



Eric J. Holcomb, Governor
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Date: April 27, 2023
To: All DCS Child Welfare Staff
From: Don Travis, Deputy Director of Juvenile Justice Initiatives and Support
Subject: Change in Triple I Check Process
DCS-23-2

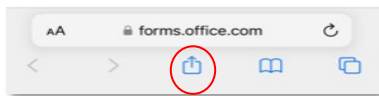
In response to a change made by the Indiana State Police (ISP) regarding Triple I name-based checks, the Central Office Background Check Unit (COBCU) will implement necessary changes effective immediately to ensure cross-checks and verification compliance with Triple I procedures and requirements.

Effective immediately, when a Triple I is called in to the COBCU or the ISP, and upon completion of the Triple I name-based check call, the authorized user (Family Case Manager Supervisor [FCMS] or field manager) will immediately complete the [Initial Record of Triple I Call Electronic Form](#) via the [DCS Triple I Resource Center SharePoint site](#) or on their work iPhone. Complete one (1) submission per applicant.

The [Initial Record of Triple I Call Electronic Form](#) has seven (7) questions and is vital to DCS' Federal Bureau of Investigations (FBI) audit process. Questions regarding this new process should be directed to the COBCU at Tripleifollowup@dcs.in.gov.

Use the following instructions to save the [Initial Record of Triple I Call Electronic Form](#) to your work iPhone's Home Screen to complete the electronic form on your iPhone:

1. Navigate to the [Initial Record of Triple I Call Electronic Form](#) via the [DCS Triple I Resource Center SharePoint site](#);
2. With the electronic form open, tap the "Share" icon on your iPhone (as shown below); and



3. Scroll down and select "Add to Home Screen" from the list of options. The [Initial Record of Triple I Call Electronic Form](#) is now saved and accessible from your Home Screen.

Sincerely,

A handwritten signature in blue ink, appearing to read "Don Travis".

Don Travis
Deputy Director of Juvenile Justice Initiatives and Support

