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April 1, 2012

To: Regional Managers
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director
Melissa Norman, Deputy Director of Practice Support
David Judkins, Deputy Director of Field Operations
Department of Child Services

Subject: Genetic Testing
DCS-12-01

The Indiana Department of Child Services (DCS) is dedicated to the concept that parents should contribute to a safe and stable environment for their children. In pursuit of this goal, DCS is working to ensure that paternity is established for children involved with DCS. This administrative letter outlines the process for administering genetic tests. Below is a summary of the changes effective April 1, 2012.

To implement these changes, DCS will use DNA Diagnostic Center (DDC) as a vendor for processing genetic tests. DDC will provide a web-based training for DCS staff. The web-based training will take approximately 30-45 minutes and staff will receive a certificate of completion at the end of the training. The genetic testing training must be completed by May 1, 2012.

Determining payment for genetic testing

The FCM will complete the following steps to determine payment for genetic testing:

1. Go to the DCS Intranet and click on ISETS Data;
2. Log-in using your DCS user ID;
3. Enter the child's identifying information on the Search Data screen and click 'Search';
4. Select the appropriate child under 'Results' to expand the results;



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5. Review the paternity status and funding information to determine if:
 - a. Paternity has been established,

Note: Genetic testing should not be done on cases where paternity has already been established. The FCM will select 'print screen' and submit a copy of the results to the DCS Local Office Attorney. This will allow the DCS Local Office Attorney to pursue the appropriate next steps.
 - b. Paternity has not been established and IV-D funding is available,
 - c. Paternity has not been established and IV-D funding is not available, or
 - d. No paternity results are listed.
6. Complete the [Authorization/Request for Genetic Testing Services \(SF54716\)](#) form, select the case type and enter the applicable case number based on the following:
 - a. Select MaGIK/ICWIS case type and enter the MaGIK/ICWIS case number for cases when:
 1. Paternity is not established and there is no IV-D funding available; or
 2. Paternity information is not listed.
 - b. Select ISETS case type and enter the applicable ISETS case number for cases when paternity has not been established and IV-D funding is available.
7. Return the original copy of the [Authorization/Request for Genetic Testing Services \(SF54716\)](#) form to DDC with the genetic test kit; and
8. Place a copy of the [Authorization/Request for Genetic Testing Services \(SF54716\)](#) form in the child's case file.

When to use genetic testing

The FCM will request that the child's mother provide the first and last names of each alleged father during the initial hearing. Genetic testing will be used in cases where there is an alleged father and paternity has yet to be established. The FCM will ask the mother and each alleged father to voluntarily submit to genetic testing. For those who refuse, the FCM will obtain a court order stating that the mother, alleged father(s) and the child are required to submit to genetic testing.

Identification for Genetic Testing

The FCM will complete the [Client Information Form/Chain of Custody form](#). Prior to administering the genetic test, the FCM will sign and have the mother and alleged father(s) sign the form. The FCM must see photo identification for everyone being tested. Once identification has been verified, the FCM will ink each person's right thumbprint and place the thumbprint on the [Client Information Form/Chain of Custody form](#).

If a person submitting to genetic testing has had a blood transfusion or a bone marrow transplant in the past 90 calendar days, the FCM must document this information by checking the appropriate box on the [Client Information Form/Chain of Custody form](#). This form will be submitted to DDC with the genetic testing kit.

The FCM will ask individuals being tested to take a group picture. If anyone refuses to be included in the group picture, the FCM will take a picture of the mother and the child together and a separate picture of each alleged father. All pictures will be submitted to DDC with the genetic testing kit.

Genetic Test Collection

The FCM will be responsible for collecting the genetic test samples. The FCM will use universal precautions at all times while collecting, handling, and transporting samples. After collection, the FCM will re-package the test kit, including required forms, and mail all items to DDC. All test kits and forms must be mailed to DDC on the day of collection. The test kit will contain all of the items needed for collecting the samples. See the attached document for specific steps on sample collection.

Long arm draw

A long arm draw is a process used for a parent that lives outside of Indiana that is unable to come in to the DCS local office to submit to genetic testing. In those situations, the FCM will make arrangements for that person to submit to genetic testing at a DDC testing site in their area.

Consent and Release for Genetic Testing

The FCM will review the [Statement of Consent and Release](#) form with the parent or persons submitting to genetic testing. Each person will sign the [Statement of Consent and Release](#) form after the genetic test has been completed. The mother or legal guardian will sign for the child. If an adult other than the mother or legal guardian signs the consent form on behalf of the child, a written statement indicating that person's relationship to the child is required. If the FCM has to sign the consent form, he or she must write a statement on DCS letterhead indicating that the child is a ward of DCS.

Testing Results

DDC will make an electronic copy of the test results available to the FCM within (5) business days of DDC receiving the test kit. DDC will mail the FCM and all individuals that were tested a hard copy of the test results within 14 calendar days.

The FCM will complete the following tasks once the results have been received:

1. File a copy with the court within (5) five business days;
2. Submit a copy to the DCS Local Office Attorney; and
3. Place a copy in the child's case file.

Re-ordering test kits

Each region will assign (1) one or (2) two staff members to track inventory and to place orders for additional test kits as needed.

The DCS Policy Manual will be revised to reflect these important changes. If you have any questions regarding the information presented in this administrative letter, please address them to the DCS policy mailbox at DCSPolicy@dcs.in.gov.

Sincerely,

James W. Payne, Director
Department of Child Services