


|   |  |                                     |
|---|--|-------------------------------------|
|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>CHILD WELFARE POLICY</b>                         |                                     |
|   | <b>Chapter 4: Assessment</b>   | <b>Effective Date:</b> July 1, 2012 |
|   | <b>Section 35: Transferring Intercounty Child Abuse and/or Neglect (CA/N) Intake Reports</b> | <b>Version:</b> 2                   |

**STATEMENTS OF PURPOSE [REVISED]**

When an Indiana Department of Child Services (DCS) local office receives the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#) from the Child Abuse Hotline (Hotline) and the alleged incident took place in another Indiana county, the local office will:

1. Notify the DCS local office in the county where the allegations occurred; and
2. Transfer the report to that DCS local office.

If a CA/N Intake Report is received after hours and it is determined that the receiving county is the incorrect county, that Local Office Supervisor will immediately inform the Hotline and the Hotline will call the correct county and advise them of the report.

**Note:** The local office is only contacted after hours by the Hotline for reports with a response time of 24 hours or less, except on holidays. Calls on holidays will be sent according to the response times during normal business hours.

If during the course of an assessment the Family Case Manager (FCM) discovers that the assessment should be transferred to another county, the FCM will ensure the safety of the child. Once safety has been ensured, the FCM will staff the case with the Supervisor to determine if the case should be transferred. If transfer is appropriate, the Supervisor will verbally contact the receiving county by telephone and transfer the case within one (1) business day.

When a DCS local office receives allegations of CA/N that may pose a conflict of interest due to relationships between subjects of the report and local office staff, the office may transfer the report to another county for assessment upon the agreement of each Local Office Director (LOD).

Code Reference:  
N/A

**PROCEDURE**

The FCM will:

1. Ensure the child's safety after an assigned report has been initiated; and
2. Contact the supervisor if it is believed the CA/N Report has been assigned to the wrong county.

The Local Office Supervisor will:

1. Verify that the FCM has ensured the safety of the child regardless of whether the report belongs to that county or not;

2. Staff with appropriate agency personnel to determine if the report should be transferred to another county within one business day;

**Note:** The Hotline does not have access to the county's specific Unassigned Caseload, therefore transferring CA/N Intake Reports from one county to another is a local office supervisor function.

3. Verbally contact the county during business hours where it is believed that the CA/N Intake Report incident has occurred, if applicable; and
4. Contact the Hotline during non-business hours if it is believed that their local office has received a CA/N Intake Report for another county in error;

**Note:** If during non-business hours a county receives a CA/N Intake Report with a one (1) hour or 24 hour response time that does not belong to them, the Hotline will contact the correct county and advise them of the report.

#### PRACTICE GUIDANCE

N/A

#### FORMS AND TOOLS

[Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#)

#### RELATED INFORMATION

##### Transferring CA/N Intake Reports to Other States

See procedure and practice guidance in separate policy, [3.1 Receiving Calls \(Overview\)](#).