
 INDIANA DEPARTMENT OF CHILD SERVICES	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Tool: Notifications for Administrative Reviews and Appeals</b>	<b>Effective Date: May 1, 2020</b>
	<b>Reference: 2.C</b> (Policies <a href="#">2.02 Administrative Review Process</a> , <a href="#">2.03 Child Care Workers Assessment Review Process</a> , & <a href="#">4.45 Assessment and Review of DCS Staff Alleged Perpetrators</a> )	<b>Version: 2</b>

**Instructions:** This tool is to be used by a Department of Child Services (DCS) employee authorized to notify an alleged perpetrator (i.e., DCS employee, Child Care Worker [CCW], and/or a licensed resource parent) and/or an employer regarding an assessment conclusion by DCS. Language from the appropriate appendix should be inserted into a letter that includes the name and address of the person to whom it is being sent. The letter should be signed by an authorized DCS employee and sent by mail or hand delivered with proper attachments.

Appendix and Form Name	Overview:
<a href="#">Notification of Assessment Outcome and Right to Request an Administrative Review (SF 53068)</a>	Used to notify a perpetrator ( <b>NOT a licensed resource parent, Child Care Worker [CCW], or DCS employee</b> ) that one (1) or more of the allegations against him or her have been substantiated.
<a href="#">Notification of Administrative Review Decision to Unsubstantiate Allegations of Child Abuse or Neglect (SF 53071)</a>	Used to notify a perpetrator ( <b>NOT a licensed resource parent, CCW, or DCS employee</b> ) that substantiated allegations were unsubstantiated following administrative review (including a DCS decision to unsubstantiate following further assessment).
<a href="#">Notification of Administrative Review Decision Report Returned for Further Assessment (SF 53094)</a>	Used to notify an alleged perpetrator ( <b>NOT a licensed resource parent, CCW, or DCS employee</b> ) that an assessment is being returned for further assessment following an administrative review.
<b>Appendix D:</b> Notification of Administrative Decision After Further Assessment	Used to notify a perpetrator ( <b>NOT a licensed resource parent, CCW, or DCS employee</b> ) that an assessment report that was previously returned for further assessment has been completed and the substantiation upheld.
<a href="#">Notification of Denial of Administrative Review (SF 53072)</a>	Used to notify a perpetrator ( <b>NOT a licensed resource parent, CCW, or DCS employee</b> ) when the perpetrator's request for administrative review is denied.
<a href="#">Notice of Intent to Substantiate Allegations of CA/N by a Child Care Worker or Licensed Resource Parent (SF 53028)</a>	Used to notify a CCW or licensed resource parent when DCS intends to approve the substantiation against them and notify them of the date, time, and location of the administrative review that will occur prior to the final approval of the decision.
<a href="#">Notice of Administrative Review Decision to Further Assess Allegations Against a Child Care Worker (CCW) Or Licensed Resource Parent (SF 53029)</a>	Used to notify a CCW or licensed resource parent that the assessment is being returned for further assessment following administrative review.

<a href="#"><u>Notice of DCS Decision to Unsubstantiate Allegations of Child Abuse/Neglect (CA/N) (SF 53030)</u></a>	Used to notify an alleged perpetrator, who is a licensed resource parent or CCW, when allegations have been unsubstantiated (including the DCS decision to unsubstantiate following further assessment).
<a href="#"><u>Notice to Employer of a Report of Child Abuse/Neglect (CA/N) (SF 53031)</u></a>	Used to notify an employer when allegations against an employee have been substantiated. This language is also used to update an employer when allegations against the employee are subsequently unsubstantiated.
<a href="#"><u>Notification of a Child Care Worker (CCW) Assessment Review Decision for an Assessment Closed Prior to 10-15-06 (SF 53032)</u></a>	Use the following language <b>only</b> for allegations substantiated prior to October 15, 2006, to notify a CCW who is an alleged perpetrator of the results of agency review completed as a courtesy after the CCW requested agency review of the decision to substantiate.
<a href="#"><u>Notice of an Administrative Review Decision for an Assessment Closed Prior to 10-15-06 (SF 53033)</u></a>	Use the following language <b>only</b> for allegations substantiated prior to October 15, 2006, to notify a licensed resource parent of the agency review decision completed prior to denial or revocation of a foster home licensed based on the substantiation.
<a href="#"><u>Notice of Assessment Outcome for a Department of Child Services Employee (SF 54318)</u></a>	Used to notify a DCS employee that they has been substantiated against and an administrative review will be conducted.
<a href="#"><u>Notice of Administrative Review Outcome for a Department of Child Services Employee (SF 54317)</u></a>	Use following an administrative review to notify a DCS employee that the case is being returned for further assessment or the allegations have been unsubstantiated.

	<p style="text-align: center;"><b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b></p> <p><b>Appendix C: Notification of Administrative Review Decision Report Returned for Further Assessment.</b></p> <p>(<a href="#">Policy 2.2 Administrative Review Process</a>)</p>
---	--

**Instructions:** Use the following language to notify a perpetrator (**NOT a licensed resource parent, child care worker [CCW], or DCS employee**) that an assessment is being returned for further assessment following an administrative review. See DCS [Policy 2.2 Administrative Review Process](#) for more information.

Date mailed or hand delivered: (*insert date*)

### **NOTICE OF ADMINISTRATIVE REVIEW DECISION REPORT RETURNED FOR FURTHER ASSESSMENT**

The Indiana Department of Child Services (DCS) in (*insert local county office*) has classified child abuse and/or neglect allegations as substantiated in assessment (*insert assessment number*), approved on (*insert date*) against:


(*Insert name of alleged perpetrator*)  
(*Insert address of alleged perpetrator*)

Because you were identified as a perpetrator, you were notified of the classification. This letter is in response to your request for an administrative review of the assessment decision. DCS has returned the report to the local office for further assessment. DCS will send you a copy the updated [Assessment of Alleged Child Abuse or Neglect \(SF 113\) \(311\)](#) once it is complete and notify you if you have a right to an administrative review once a decision has been reached.

