

D.

CHILD PROTECTION PLAN

I. Region 9

A. Name and code of local offices of the Department of Child Services located within the region:

Boone	6
Hendricks	32
Montgomery	54
Morgan	55
Putnam	67

II. Type of Child Protection Plan: Regional Child Protection Plan

III. RM Planning and Community Involvement: (Please attach a copy of the notice(s) of the hearings on the county child protection plan. Also attach a copy of the publisher's statement if one is required.)

A. Was the notice of the public hearing posted or published at least 48 hours in advance of the hearing (excluding weekends and holidays)?

1. Yes X No ___ (Please explain)

B. Was the procedure for notice of hearing according to IC 5-14-1.5-5 (attached) followed in detail? (Please check all that apply.)

a. X Public Notice was given by the Local Office Director and Regional Manager

b. X Notice was posted at the building where the hearing occurred and/or at the local offices of the Department of Child Services. (Required procedural element)

c. X The following news media were notified that a public hearing was to be held: Lebanon Reporter, Hendricks County Flyer, Crawfordsville Journal Review, The Banner Graphic and the Reporter Times. -

C. Give the date(s) and location(s) of the public hearings and attach a copy of the notice posted as well as a copy of the newspaper notice including publisher's statement.

September 25, 2009 Hendricks County Government Center, Danville Indiana

October 6, 2009 Hendricks County Department of Child Services, Avon Indiana

- D. **Sign-in sheet(s) for the public hearing(s) and a copy of any written testimony presented can be found in the public testimony section of this plan.**

We held this first hearing immediately before the Region Services Council meeting and the sign-in sheet for this appeared to get mixed up with the RSC sign-in sheet so no one signed it the midst of the confusion. Jane Christopherson was the only person offering testimony but many people were there for the RSC. No one testified or even attended the 2nd hearing.

IV. RM The Staffing and Organization of the Local Child Protection Service

- A. **Describe the number of staff and the organization of the local child protection service including any specialized unit or use of back-up personnel. NOTE: The term CPS refers only to the reporting and investigation of child abuse and neglect**

1. 20 **Number of Family Case Managers investigating abuse/neglect reports full time.**
2. 0 **Number of Family Case Manager IIs with dual responsibilities; e.g., 50% CPS investigations and 50% ongoing services or 20% CPS and 80% ongoing services.**
3. 0 **Number of Family Case Manager Supervisor IVs supervising CPS work only.**
4. 8 **Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% CHINS work.**
5. 0 **Number of clerical staff with only CPS support responsibilities.**
6. 12 **Number of clerical staff with other responsibilities in addition to CPS support.**
7. **Does the Local Director serve as line supervisor for CPS?**
Yes No X

- B. **Describe the manner in which suspected child abuse or neglect reports are received.**

The Indiana Department of Child Services (DCS) Child Abuse Hotline will be available to receive reports of child abuse and/or neglect (CA/N) 24 hours per day, seven (7) days per week, through a toll-free child abuse hotline (800-800-5556).

DCS will receive oral and written (hard copy and electronic) reports and requests.

DCS will record the date, time, and purpose of every hotline call received.

Calls received by a law enforcement agency (LEA) requiring an immediate response, will be routed to the front of the queue.

The Hotline Intake Specialist will complete the following steps for all calls received:

1. Record the date and time of the call;
 2. Engage with the caller in a courteous and professional manner;
 3. Actively listen to the reporter and take detailed notes;
 4. Make an initial determination about the nature of the call to be one of the following, record the purpose of the call, and take appropriate actions:
 - a. **CA/N allegations**
Proceed with creating a [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (Child Abuse and/or Neglect (CA/N) intake report).
 - b. **Service Requests**
Proceed with creating a [Service Request Intake Report \(SF 49548/CW0310SR\)](#).
- Other calls**
- 1) **Out of State CA/N allegations:** Reports where the alleged CA/N occurred in another state will be referred to the appropriate child welfare agency in that state. No further action required unless courtesy interviews are requested by the agency,
 - 2) **Information only** (i.e., requesting the phone number of a local childcare provider): Provide the caller with the requested information. No further action required,
 - 3) **Collateral information** for an open assessment or case: Transfer the caller to the DCS local office who is assigned to the assessment or case and after business hours to the DCS Local Office on-call designee,
 - 4) **Inquiries** about the status of CA/N report, assessment or case,
 - 5) **Homeless Unaccompanied Minor:** Proceed with completing a CA/N intake report regardless of whether abuse and/or neglect is alleged,
 - 6) **Complaints:** Refer the caller to the appropriate person by following the chain of command at the DCS Child Abuse Hotline, escalating only if previous complaints went unresolved (FCM, Supervisor, DCS Local Office Director, Regional Manager),
 - 7) **Resource parenting inquiries:** Refer the caller to the person who handles licensing at the DCS local office or the [Indiana Foster Care and Adoption Association \(IFCAA\)](#), phone: 800-468-4228,
 - 8) **Adoptive parenting inquiries:** Refer the caller to the [Indiana Foster Care and Adoption Association \(IFCAA\)](#), phone: 800-468-4228, and

Wrong numbers: No further action required

In Person Reports at DCS Local Office

The DCS local office will assist any individual from the community who wishes to make a report in person at the DCS local office. The DCS local office will ensure that the individual has access to a telephone to make their report.

1. Is the 24-hour Child Abuse Hotline (1-800-800-5556) listed in your local directory(ies) with the emergency numbers as required by law?

Yes No

List below any additional Child Abuse Hotline telephone directory listings.

2. Since the 800 number crosses county lines, other counties may take reports that will need to be passed on to your county. List the local 24-hour CPS telephone number(s) for receipt of child abuse or neglect reports during:

a.

b.

