

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 4:</b> Assessment	<b>Effective Date:</b> July 1, 2008
	<b>Section 1:</b> Reviewing the Child Abuse and/or Neglect (CA/N) Intake Report and Other Records	<b>Version:</b> 2

**POLICY**

The Indiana Department of Child Services (DCS) will thoroughly review the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (Child Abuse and/or Neglect (CA/N) intake report) and other available records in order to gain insight into potential issues prior to making contact with the child and family.

Code References

N/A

**PROCEDURE**

The Family Case Manager (FCM) will:

1. Review the CA/N intake report;

**[NEW] Note:** Per [IC 31-36-3-3\(b\)](#), 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, no later than **forty-eight (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.

2. Review prior DCS and Department of Family Resources (DFR) contact with the family via the following sources **if available**:
  - a. Child protection service records: Indiana Child Welfare Information System (ICWIS),
  - b. Child support records: Indiana Support Enforcement Tracking System (ISETS),
  - c. Public assistance records (DFR): Indiana Client Eligibility System (ICES), or
  - d. Other local electronic and paper records.
3. If any of the subjects in the CA/N intake are involved in an open DCS assessment or ongoing case, discuss the CA/N intake report with the assigned FCM (if possible and practical given required response times);
4. Review pertinent information from outside sources (e.g., Law Enforcement Agencies (LEA), schools, public utility companies, Bureau of Motor Vehicles, etc.);
5. Obtain and review additional confidential information as needed (e.g., medical records, social services records, etc.);
6. Based on the information reviewed above, consider:
  - a. What is the nature and extent of the family's current and previous involvement with DCS, DFR and community-based services,
  - b. What safety concerns exist for the child and for the FCM, and
  - c. What issues should be discussed with the child and family members.

7. Determine if the alleged perpetrator is a DCS employee or a child care worker.

#### **PRACTICE GUIDANCE**

N/A

#### **FORMS AND TOOLS**

[Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) – Available in ICWIS

#### **RELATED INFORMATION**

##### **Thorough Review of Records**

A thorough review of the CA/N intake information enables the FCM to form an initial assessment of the child's safety. Factors like the child's age and vulnerability and the family history are critical in this initial stage of the assessment.