child care worker as defined in separate policy, [2.3 Child Care Workers Assessment Review Process](#);
2. Determine the appropriate response time based on the nature of the allegation(s). Follow policies and procedures outlined in, [3.9 Initiation Times for Assessments](#);
3. Contact LEA and advise of the allegations, the response time required by DCS, and request a joint assessment. This information must be thoroughly documented in both written contact notes and the Indiana Child Welfare Information System (ICWIS) contacts (i.e., who was contacted at LEA);
4. Coordinate with LEA on the plan of action for the assessment. DCS is **not** to conduct an assessment of an unlicensed registered child care ministry without the presence of LEA;
5. Follow all procedures outlined in separate policy, [4.3 Conducting the Assessment](#);
6. Provide the [Notice of Availability of Completed Reports and Information](#) to the ministry administrator at the beginning of the assessment; and
7. Notify his or her Supervisor in the event the allegations are substantiated. The individual employed by the ministry is entitled to the appeal process available to child care workers which includes a CCWAR prior to supervisory approval of the assessment finding. Follow policies and procedures outlined in, [2.3 Child Care Workers Assessment Review Process](#).

<b>PRACTICE GUIDANCE</b>
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N/A

## FORMS AND TOOLS

N/A

## RELATED INFORMATION

### **Access to Information**

DCS has the authority to request and secure any information from a facility that is necessary to conduct a CA/N assessment. This includes, but is not limited to: files kept on facility staff and children who attend the facility, and the facility's licensing file.

### **State Agencies that Administer and/or Monitor Institutions**

Each of these state agencies has designated one (1) individual to work with DCS in the assessment of CA/N reports involving that agency's facilities. Basic information regarding the CA/N report as well as information concerning who will be assessing and the proposed time to initiate the assessment will be shared.

State agencies with a liaison person include:

1. Indiana State Department of Health;
2. Indiana Department of Correction;
3. Family and Social Services Administration: Division of Mental Health;
4. Indiana Department of Education; and
5. Indiana State Police.

### **Child Caregiver**

[IC 31-9-2-16.4](#) defines a child caregiver as a person who provides, or is responsible for providing, care and supervision of a child (other than a child of whom the person is a parent, stepparent, grandparent, aunt, uncle, sibling, legal guardian or custodian with whom the person resides) at a residential property that is not the child's place of residence, if the person:

1. Is not required to be licensed as the operator of:
  - a. A child care home under IC 12-17.2-5; or
  - b. A foster family home under IC 31-27-4; and
2. Provides care and supervision of a child while unattended by the child's:
  - a. Parent,
  - b. Guardian; or
  - c. Custodian with whom the child resides; and
3. Receives more than \$2,000 in annual compensation for providing care and supervision of a child or children.

All of these requirements must be met in order for DCS to assess a child caregiver.

### **Child Care Home**

DCS assesses all child care homes whether or not licensed, unlicensed, or operating illegally without a license.

A child care home is defined as a residential structure in which at least six (6) children (not including the children for whom the provider is a parent, stepparent, guardian, custodian, or

other relative or any child who is at least 14 years of age and does not require child care) at any time receive child care from a provider,

1. While unattended by a parent, legal guardian, or custodian;
2. For regular compensation; and
3. For more than four (4) hours but less than 24 hours in each of 10 consecutive days per year, excluding intervening Saturdays, Sundays, and holidays.

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