3. What agency personnel will be answering the after-hours child abuse hotlines? (Please check only the primary agency responsible for initially receiving complaints.)

- a. After-hours CPS personnel
- b. Sheriff's Department
- c. Local Police Department
- d. Indiana State Police Department
- e. Hospital
- f. Other (Please specify.)

4. Please indicate the manner in which the non-DCS personnel receiving after-hours calls will refer those reports to on-call DCS staff for investigation.

- a. Beeper/pager is used.
- b. Report is telephoned to on-call worker.
- c. Law enforcement agency will investigate.
- d. Not applicable. (Please explain)

C. Describe your current system of screening calls reporting allegations of child abuse and neglect. Refer to Child Welfare Manual subsection 204.3. (Attach any tools you presently use if helpful.)

The Hotline Intake Specialist will:

1. Recommend a CA/N intake report for screen-out if:
 - a. The statutory definition of CA/N **has not** been met, and/or
 - b. There is not enough information in the CA/N intake report to either identify or locate the child and/or family to initiate an assessment.

Note: DCS will consider potential current and future risk to the child(ren) prior to recommending a CA/N intake report that involves domestic violence for screen-out.

2. Document the specific reason for the screen-out in the notes section of the CA/N intake report (i.e., “The allegations don’t meet the statutory definition of CA/N because the person who allegedly abused the child was not the child’s parent, guardian or custodian”);
3. Recommend the report be referred to a Law Enforcement Agency (LEA) if the allegations are of a criminal nature;
4. Forward the CA/N intake report and records search information to a Hotline Intake Supervisor for review and approval of the recommendation to screen it out. This may be done electronically; and
5. The Hotline Intake Specialist will either make direct contact with the Supervisor to confirm receipt or will assure receipt through a standardized delivery process such as a high-priority in-box, an incoming CA/N intake report log, etc.

The Hotline Intake Supervisor will approve or deny the decision to screen out the report.

A centralized Screen-Out Committee will exist to review a sample of all CA/N intake reports that have been recommended for screen-out. The Screen-Out Committee will act as an advisory committee and will make recommendations about screen-outs.

The Screen-Out Committee members will consist of the following four (4) people:

1. DCS Child Abuse Hotline Director or designee;
2. DCS Hotline Intake Supervisor or Hotline Intake Specialist;
3. Member of a local Child Protection Team¹; and
4. DCS Central Office Attorney.

After a Hotline Intake Supervisor approves a CA/N intake report for screen-out, the following will occur:

1. Another Hotline Intake Supervisor will complete the following within 24 hours of the conclusion of the initial call from the reporter:
 - a. Review the CA/N intake report and records search information,
 - b. Agree with or disagree with the Hotline Intake Supervisor's recommendation, and
 - c. Contact Hotline Intake Supervisor who received the initial report to communicate his or her decision.
2. If the Hotline Intake Supervisors agree, the Hotline Intake **Supervisor** who received the initial report will document the decision in the notes section of the CA/N intake report in the Indiana Child Welfare Information System (ICWIS) and leave the report open in ICWIS so the other Hotline Intake Supervisor can enter their decision at a later date. Assure that a hard copy of the report and search information is properly filed for the Screen-Out Committee review;
3. If the Hotline Intake Supervisors do not agree, the Hotline Intake Supervisor who received the initial report will submit the report to the Child Abuse Hotline Director for a final decision;
4. The **Screen-Out Committee** will review a random sampling of all CA/N intake reports that have been recommended for screen-out within seven (7) days of the initial call made by the reporter:
 - a. The members of the Screen-Out Committee may meet in person or conduct the review via teleconference or e-mail,
 - b. Information from the records search will also be reviewed, and
 - c. The committee's discussion about each report will be documented, along with any recommendations. A hard copy of the documentation will be attached to a copy of the intake report and filed.
5. The **DCS Child Abuse Hotline Director** will consider the committee's recommendations before making a final decision and communicating the decision to the Hotline Intake Supervisor who received the initial report. Any decisions to disallow a screen-out must be communicated to the Hotline Intake Supervisor who received the initial report no later than two (2) hours after the committee adjourns;
6. The Hotline Intake **Supervisor** will document the date and final decision, with rationale, in the notes section of the CA/N intake report in ICWIS;
7. The Hotline Intake **Supervisor** will either:

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¹ This representative may not be a DCS employee.

- a. Route the intake report for assessment. This must be done within two (2) hours of receiving the DCS Child Abuse Hotline Director’s decision to disallow the screen-out, or
 - b. “Approve” the screen-out decision in ICWIS, thus closing the report. Consider referring the family for services. .
8. A Hotline Intake **Supervisor** will give feedback to the Hotline Intake Specialist who recommended the report for screen-out if the final decision was to disallow the screen-out;

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The Hotline Intake Supervisor will contact professional report sources (i.e., medical professionals, schools, therapist, etc.) to inform them that a report was screened.

D. Describe the procedure for assessing suspected child abuse or neglect reports:

1. Please indicate when abuse assessments will be initiated.

- a. **Within 24 hours of complaint receipt. 3.9 Initiation Times for Assessment**

Yes No

- b. **Immediately, if the child is in imminent danger of serious bodily harm.**

Yes No

2. Please indicate who will assess abuse complaints received during working hours. (Check all that apply)

- a. CPS
- b. CPS and Law Enforcement Agency (LEA)
- c. LEA only

3. Please indicate who will assess abuse complaints received after working hours. (Check all that apply)

- a. CPS only
- b. CPS and LEA
- c. LEA only

4. Please indicate when neglect assessments will be initiated. . 3.9 Initiation Times for Assessment

a. Immediately, if the safety or well-being of the child appears to be endangered.

