

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 4: Assessment	Effective Date: September 1, 2021
	Section 01: Reviewing Child Abuse and/or Neglect (CA/N) Allegations and Other Records	Version: 7

POLICY OVERVIEW

A thorough review of the CA/N allegations in the Preliminary Report of Alleged Child Abuse or Neglect (310) and other records begins the Indiana Department of Child Services’s (DCS) initial assessment of the child’s safety. Factors such as the child’s age and vulnerability and the family history are critical in this initial stage of the assessment.

PROCEDURE

DCS will thoroughly review the 310 and other available records, in order to gain insight into potential safety concerns prior to making contact with a child and family. DCS will consider the following when reviewing the CA/N intake report and other records:

1. The nature and extent of the family’s current and previous involvement with DCS, Division of Family Resources (DFR), and community-based services;
2. Any safety concerns existing for the child and for the Family Case Manager (FCM); and
3. Any issues that should be discussed with the child and family members.

Per IC 31-36-3-3, DCS must conduct an assessment concerning a child who voluntarily enters an emergency shelter or shelter care facility without the presence or consent of a parent, guardian, or custodian. DCS must conduct the assessment no later than 48 hours following notification by the emergency shelter or shelter care facility of the child’s name, location, and whether the child alleges CA/N.

Upon receipt of the 310 from the DCS Child Abuse Hotline (Hotline), DCS local office management will review the 310 and assign to a FCM, if it is determined the report will be assessed. DCS local office management will review each 310 prior to assigning to a FCM, including 310s received after hours, on weekends, and holidays.

The FCM will:

1. Review the 310;
2. Review records regarding prior DCS and DFR contact with the family via the following sources, if available:
 - a. Case management system, and/or
 - b. Child support records (i.e., Indiana Support Enforcement Tracking System [ISETS] and Child Support Inquiry Web Tool).
3. Discuss the 310 with the assigned FCM of any open DCS assessment or ongoing case, if applicable;
4. Review any available pertinent information from outside sources (e.g., Law Enforcement Agency [LEA], schools, public utility companies, and Bureau of Motor Vehicles [BMV]);

5. Obtain and review additional confidential information as needed (e.g., medical and social services records);
6. Consider the following when reviewing records:
 - a. The nature and extent of the family's current and previous involvement with DCS, DFR, and community-based services,
 - b. Any existing safety concerns for the child and/or for the FCM, and
 - c. Any issues that should be discussed with the child and family members.
7. Determine if the alleged perpetrator is a DCS employee or a child care worker. See policies 2.03 Child Care Worker Assessment Review Process and 4.45 Assessment and Review of DCS Staff Alleged Perpetrators for additional information, as appropriate.

The FCM Supervisor will assist the FCM with reviewing information and provide support, as needed.

The DCS local office will ensure all assigned reports are sent to the appropriate LEA jurisdiction on a daily basis by fax, email, or hand delivery. Reports received on weekends or holidays will be delivered the following business day.

LEGAL REFERENCES

- [IC 31-36-3-3: Notification to Department; investigation of a child; notification to parents](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- Preliminary Report of Alleged Child Abuse or Neglect (SF 114) (310) – available in the case management system

Related Policies

- [2.03 Child Care Worker Assessment Review Process](#)
- [4.45 Assessment of DCS Staff Alleged Perpetrators](#)