**Note:** If DCS records indicate that the person identified as a perpetrator is under the age of 18, a copy of this notice is being sent to the person's parent, court appointed guardian, or other legal representative. Any request for an administrative review by a person under the age of 18 must be signed by the minor person's parent, court appointed guardian, or legal representative.

**You have no right to an administrative review at this time.**

**Attachment:** none

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>
	<b>Appendix D: Notification of Administrative Decision After Further Assessment</b>  ( <a href="#">Policy 2.2 Administrative Review Process</a> )

**Instructions:** Use the following language to notify a perpetrator (**NOT a licensed resource parent, child care worker [CCW], or DCS employee**) when an assessment report previously returned for further assessment has been completed and the substantiation has been upheld. See [Policy 2.2 Administrative Review Process](#) for additional information.

Date mailed or hand delivered: (*insert date*)

**NOTICE OF ADMINISTRATIVE DECISION AFTER FURTHER ASSESSMENT**

The Indiana Department of Child Services (DCS) in (*insert local county office*) has classified child abuse and/or neglect allegations as substantiated in assessment (*insert assessment number*), approved on (*insert date*) against:

(*Insert name of perpetrator*)  
 (*Insert address of perpetrator*)

Because you were identified as a perpetrator, you were notified of the classification. The report was returned for further assessment. After further assessment, the following allegations against you remain substantiated.

**Note:** If DCS records indicate that the person identified as a perpetrator is under the age of 18, a copy of this notice is being sent to the person's parent, court appointed guardian, or other legal representative. Any request for an administrative appeal by a person under the age of 18 must be signed by the minor person's parent, court appointed guardian, or legal representative.

ALLEGATION	CHILD VICTIM
Physical Abuse	( <i>Insert initials of each victim or "None"</i> )
Sexual Abuse	( <i>Insert initials of each victim or "None"</i> )
Neglect	( <i>Insert initials of each victim or "None"</i> )

A summary of the DCS decision concerning the allegations is included in the attached [Assessment of Alleged Child Abuse or Neglect \(SF 113\) \(311\)](#).


For any allegations substantiated, you have the right to request an administrative review of the decision by DCS to substantiate an allegation. To do so, you must complete and submit the attached form titled [Request for Administrative Review of Child Abuse/Neglect Substantiation \(SF 54775\)](#). Your request must be received by DCS within 15 calendar days of the date of this letter. The attached form includes instructions and a summary of the administrative view process.

If you have any questions, please contact the local DCS office (*insert office address and general office phone number*).

**Attachments:**

[Assessment of Child Abuse and/or Neglected \(SF 113\) \(311\)](#) – Approved (including completion of the “Edits Due to Appeal” section)

[Request for Administrative Review of Child Abuse/Neglect Substantiation \(SF 54775\)](#)

	<p style="text-align: center;"><b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b></p> <p><b>Appendix E: Notification of Denial of Administrative Review</b></p> <p>(<a href="#">Policy 2.2 Administrative Review Process</a>)</p>
---	---

**Instructions:** Use the following language to notify a perpetrator (**NOT a licensed resource parent, child care worker [CCW], or DCS employee**) when their request for administrative review is denied. See [Policy 2.2 Administrative Review Process](#) for additional information.

Date mailed or hand delivered: (*insert date*)

### NOTICE OF DENIAL OF ADMINISTRATIVE REVIEW

The Indiana Department of Child Services (DCS) in (*insert local county office*) has classified child abuse and/or neglect allegations as substantiated in assessment (*insert assessment number*), approved on (*insert date*) against:

(*Insert name of perpetrator*)  
(*Insert address of perpetrator*)

Because you were identified as a perpetrator, you were notified of the classification. This letter is in response to your request for an administrative review of the assessment. Your request for an administrative review has been **DENIED** due to the following:

- ☐ Your request for review was received after the deadline for requesting a review on (*insert received date*).
- ☐ A court has determined that a child is a Child in Need of Services (CHINS), based on the facts presented to the court that are consistent with the facts and conclusions stated in the report; and DCS approved the substantiated report on/after the date of the court's determination on (*insert date*).
- ☐ A court having jurisdiction over a CHINS case has determined that:
  - ☐ The report of child abuse and/or neglect (CA/N) was properly substantiated; or
  - ☐ CA/N occurred; or
  - ☐ You were found by the court to be a perpetrator of CA/N.
- ☐ Criminal charges resulted in a conviction against you (or a court made a true finding in a juvenile delinquency [JD] case) and the facts that provided a necessary element for the conviction (true finding) also provided the basis for the substantiated report.

**Note:** If DCS records indicate that the person identified as a perpetrator is under the age of 18, a copy of this notice is being sent to the person's parent, court appointed guardian, or other legal representative. Any request for an administrative appeal by a person under the age of 18 must be signed by the minor person's parent, court appointed guardian, or legal representative.

**You have the right to request reconsideration of the denial of your request for an administrative review.** To do so, you must submit your request in writing within 15 calendar days of the date this letter is mailed. You must send your request to the following address:

***(Insert DCS Local Office Address)***

In your request, you must state the reason you believe you are entitled to an administrative review. If you do not request reconsideration, you waive any further right to an administrative review or appeal of the decision.

If you have any questions, please contact:

***(Insert DCS Local Office Address)***  
***(Insert DCS Local Office Phone Number)***

**You have no right to an administrative appeal hearing at this time.**

**Attachments:** none