Yes X No _____

b. Within a reasonably prompt time (5 calendar days).

Yes X No _____

5. Please indicate who will assess neglect complaints received during working hours. (Check all that apply)

a. ___ CPS only

b. X CPS and LEA

c. ___ LEA only

6. Please indicate who will assess neglect complaints received after working hours. (Check all that apply)

a. ___ CPS only

b. X CPS and LEA

c. ___ LEA only

E. Describe the manner in which unsubstantiated child abuse or neglect reports are expunged. Refer to Indiana Child Welfare Manual Chapter 2 Section 13.

Information on unsubstantiated allegations is automatically purged by ICWIS 180 days from the date the completed Assessment of Child Abuse or Neglect (SF113/CW0311) is approved.

Please indicate if you have received and are following the "Record Retention Guidelines."

Yes X No _____

- F. **Describe the policy and procedure you follow when receiving complaints of institutional child abuse/neglect regarding: (It should be noted items F1 and F2 reflect current DCS policy relating to reports of institutional abuse and neglect. These policies will need to be amended in 2010 to reflect the creation of a specialized Institutional Unit within the Indiana Department of Child Services. The Institutional Unit will pilot in March 2010 with the scope of service to include to assessments in residential settings. The purview of the Unit will be expanded to include foster care as well as other institutional settings by May 2010. Corresponding policies and protocols are being drafted and will be available to be amended into the Child Protection Plan by March 2010.)**

1. **County assessments: Please describe procedures for assessments and reporting foster family homes, child care homes, and schools. Refer to Indiana Child Welfare Manual subsection Chapter 12 Section 23**

The Indiana Department of Child Services (DCS) will investigate any Child Abuse and/or Neglect (CA/N) allegation regarding licensees of Licensed Child Placing Agency (LCPA) or DCS local office licensed homes.

The DCS local office or LCPA responsible for licensing compliance will investigate allegations of licensing rule violations that do not meet the statutory definition of CA/N.

DCS or an LCPA licensing worker may use the results of the investigation as the basis for revocation of a license if CA/N is substantiated or a rule violation is established.

The results of the licensing allegation may be used as the basis for probationary status.

The option to use DCS investigative personnel to conduct an investigation will depend upon the nature of the allegations and the staff available (Child Protection Service (CPS), licensing, etc.). See separate policies, [3.4 Initial Evaluation of Child Abuse and/or Neglect \(CA/N\) Intake Reports](#) and [4.1 Reviewing the Child Abuse and/or Neglect Intake Report and Other Records](#).

In accordance with Indiana Code, when a complainant alleges CA/N the identity of the complainant is confidential. The identity of the complainant is not to be a part of the public record, is not available to the licensee, and shall not be revealed to any person during the investigation. Disclosure of this information by design or by neglect shall be considered grounds for disciplinary action.

2. **State assessments: Please describe procedures for reporting allegations in state institutions and facilities. Refer to Indiana Child Welfare Manual subsection chapter 4 Section 30 Institutional Assessments**

The Indiana Department of Child Services (DCS) local office will conduct an assessment of a report of possible Child Abuse and/or Neglect (CA/N) that occurred in an institution located within the county.

Institutions include:

1. Resource family homes,
2. Licensed childcare homes and centers,
3. Public and private schools,
4. Hospitals,
5. Group homes,
6. Residential treatment centers,
7. Emergency shelter care centers,
8. Correctional facilities, and
9. [NEW] Unlicensed registered child care ministries.

3. **Abandoned infants (IC 31-9-2-0.5, plus amendments): Please describe procedures for taking custody of an “abandoned infant,” for purposes of IC 31-34-21-5.6, as added by P.L.35-1998, Sec. 2, and amended by P.L.133-2000, Sec. 1. (Abandoned infant Protocols should be renewed at this time and can be incorporated here to satisfy this item.)**

Emergency Placement of Abandoned Infants

The DCS Local Office FCM who needs to place an abandoned infant in substitute care will initially place the child in emergency shelter care when the team cannot convene prior to the child’s need for substitute care.

Note: This placement should be emergency shelter care only and should not be considered a long-term placement for the child.

In order to determine the final recommendation of placement for the child, the DCS Local Office FCM will convene a multi-disciplinary team comprised of the following team members:

1. CASA or GAL;
2. DCS Local Office Director or designee;
3. Regional Manager;
4. Supervisor;
5. SNAP worker (if appropriate); and
6. Licensing FCM.

The team will make a recommendation for placement, documenting the best interests of the child and the reasoning used in determining the most appropriate placement for the child. This recommendation and report on the interests served with this decision shall first be submitted to the DCS Director, then to the juvenile court for review.

H. Describe the inter-agency relations and protocols in existence regarding the provision of child protection service. Describe protocols outlining information sharing between DCS, law enforcement and prosecutors.

Each local office has established relations with Community Partners for Child Safety, Schools, CASAs, Law Enforcement, key medical providers and the Regional Child Advocacy Center that address the communication and procedures relative to the report and investigation of child abuse and neglect. Written protocols exist with each school corporation, Prosecutor and law enforcement agency within the Region.

I. Describe the procedures that you follow upon receiving and referring child abuse or neglect reports to another county or state where family resides or where abuse or neglect occurs. (Refer to Indiana Child Welfare Manual subsections 3.11)

When an Indiana Department of Child Services (DCS) local office receives allegations of Child Abuse and/or Neglect (CA/N) that took place in another Indiana county, the office will:

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

J. Describe special circumstances warranting an inter-county investigation (Refer to Indiana child welfare manual 3.11)

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.

