



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 4: Assessment

Section 25: Completing the Assessment Report

Effective Date: September 1, 2023

Version: 9

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POLICY OVERVIEW

At the conclusion of each assessment, the Indiana Department of Child Services (DCS) will complete an Assessment of Alleged Child Abuse or Neglect Report (311) or a Safe Assessment of Alleged Child Abuse or Neglect (311S) if the assessment is completed through the Safe Assessment Closure Team (SafeACT), to provide a summary of the alleged Child Abuse and/or Neglect (CA/N) findings.

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PROCEDURE

The Family Case Manager (FCM) will:

1. Review all information documented during the assessment, including but not limited to: paper files, the case management system log notes and contacts, audio and visual recordings;
2. Provide each parent, guardian, custodian, and alleged perpetrator with copies of the following and document in the 311:
 - a. The Notice of Availability of Completed Report and Information form, and
 - b. The Request for Release of Completed Reports and Information form.

Note: If the alleged perpetrator is a child, provide the forms to the child's parent, guardian, or custodian.

3. Follow the procedures outlined in policy 4.22 Making an Assessment Finding to arrive at a finding of substantiated or unsubstantiated for each allegation;

Note: For an assessment in which all children are determined to be clearly safe, and the assessment will be unsubstantiated and completed through SafeACT, this is the last procedural step the FCM will complete in this policy.

4. Create a succinct narrative in the 311 that summarizes the evidence gained during the assessment (see Practice Guidance for additional information);
5. Review the 311 for accuracy and completeness; and
6. Forward a copy of the 311 to the assessment FCM Supervisor and confirm receipt through a standardized delivery process.

For an assessment that does not go through SafeACT, the FCM Supervisor will:

1. Review the 311 for accuracy and completeness; and
2. "Approve" the 311 if it is deemed accurate and complete.

For an assessment staffed through SafeACT, the SafeACT Supervisor will complete the 311S and close the assessment as unsubstantiated, upon receiving the required information from the FCM to determine all children are clearly safe. See policy 4.22 Making an Assessment Finding.

Upon approval of the 311 and/or 311S, DCS local office will:

1. Email a copy of each substantiated 311 to the Prosecuting Attorney and to the Coordinator of the Child Protection Team (CPT);

Exception: A copy of each substantiated 311 will be sent to the coordinator of the CPT unless, due to the high number of these reports monthly, an agreement has been reached and is in writing between DCS and the CPT that an alternate selection method will be used.

2. Ensure a copy of the Forty-five (45) Day Report of Assessment is sent to the administrator of the facility that made the report. See policy 4.21 Forty-five (45) Day Report of Assessment;
3. Process the completed Request for Release of Completed Reports and Information form if submitted by the parent, guardian, custodian, or alleged perpetrator; and
4. Make available a copy of any 311 (substantiated or unsubstantiated) or 311S to the appropriate court and/or Law Enforcement Agency (LEA) upon request.

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RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [4.B Tool: Assessment Narrative](#)
- Assessment of Alleged Child Abuse or Neglect Report (SF 113) (311) – available in the case management system
- [Forty-five \(45\) Day Report of Assessment \(SF 54854\)](#)
- [Notice of Availability of Completed Report and Information \(SF 48201\)](#)
- [Request for Release of Completed Reports and Information \(SF 53112\)](#)
- [SafeACT Sharepoint](#)
- [Safe Assessment of Alleged Child Abuse or Neglect \(SF 57056\) \(311S\)](#)

Related Policies

- [4.21 Forty-Five \(45\) Day Assessment](#)
- [4.22 Making an Assessment Finding](#)

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LEGAL REFERENCES

- [IC 31-33-7-8: Reports after initiation of assessment or investigation; contents; confidentiality](#)
- [IC 31-33-8-9: Provision of copies of investigative report by department of child services](#)
- [IC 31-33-8-12: Classifying reports as substantiated or unsubstantiated](#)

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PRACTICE GUIDANCE- DCS POLICY 4.25

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

Assessment Narratives

When creating the narrative, the FCM should summarize the evidence that was collected during the assessment and include information that was pertinent to making a finding for each allegation. The FCM should not cut and paste, type word for word, or include all notes that were taken during the assessment. This creates a cumbersome, lengthy narrative that is time consuming for supervisors, prosecutors, etc. to read. Additionally, the narrative should never be entered in all caps, as this type of formatting is difficult to read; and it can interfere with spell check and other features.

SafeACT

SafeACT is a process for closing out specific assessments of CA/N when it is determined all children are clearly safe and the assessment finding is “unsubstantiated”. FCMs who have completed their working test are eligible to independently call SafeACT upon completion of an assessment. Specially trained SafeACT Supervisors are available from 8:00 AM to 4:00 PM (local time), Monday through Friday (excluding holidays) to staff the assessment and assist with documentation to close the assessment immediately.

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