

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 1:</b> Introduction	<b>Effective Date:</b> July 1, 2011
	<b>Section 1:</b> Community Child Protection Team (CPT)	<b>Version:</b> 2

<b>POLICY</b>
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The Indiana Department of Child Services (DCS) will establish a countywide, multidisciplinary community Child Protection Team (CPT) comprised of 13 members. The members are specified by Indiana statute. Some members are appointed by the DCS Local Office Director. See Related Information for the composition of the CPT.

The CPT will elect a Team Coordinator from the team’s membership. The Team Coordinator will supply the CPT with the following:

1. Copies of reports of Child Abuse and/or Neglect (CA/N) under [IC-31-33-7-1](#); and
2. Any other information or reports that the coordinator considers essential to the team’s deliberations.

**Note:** See separate policy, [4.25 Completing the Assessment Report](#) for further information.

The CPT will meet:

1. At least one (1) time each month; or
2. At the times that the CPTs services are needed by DCS.

Meetings of the CPT will be called by the majority vote of the members of the team. The Team Coordinator or at least two (2) other members of the team may determine the agenda.

**Note:** Meetings of the Team are open only to persons authorized to receive information under this article.

**[REVISED]** The CPT may recommend to DCS that a petition be filed in the juvenile court on behalf of the subject child if the team believes this would best serve the interests of the child.

The CPT may receive and review:

1. Any case that DCS has been involved in within the county where the CPT presides; and
2. Complaints regarding CA/N cases that are brought to the CPT by a person or an agency.

**Note:** The members of the CPT are bound by all applicable laws regarding the confidentiality of matters reviewed by the CPT. See [IC 31-33-18](#) for further details.

A member of the CPT, who is not a DCS employee, will serve on the DCS Screen-Out Committee. See separate policy, [3.7 Review of Screened-Out Child Abuse and/or Neglect \(CA/N\) Intake Reports](#).

The CPT will prepare a periodic report annually regarding the CA/N reports and complaints that the CPT reviews. The periodic report may include the following information:

1. The number of complaints the CPT receives and reviews each month; and/or
2. A description of the CA/N reports that the Team reviews each month including the following information:
  - a. The scope and manner of the interviewing process during the CA/N assessment,
  - b. The timeliness of the assessment,
  - c. The number of children removed from the home,
  - d. The types of services offered,
  - e. The number of CA/N cases filed with a court, and
  - f. The reasons that certain CA/N cases are not filed with a court.

#### Code Reference

1. [IC-31-33-3: Community Child Protection Team](#)
2. [IC 31-33-7-1: Arrangement of receipt of reports](#)
3. [IC 31-33-18: Disclosure of Reports, Confidentiality Requirements](#)

### **PROCEDURE**

The DCS Local Office Director will appoint to the CPT, with the approval of the DCS Agency Director:

1. Either:
  - a. A public school superintendent or that person's designee, or
  - b. A director of a local special education cooperative or that person's designee.
2. Two (2) persons, each of whom is a physician or nurse with experience in pediatrics or family practice; and
3. Two (2) residents of the county.

The CPT will ensure that accurate minutes are completed and disseminated to members of the team from each meeting. These minutes will be utilized to prepare the periodic report.

The DCS Local Office Director will prepare the periodic report annually and distribute the report to:

1. The members of the CPT; and
2. The DCS Regional Manager.

The Supervisor will forward a copy of any completed assessment with one or more CA/N substantiated allegation to the Coordinator of the CPT for review and input, including recommended action. See separate policy, [4.25 Completing the Assessment Report](#) for further information.

## PRACTICE GUIDANCE

N/A

## FORMS

1. [Acknowledgement of Appointment to Child Protection Team \(CPT\) \(SF45003/DCS0320\)](#) – Available in ICWIS in Administrative Module
2. [Certificate: Certification for Child Protection Team Members \(SF44869/CW3307A\)](#) – Available in ICWIS in Administrative Module
3. [Child Protection Team \(CPT\) Confidentiality Agreement](#) – Available in ICWIS in the Administrative Module
4. [Notice of Review by Child Protection Team \(CPT\) \(SF49212/CW0007\)](#) – Available in ICWIS

## RELATED INFORMATION

### **Composition of the Community Child Protection Team (CPT) [IC-31-33-3-1](#)**

A community child protection team (CPT) is a countywide, multidisciplinary team. This team must include the following 13 members who reside in, or provide services to residents of, the county in which the team is to be formed:

1. The DCS Local Office Director or designee;
2. Two (2) designees of the juvenile court judge;
3. The county prosecuting attorney or designee;
4. The county sheriff or designee;
5. Either:
  - a. The president of the county executive in a county not containing a consolidated city or their designee, or
  - b. The executive of a consolidated city in a county containing a consolidated city or their designee.
6. A director of a Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL) program or the director's designee in the county in which the team is to be formed.
7. The chief law enforcement officer of the largest Law Enforcement Agency (LEA) in the county (other than the county sheriff) or their designee.

Other members are appointed by the DCS Local Office Director, subject to final approval by the DCS Agency Director. They are as follows:

8. Either:
  - a. A public school superintendent or that person's designee, or
  - b. A director of a local special education cooperative or that person's designee.
9. Two (2) persons, each of whom is a physician or nurse with experience in pediatrics or family practice; and

10. Two (2) residents of the county.

**Review of Screened-Out Child Abuse and/or Neglect (CA/N) Intake Reports**

According to DCS policy, [3.7 Review of Screened-Out Child Abuse and/or Neglect \(CA/N\) Intake Reports](#), a member of the local community CPT is designated as a member of the Screen-Out Committee. However, this particular representative may not be a DCS employee.

**DCS Administrative Reviews**

The individual identified by DCS to conduct the Administrative Review may at his or her discretion and subject to the time limits stated herein, refer the request to the DCS local office CPT to review and make a recommendation. See separate policy, [2.2 Administrative Review Process](#) for further details.

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