K. Describe the manner in which the confidentiality of records is preserved. (Refer to Indiana Child Welfare Manual subsection 2.6)

The Indiana Department of Child Services (DCS) will hold confidential all information gained during reports of Child Abuse and/or Neglect (CA/N), CA/N assessments, and ongoing case management.

DCS will abide by Indiana law and share confidential information with only those persons entitled to receive it.

DCS shall comply with any request to conduct CA/N history checks received from another state's child welfare agency, as long as the records have not been expunged, when:

1. The check is being conducted for the purpose of placing a child in a foster or adoptive home;
2. The check is being conducted in conjunction with a C/AN assessment; and

3. The requesting state agency has care, custody and control of the child and the request is to check Child Protection Services (CPS) history of an individual who has a prior relationship with the child.

DCS will advise individuals who make calls reporting CA/N, parents, guardian, or custodian and perpetrators of their rights regarding access to confidential CA/N information.

DCS will make available for public review and inspection all statewide assessments, reports of findings, and program improvement plans developed as a result of a full or partial Child and Family Services Review (CFSR) after approval of Chief Legal Counsel.

DCS will provide unidentifiable CA/N information of a general nature to persons engaged in research. The DCS Central Office shall provide such information upon written request.

DCS Central Office will submit all public records requests for substantiated fatality or near fatality records to the juvenile court in the county where the child died or the near fatality occurred for redaction and release to the requestor.

All records sent from DCS shall be labeled or stamped "CONFIDENTIAL" at the top of each record. Any envelope containing records shall also be labeled "CONFIDENTIAL".

[NEW] DCS will protect the confidentiality of all information gained from non-offending parents in families experiencing domestic violence. Prior to releasing any information (i.e. during court proceedings where disclosure of certain information is mandatory), the non-offending parent will be notified so they may plan for their safety and the safety of the child(ren).

Does your county have written policies regarding confidentiality of reports in addition to those in IC-31-33-18?

Yes ___ No X (If yes, please attach a copy.)

L. Describe the follow-up provided relative to specific investigations:

Are 30-/90-day follow-up reports specified in IC 31-33-7-8, (to hospital administrators, referring physicians, licensed psychologists, dentists, and school principals, community mental health centers, managed care providers, hospitals, or schools) sent within required time frame?

Yes X No ___ (If no, please attach policy in use at this time.)

The Indiana Department of Child Services (DCS) will provide a summary of the information contained in the Assessment Report to the administrator of the following facilities if such a facility reported the Child Abuse and/or Neglect (CA/N) allegations:

1. Hospitals;
2. Community mental health centers;
3. Managed care providers;

4. Referring physicians, dentists;
5. Licensed psychologists; and
6. Schools

DCS will provide this summary 30 days after receipt of the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (CA/N intake report).

M. Describe GAL/CASA appointments in your region.

Describe how are guardian ad litem or court appointed special advocates appointed in your county?

In Boone, Montgomery, Morgan and Putnam Counties the court orders the appointment of a CASA. The CASA Director in each of these counties assigns the volunteer to the child's case.

In Hendricks, the court maintains a list of GALs and orders the appointment of specific individuals from the list to the child's case.

What percentage of CHINS are able to have advocates assigned?

Boone	100%
Hendricks	94%
Montgomery	90%
Morgan	87%
Putnam	76%

N. Describe the procedure in place in your county with the CAPTA appeals process.

The Administrative Review is a process by which the alleged perpetrator has the opportunity to have a review of the assessment done by an Indiana Department of Child Services (DCS) employee not previously connected to the case. The alleged perpetrator can present information at the Administrative Review to see if the substantiation should be upheld.

DCS requires that the Administrative Review be conducted by one of the following:

1. The DCS Local Office Director in the county responsible for the assessment;
2. The DCS Local Office Deputy Director in the county responsible for the assessment;
3. The Regional Manager in the region responsible for the assessment; or
4. The DCS Local Office Division Manager in the county responsible for the assessment.

If the DCS Local Office Director, Deputy Director, or Division Manager was the person who approved the initial [Assessment of Child Abuse or Neglect \(SF113/CW0311\)](#) determination, or was otherwise involved in the assessment or preparation of the report, or if there is a conflict of interest, the request will be referred to the Regional Manager for this review and decision.

The individual identified by DCS to conduct the Administrative Review may at his/her discretion and subject to the time limits stated herein, refer the request to the community Child Protection Team (CPT) to review and make a recommendation.

The objectives of an Administrative Review are to:

1. Determine if the assessment presented provides sufficient evidence and supports the conclusion to substantiate the allegation(s);
2. Provide an opportunity for the alleged perpetrator to submit documentation (not testimony) relating to the allegation(s) substantiated that the alleged perpetrator believes may make the substantiation inappropriate;
3. Provide an internal review of the assessment by DCS at the request of the perpetrator; and
4. Comply with due process mandates that DCS gives a perpetrator the opportunity to challenge substantiations. An Administrative Review is one step in due process prior to an Administrative Appeal.

DCS will require that the decision as to the outcome of the Administrative Review be made by the appropriate DCS Local Office Director or Regional Manager. Local Office Deputy Directors and community CPTs are prohibited from making the decision.

DCS will complete the Administrative Review and will notify the alleged perpetrator in writing of the outcome within thirty (30) calendar days of the receipt of the request.

If the DCS Local Office Director or Regional Manager, determines that further assessment and reconsideration of the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) is necessary, the DCS Local Office Director will:

1. Notify the alleged perpetrator by sending the [Notice of Administrative Review Decision and Right to Administrative Appeal \(CAPTA080802RDA\)](#) informing them that the assessment has been referred back to Child Protection Services (CPS) for further assessment and preparation of a revised [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) report. DCS will not send the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) to the alleged perpetrator until the reassessment is complete;
2. Notify the Supervisor that the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) has been reopened for further evaluation; and
3. Following the reassessment, if substantiated, refer to separate policy, [2.1 Requests for Administrative Review](#) outlining procedures.

