

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment	Effective Date: July 1, 2013
	Section 21: 30 Day Report of Assessment	Version: 4

POLICY

The Indiana Department of Child Services (DCS) shall send the [Thirty \(30\) Day Report of Assessment](#) no later than 30 days after receiving the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#) from a:

1. Hospital;
2. Community mental health center;
3. Managed care provider (as defined in IC 12-7-2-127(b));
4. Referring physician;
5. Dentist;
6. Licensed psychologist;
7. School;
8. Child caring institution licensed under IC 31-27;
9. Group home licensed under IC 31-27 or IC 12-28-4;
10. Secure private facility; or
11. Child placing agency as defined in IC 31-9-2-17.5.

DCS shall send the [Thirty \(30\) Day Report of Assessment](#) to:

1. The administrator of the hospital;
2. The community mental health center;
3. The managed care provider;
4. The referring physician;
5. The dentist;
6. The principal of the school;
7. A licensed psychologist;
8. A child caring institution licensed under IC 31-27;
9. A group home licensed under IC 31-27 or IC 12-28-4;
10. A secure private facility; or
11. A child placing agency (as defined in IC 31-9-2-17.5).

Note: The administrator, director, referring physician, dentist, licensed psychologist, or principal may appoint a designee to receive the report.

The [Thirty \(30\) Day Report of Assessment](#) must contain these items that are known at the time the report is sent:

1. The name of the alleged victim of CA/N;
2. The name of the alleged perpetrator and the alleged perpetrator's relationship to the alleged victim;
3. Whether the assessment is closed;
4. Whether the department has made an assessment of the case and has not taken any further action;
5. The Family Case Manager (FCM) name and telephone number;

6. The date the report is prepared;
7. Other information that DCS may prescribe.

The [Thirty \(30\) Day Report of Assessment](#) is confidential and may be made available only to the agencies named above and the personal and agencies listed in IC 31-33-18-2.

Code References

[IC 31-33-7-8: Reports after initiation of assessment or investigation; contents; confidentiality](#)

PROCEDURE

No later than 30 days after the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#) is received, the FCM will:

1. Complete the Report of Assessment or Investigation in Management Gateway for Indiana's Kids (MaGIK);
2. Complete the [Thirty \(30\) Day Report of Assessment](#) by updating any appropriate data fields that are not populated;
3. Print the [Thirty \(30\) Day Report of Assessment](#) and submit to the FCM Supervisor for review and approval.

Note: Do not attach the [Assessment of Alleged Abuse or Neglect Report \(SF 113\)](#); and

4. Deliver the approved [Thirty \(30\) Day Report of Assessment](#) to the appropriate person via United States (U.S.) mail in an envelope marked "Confidential".

PRACTICE GUIDANCE

Linking an assessment report may eliminate the ability to automatically generate each [Thirty \(30\) Day Report of Assessment](#) in MaGIK. If more than one (1) report is received by DCS from the agencies listed above, it is the responsibility of the FCM to generate a Report of Assessment for each professional report source and include the statutorily required information outlined in this policy.

FORMS AND TOOLS

1. [Thirty \(30\) Day Report of Assessment](#) – Available in MaGIK
2. [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#)
3. [Assessment of Alleged Abuse or Neglect Report \(SF 113\)](#) – Available in MaGIK

RELATED INFORMATION

N/A