

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: May 1, 2009
	Section 6: Recommending a Child Abuse and/or Neglect (CA/N) Report for Screen-Out	Version: 3

POLICY

The Indiana Department of Child Services (DCS) will not assign for assessment a [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (Child Abuse and/or Neglect (CA/N) intake reports) that **do not**:

1. Meet the statutory definition of Child Abuse and/or Neglect (CA/N); and/or
2. Contain sufficient information to either identify or locate the child and/or family and initiate an assessment.

CA/N intake reports that are not assigned for assessment are referred to as “screen-outs”.

CA/N intake reports that involve a homeless unaccompanied minor receiving shelter from an emergency shelter, shelter care facility, or program that provides shelter to homeless individuals without the presence or consent of a parent, guardian, or custodian, may **not** be “screened-out”.

Code References

[IC 31-36-3: Homeless Children](#)

PROCEDURE

The intake worker will:

1. Recommend an CA/N intake report for screen-out if:
 - a. The statutory definition of CA/N **has not** been met, and/or
 - b. There is not enough information in the CA/N intake report to either identify or locate the child and/or family to initiate an assessment.

[NEW] Note: DCS will consider potential current and future risk to the child(ren) prior to recommending a CA/N intake report that involves domestic violence for screen-out.

2. Document the specific reason for the screen-out in the notes section of the CA/N intake report (i.e., “The allegations don’t meet the statutory definition of CA/N because the person who allegedly beat the child was not the child’s parent, guardian or custodian”);
3. Recommend the report be referred to law enforcement if the allegations are of a criminal nature;
4. Forward the CA/N intake report and records search information to a Supervisor for review and approval of the recommendation to screen it out. This may be done electronically or in hard copy;

5. The intake worker will either make direct contact with the Supervisor to confirm receipt or will assure receipt through a standardized delivery process such as a high-priority inbox, an incoming CA/N intake report log, etc.

See related policy, [3.7 Review of Screened-out Child Abuse and/or Neglect \(CA/N\) Intake Reports](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

N/A

Archived 12-31-13 Hotline Updates