The DCS Local Office Director or designee will maintain a record of:

1. The date of the Administrative Review;
2. The person who conducted the Administrative Review; and
3. The Administrative Review decision.

This policy does not apply to child abuse and/or neglect (CA/N) substantiated cases involving child care workers. See separate policy, [2.4 Child Care Worker Investigation Review Process](#).

This policy does not apply to CA/N substantiated cases involving DCS employees. See separate policy, [2.5 Investigation and Review of DCS Staff Alleged Perpetrator](#)

Please explain your current process once a Request for Administrative Review has been made and how your county will comply with the timelines required?

The Indiana Department of Child Services (DCS) recognizes the right of each alleged perpetrator to request an Administrative Review of the related Child Abuse and/or Neglect (CA/N) substantiation. The process outlined herein will apply to all substantiated CA/N determinations made on or after October 15, 2006.

DCS will have **ten (10) calendar days** from approval of the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) to provide [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#) and a copy of the redacted [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) to the alleged perpetrator.

If the substantiation is against a minor, the [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#) must be sent via mail to the following:

1. Parent;
2. Guardian;
3. Custodian;
4. Child's attorney (if representation for specific substantiation) ;
5. Guardian ad Litem; or
6. Court Appointed Special Advocate (CASA), if applicable.

DCS will require that the request for an Administrative Review be made in writing using the [How to Request for an Administrative Review for Child Abuse or Neglect Substantiation \(CAPTA080802ADR\)](#).

DCS will require that the request for Administrative Review is **received** by the DCS local office within **thirty-three (33) calendar days** of the date that the [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#) was mailed.

Note: If the request for an Administrative Review is received on a day that the DCS local office is closed, the **thirty-three (33) days** is extended to the next business day.

DCS **will not conduct** an Administrative Review if:

1. A Child in Need of Services(CHINS) petition has been filed based on the facts and circumstances of the substantiated determination, until the court has ruled on the petition:
 - a. Any request received for an Administrative Review will be stayed during the stay, the substantiation will remain on the Child Protection Index (CPI); and
 - b. DCS will send the perpetrator the [Stay of Administrative Review or Appeal of DCS Substantiation of Child Abuse and/or Neglect \(CAPTA080801SRA\)](#).

Note: In the event the CHINS petition results in adjudication of CA/N by the person who requested the review, the request for Administrative Review will be dismissed.

2. Criminal charges or Juvenile Delinquency/Juvenile Status (JD/JS) have been filed on the same facts and circumstances on which the report of CA/N was substantiated, until the court has ruled on the charges:
 - a. Any request received for an Administrative Review will be stayed due to a pending criminal or JD/JS matter;
 - b. During the stay, The substantiation will remain on the CPI; and
 - c. DCS will send the perpetrator the [Stay of Administrative Review or Appeal of DCS Substantiation of Child Abuse and/or Neglect \(CAPTA080801SRA\)](#).

Note: In the event that the perpetrator is convicted of any charges based on the substantiated CA/N, the request for an Administrative Review will be dismissed.

3. An Informal Adjustment (IA) has been filed and the court has not ruled on the IA. During the stay:
 - a. Any request received for an Administrative Review will be stayed due to a pending IA; and
 - b. During the stay, the substantiation will remain on the CPI; and
 - c. DCS will send the perpetrator the [Stay of Administrative Review or Appeal of DCS Substantiation of Child Abuse and/or Neglect \(CAPTA080801SRA\)](#) if the perpetrator requests an Administrative Review prior to completion of the IA .

Note: Following the completion of the IA, the DCS local office will reactivate the review process without a request from the alleged perpetrator, if the request was made timely upon original [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#).

DCS will reactivate each alleged perpetrator's Administrative Review process when:

1. The alleged perpetrator notifies the DCS local office within **30 days** of the court's action, of their desire to continue with the Administrative Review; and
2. The alleged perpetrator provides an official court document reflecting that issues relating to the same facts and circumstances have been resolved or will not be determined by the court.

The DCS local office will determine whether to set the Administrative Review or dismiss it based on the official court document provided by the alleged perpetrator. The DCS local office will notify the alleged perpetrator whether or not an Administrative Review will occur based on the official court document.

The DCS Local Office Director or designee will maintain a record of all requests for Administrative Reviews and Appeals.

This policy does not apply to either of the following situations:

1. Administrative Appeals of license denials or revocations that are currently heard and decided by the FSSA Office of Hearings and Appeals; or
2. A court proceeding requesting expungement of reports entered into the CPI that are governed by the procedures specified in the law, [IC 31-39-8](#) and [IC 31-33-7-6.5](#).

If the substantiation is against a minor, the request for an Administrative Review must be made by one of the child's:

1. Parent;
2. Guardian;
3. Custodian;
4. Child's attorney ;
5. Guardian ad Litem; or
6. CASA, if applicable.

This policy does not apply to CA/N substantiated assessments involving child care workers. .

This policy does not apply to CA/N substantiated assessments involving DCS employees.

Are you automatically filing the Administrative Review on all Child Care Workers and DCS employee's substantiated abuse and neglect charges?

Yes X No _____

The CCWAR will occur regardless of the attendance of the alleged child care worker or resource parent perpetrator. DCS will require that the CCWAR occurs prior to supervisory approval of the assessment finding.

Do you feel that your county allows reasonable notice in scheduling the administrative reviews, allows the client ample time to attend the hearing and to reschedule them if there is good cause for their not attending?

Yes X No _____

V. Community Child Protection Team

A. Have confidentiality forms been signed by all team members?

Yes X No _____

B. How often are CPT meetings scheduled at the present time? Include the date of the last meeting.

1. _____ weekly
2. X monthly
3. _____ by telephone
4. _____ as necessary, but at least _____

Dates of last meetings:

Boone: 12-4-09

Hendricks: 11-19-09

Montgomery: 11-19-09

Morgan: 12-10-09

Putnam: 12-3-09

C. How many meetings were held in:

1. SFY 2008 55 (Boone 10, Hendricks 10, Montgomery 12, Morgan 12, Putnam 11)
2. SFY 2009 55 (Boone 11, Hendricks 10, Montgomery 11, Morgan 12, Putnam 11)

D. Are emergency CPT meetings held?

Yes No

If yes, how many:

- a. in SFY 2008? _____
- b. in SFY 2009? _____

E. What was the average attendance for the CPT meetings?

1. in SFY 2008? 38 (Boone 8, Hendricks 7, Montgomery 9, Morgan 8, Putnam 6)
2. in SFY 2009? 42 (Boone 9, Hendricks 7, Montgomery 7, Morgan 9, Putnam 10)

F. What was the number of reports reviewed by the CPT:

1. in SFY 2008? 444 (Boone 139, Hendricks 80, Montgomery 49, Morgan 55, Putnam 121)
2. in SFY 2009? 430 (Boone 92, Hendricks 128, Montgomery 51, Morgan 48, Putnam 111)

G. What was the number of complaints reviewed by the CPT:

1. in SFY 2008? 0
2. in SFY 2009? 0

- H. Please list **names, addresses, and telephone numbers of CPT members** (Refer to I.C. 31-33-3) and **note the name of the coordinator by adding ** next to their name:**

PLEASE SEE ATTACHED FOR LISTINGS BY LOCAL OFFICE

1. Director of local CPS or director's designee
Kamilla Aeschliman, Director
953 Monument Dr.
Lebanon, IN 46052
(765) 482-1630

- 2-3 Two (2) designees of juvenile court judge
Donna Hankins, Probation Officer
127 W Main St. Suite 200
Lebanon, IN 46052
(765) 482-6505

Jane Taylor,
Mental Health America
1122 N. Lebanon St.
Lebanon, IN 46052
(765) 482-3020

4. County prosecutor or prosecutor's designee
Jeff Edens
103 Courthouse Square
Lebanon, Indiana 46052
(765) 482-6860

5. County sheriff or sheriff's designee
Ken Campbell
1905 Indianapolis Ave
Lebanon, IN 46052
(765)-482-1412

6. The chief law enforcement officer of the largest law enforcement agency in the county (other than the county sheriff) or the chief law enforcement officer's designee.
Vacant

7. **Either** president of county executive or president's designee **or** executive of consolidated city or executive's designee
Debby Shurbert

915 Millerwood Drive
Lebanon, IN 46052
(765) 482-1380

8. Director of CASA or GAL program or director's designee (*See note after #11.)
Kandi Killin
310 Courthouse Sq
Lebanon, IN 46052
765-483-5252

The following members are to be appointed by the county director:

9. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee
Bob Taylor Lebanon School Corp
1810 N. Grant St.
Lebanon, IN 46052
765-482-0380
10. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice
Dr. Mital Patel
1608 N. Lebanon St.
Lebanon, IN 46052
(765)483-0842

Jill Laviere, R.N.
2605 N. Lebanon
Lebanon, IN 46052
(765)482-2700
11. One (1) citizen of the community
Deb Easterday
15 Williamsburg Ct.
Zionsville, IN 46077
12. Other (Crises Center)

HENDRICKS COUNTY OFFICE CHILD PROTECTION TEAM

1. Director of local CPS or director's designee
Rhonda Allen, Director, Hendricks County DCS
6781 E US 36, Suite 200
Avon, IN 46123
317-272-4917

- 2-3 Two (2) designees of juvenile court judge
Gwyn Green, Probation
Circuit Court Probation
P.O Box 226
Danville, IN 46122
317-852-2422

Vacant

4. County prosecutor or prosecutor's designee
Tamatha Hasty, Victim's Advocate
Courthouse Square #105
Danville, IN 46122
317-745-9283

5. County sheriff or sheriff's designee
Terry Judy, Detective
P.O. Box 87
925 E Main Street
Danville, IN 46122
317-745-9233

6. The chief law enforcement officer of the largest law enforcement agency in the county (other than the county sheriff) or the chief law enforcement officer's designee.

Vacant

Either president of county executive or president's designee **or** executive of consolidated city or executive's designee

Vacant

7. Director of CASA or GAL program or director's designee (*See note after #11.)
NA

The following members are to be appointed by the county director:

8. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee

Diana White, Plainfield School Corporation
Home and School Advisor
985 Longfellow Lane
Plainfield, IN 46168
317-839-7707

Pam Larkey, Brownsburg School Corporation
Director of Student Assistance
1000 S Odell Strett
Brownsburg, IN 46112
317-852-2258

9. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family Practice

Deb Case, Hendricks Regional Health
Hendricks Community Hospital
1000 E Main Street
Danville, IN 46122
317-745-3729

Kandi Jamison, Hendricks County Health Dept.
Hendricks County Health Department
355 S Washington Street, Suite 211
Danville, IN 46122
317-745-9222

10. One (1) citizen of the community
Julie Richards, Hendricks County Healthy Families
355 S Washington Street, Suite 211
Danville, IN 46122
317-745-9426

11. Other (Crises Center)
Byron Ross, Cummins Behavioral Sciences
6655 E US 36
Avon, IN 46123
317-272-6360

Dr. Gail Kibiger, Hamilton Center
1907 Crown Plaza Blvd
Plainfield, IN 46168
317-837-9719

MONTGOMERY COUNTY OFFICE CHILD PROTECTION TEAM

1. Director of local CPS or director's designee
Carlos E. Shrewsbury, Director
1635 Eastway Dr
Crawfordsville, IN 47933
765-362-5600

- 2-3 Two (2) designees of juvenile court judge
** Patricia Sosbe, Attorney
127 E Main St Suite 300
Crawfordsville, IN 47933
765-362-6811

Andrea Geigle, Adult Probation Officer
100 E Main St Room 304
Crawfordsville, IN 47933
765-364-6460

4. County prosecutor or prosecutor's designee
Joe Buser
100 E Main St Room 205
Crawfordsville, IN 47933
765-364-6470

5. County sheriff or sheriff's designee
Gary Truax, Deputy Sheriff
Ken Maynor, Deputy
600 Memorial Dr
Crawfordsville, IN 47933
765-362-3740

6. The chief law enforcement officer of the largest law enforcement agency in the county (other than the county sheriff) or the chief law enforcement officer's designee.
Detective Robert Rivers
Crawfordsville Police Dept.
311 N Green St
Crawfordsville, IN 47933
(765) 364-5164 ext 215

Either president of county executive or president's designee **or** executive of consolidated city or executive's designee

Detective David Long
Crawfordsville Police Dept.
311 N Green St

Crawfordsville, IN 47933
(765) 364-5164

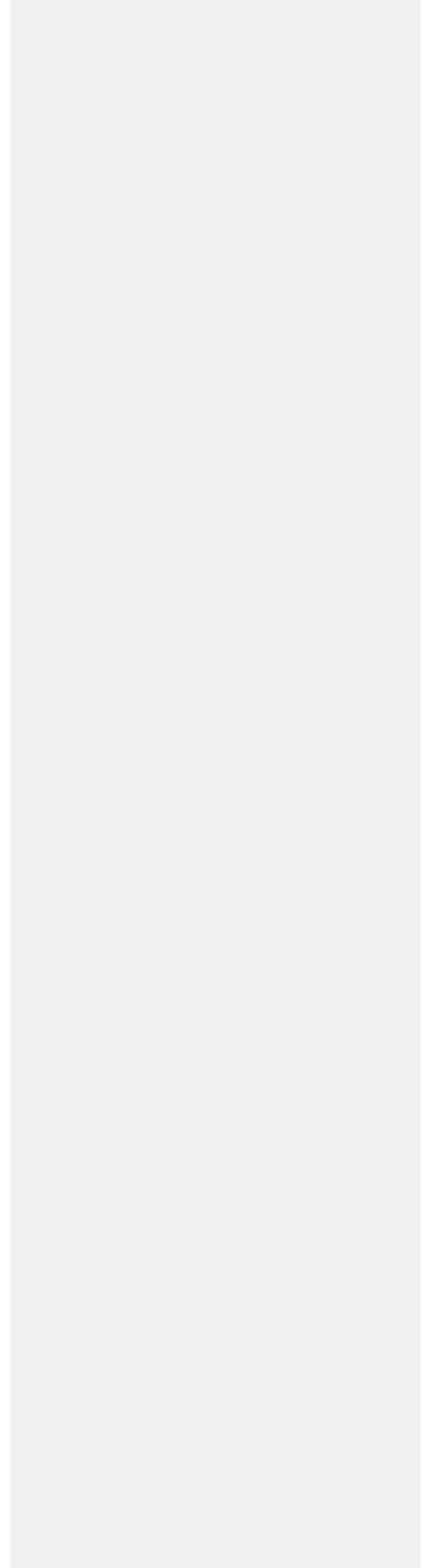
7. Director of CASA or GAL program or director's designee (*See note after #11.)
Jane Christophersen, CASA Director
209 E Pike St
Crawfordsville, IN 47933
765-362-0694

The following members are to be appointed by the county director:

8. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee
Laura Long, Crawfordsville Schools
1010 Lane Ave
Crawfordsville, IN 47933
765-362-2607
Dr Brett Lewis, Superintendent; South Montgomery Schools
6425 US 231 S
Crawfordsville, IN 47933
765-866-0350
9. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice
Roann Smith, Sugar Creek Elementary School Nurse
4702 E 300 N
Crawfordsville, IN 47933
765-794-4855

Carla Rice, Sommer Elementary School Nurse
3794 W 136
Crawfordsville, IN 47933
765-362-3979
10. A physician or nurse experienced in pediatrics or family practice
Rita Stull, South Montgomery School Nurse
6425 US 231 S
Crawfordsville, IN 47933
765-866-0350
11. One (1) citizen of the community
Joyce Baker, Case Manager of Cummins Behavioral Health Care
701 N Englewood Dr
Crawfordsville, IN 47933
765-361-9767
12. Other

Kathi Lange, President; Families United
702 S Washington St
Crawfordsville, IN 47933
765-359-3263



MORGAN COUNTY OFFICE CHILD PROTECTION TEAM

1. Director of local CPS or director's designee
Taren Duncan, Director
1326 Morton Ave
Martinsville, IN 46251
765-349-5302
- 2-3 Two (2) designees of juvenile court judge
Brent Fultz, Probation Officer
Kathleen Lange, Probation Officer
65 N. Jefferson
Martinsville, IN 46151
765-342-1082
4. County prosecutor or prosecutor's designee
Karey Banfield
Courthouse
Martinsville, Indiana 46151
(765) 342-1050
5. County sheriff or sheriff's designee
Scott Hamilton, SGT
160 N Park Ave
Martinsville, IN 46151
765-342-1036
6. The chief law enforcement officer of the largest law enforcement agency in the county (other than the county sheriff) or the chief law enforcement officer's designee.
Det. Brent Worth, Martinsville PD
160 N. Park Ave.
Martinsville, IN 46151
765-349-5057
7. **Either** president of county executive or president's designee **or** executive of consolidated city or executive's designee
Norman Voyles
180 S Main Street, Suite 112
Martinsville, IN 46151
(765) 342-1007
8. Director of CASA or GAL program or director's designee (*See note after #11.)
Miranda Polston
65 N. Jefferson
Martinsville, IN 46151

765-342-1082

The following members are to be appointed by the county director:

9. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee
Jenny Babbitt, Martinsville Schools
60 E. Cunningham
Martinsville, IN 46151
765-342-4376 x7
10. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice
11. One (1) citizen of the community
Paula Ross
765-349-9746
12. Other (Crises Center)
Angela Wood**
1175 Southview Drive
Martinsville, IN 46151
765-342-6616

PUTNAM COUNTY OFFICE CHILD PROTECTION TEAM

1. Director of local CPS or director's designee

Shelly Chadd, DCS Director
Dept of Child Services
121 Ridgeland Road
Greencastle IN 46135
765-653-9780 (ext 10473)(w)

- 2-3 Two (2) designees of juvenile court judge

Ann Newton
01 Arlington St
Greencastle IN 46135
765-653-3856

Renee Marsteller
Putnam Co C Juv Probation
1 Courthouse Sq., 3Rd Fl
Greencastle IN 46135
765-653-1257 (w)

4. County prosecutor or prosecutor's designee

Timothy Bookwalter
Putnam Co Prosecutor's Office
1 Courthouse Sq., 4th fl
Greencastle IN 46135
765-653-2724 (w)

5. County sheriff or sheriff's designee

Tom Helmer
Putnam Co Sheriff's Dept
13 Keightly Rd
Greencastle IN 46135
765-720-4215 (w)

6. The chief law enforcement officer of the largest law enforcement agency in the county (other than the county sheriff) or the chief law enforcement officer's designee.

Michael Collins
Greencastle City Police

600 N Jackson St
Greencastle IN 46135
765-653-2925 (w)

Either president of county executive or president's designee **or** executive of consolidated city or executive's designee

Heather Williams
POB 528
Greencastle In 46135
765-653-2641 (W)

7. Director of CASA or GAL program or director's designee (*See note after #11.)

Patti Harmless, CPT Coordinator:
CASA Office
10 ½ N Jackson St
Greencastle IN 46135
765- 653-9342 (w)

The following members are to be appointed by the county director:

8. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee

Diana S Meo
Old National Trail Coop.
522 Anderson St., POB 267
Greencastle IN 46135
765- 653-2781 (w)

9. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice

Kathryn Thomas, PH Nurse
209 W Liberty St
Greencastle IN 46135
765-653-5210

Laurie Gobert
1013 Sherwood Dr
Greencastle IN 46135
765-653-2269 (h) 765-795-2099 (w)

10. One (1) citizen of the community

Betsy Demmings
Of fice of DePauw President
313 S Locust St
Greencastle IN 46135
765- 658-4220 (w)

11. Other (Crises Center)

Sharon Perkins
Cummin's Behavioral Health
308 Medic Way
Greencastle IN 46135
765- 653-2669 (w)

VI. County Child Protection Service Data Sheet

A. List the cost of the following services for CPS only: **(Please do not include items which were purchased with Title IV-B or other federal monies.)**

	<u>2008</u>	<u>2009</u>
1. List items purchased for the Child Protection Team and costs	0	0
a. _____		
b. _____		
c. _____		
2. Child Advocacy Center/Other Interviewing costs Region 9 has a contract with Susie's Place, Child Advocacy Center.		

B. This will be calculated using the 12/17 report to determine staffing for CPS) Please provide the annual salary for the following positions and total the salaries for each of the classifications listed below: (Please include all staff with dual responsibilities and estimate and indicate percentage of salary for CPS time only. For example, if a Family Case Manager works 40% CPS and 60% ongoing child welfare services, use 40% of the salary, the CPS portion. Also, if the Local Director acts as line supervisor for CPS, include the proper percentage of salary on the line for Family Case Manager Supervisors. **Attach a separate sheet showing your computations.**)

Average salaries to be used in calculations:

	<u>Average Salary</u>	<u>Fringe</u>
FCM	34,987.32	16,629.52
FCM Supervisor	42,392.64	18,076.52
Local Office Director	51,390.09	19,834.62

	<u>2008</u>	<u>2009</u>
1. Family Case Manager IIs	\$1,032,337	\$1,032,337
2. FCM Supervisors (or Local Director)	241,877	241,877
3. Clerical Support Staff	159,722	159,722
Total Cost of Salaries	\$1,433,936	\$1,433,936

C. **Grand Total of VI (Total Cost of Services in A, plus Total Cost of Salaries)**

Region 9 Calculations for Child Protection						
	Salary	Fringe	Total Cost Per Person	# of FTEs	Total Cost	
20 FCMs	34,987.32	16,629.52	51,616.84	20	1,032,337	
8 Supervisors	42,392.64	18,076.52	60,469.16	4	241,877	
10 Clerical Support	25,211.30	14,719.29	39,930.59	4	159,722	
					1,433,936	

CERTIFICATION

I certify and attest that the local Child Protection Service Plan of Region 9 is in compliance with IC 31-33-4-1; and copies of the plan have been distributed in conformity with same.

Char Burkett-Sims

Signature of Regional Manager

Char Burkett-Sims

Regional Manager's Name

1-11-2010

Date