

D.

CHILD PROTECTION PLAN

I. Region 15

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

- Decatur County Department of Child Services -- 16
- Dearborn County Department of Child Services—15
- Ohio County Department of Child Services—58
- Ripley County Department of Child Services- 69
- Switzerland County Department of Child Services—78
- Jefferson County Department of Child Services-39

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.)

1. x Public Notice was given by the Local Office Director and Regional Manager

2. 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)

3. x The following news media were notified that a public hearing was to be held:Greensburg Daily News

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.

Date: 9/28/09

Location: Ripley County Department of Child Services, Versailles, IN

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.

N/A

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. 16 Number of Family Case Managers investigating abuse/neglect reports full time.
2. 4 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. 3 Number of Family Case Manager Supervisor IVs supervising CPS work only.
4. 1 Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% CHINS work.
5. 6 Number of clerical staff with only CPS support responsibilities.
6. 1 Number of clerical staff with other responsibilities in addition to CPS support.

7. Does the Local Director serve as line supervisor for CPS?
2 act as supervisor, 3 do not Yes x No x

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

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. **Andrea 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.)**

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 No
- b. **Within a reasonably prompt time (5 calendar days).**
Yes No
5. **Please indicate who will assess neglect complaints received during working hours. (Check all that apply)**
- a. CPS only
- b. 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. 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

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.

- G. Dave Describe the manner in which medical neglect of disabled infants is handled.**
- 1. Briefly describe the procedures related to the reporting and investigation of suspected medical neglect of disabled infants. Refer to IC 31-34-1-9 of the Juvenile Code and Child Welfare Manual subsection 210.3.**
 - 2. Please duplicate a copy of the attached form entitled "Hospital Liaison Information" for each health care facility in your area that you utilize. Complete a form for each facility, and attach a copy of any hospital policies or guidelines obtained. SEE ATTACHED "HOSPITAL LIAISON INFORMATION"**

- H. RM: 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 county has an inter-agency protocol with the prosecutor's office to share approved substantiated 311's.

Each local County DCS notifies the appropriate LEA agency on all physical and sexual abuse reports. In addition, LEA provides DCS with all reports involving allegations of abuse and/or neglect. Specific protocols are available in each local county office.

- 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 x No (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.

Each county has a GAL/CASA program in existence there are varying levels of participation depending on the county. Many children remain on the wait list for this much needed program in Region 15.

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

GAL/CASA program works in conjunction with the County Circuit Court, Juvenile Division. In each county the judge appoints a CASA on each CHINS

case in accordance with Statute at the initial hearing. In instances where no CASA/GAL is available that child is placed on a waiting list.

What percentage of CHINS are able to have advocates assigned? 35 %

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 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 No

V. Community Child Protection Team

Please see attachments for county specific information regarding these teams.

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

See Attached Yes No

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

See Attached 1. 0 weekly 3. 0 by telephone
2. _____ monthly 4. 0 as necessary, but at least

Date of last meeting: See Attached

C. How many meetings were held in:

See Attached
SFY 2008 _____
2. SFY 2009 _____

D. Are emergency CPT meetings held?

See Attached
Yes No

If yes, how many:

a. in SFY 2008? _____

b. in SFY 2009? _____

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

1. in SFY 2008? _____

2. in SFY 2009? 7

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

1. in SFY 2008? _____

2. in SFY 2009? _____

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

1. in SFY 2008? 0

2. in SFY 2009? _____

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 documents

1. Director of local CPS or director's designee

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

4. County prosecutor or prosecutor's designee

5. County sheriff or sheriff's designee

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

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

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

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

11. One (1) citizen of the community

Other (Crises Center)

***Note:** If #7 was left blank because your county does not yet have a CASA or GAL program, add another citizen of the community to make your number of team members total 11 as specified by I.C. 31-33-3-1 Director of local CPS or director's designee

VI. County Child Protection Service Data Sheet

A. RM 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. _____	0	
b. _____	0	
c. _____	0	
2. Child Advocacy Center/Other Interviewing costs		
2008 \$ 20,000 2009 \$20,000		

- B. RM 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
Clerical	25,211.30	14,719.29


	<u>2008</u>	<u>2009</u>
1. Family Case Manager IIs	\$916,198.91	\$916,198.91
2. FCM Supervisors (or Local Director)	\$282,867.08	\$282,867.08
3. Clerical Support Staff	\$179,686.37	\$179,686.08
Total Cost of Salaries	\$1,378,751.60	\$1,378,751.60

- C. **Grand Total of VI (Total Cost of Services in A, plus Total Cost of Salaries in 2008 and 2009**

\$1,398,751.60

CERTIFICATION


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



Signature of Regional Manager

Jennifer Tackitt
Regional Manager's Name

12-22-09
Date

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2: Administration of Child Welfare Services	Effective Date: May 1, 2009
	Section 6: Sharing Confidential Information	Version: 3

POLICY

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.

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5. The check is being conducted in conjunction with a C/AN assessment; and
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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.

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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).

Code References

1. [IC 5-14-3 Confidentiality of and Public Access Records](#)
2. [IC 31-33-22-2 Obtaining child abuse information under false pretenses; knowingly falsifying records or interfering with an assessment](#)
3. [IC 31-33-7-8 Reports to health care providers and schools; contents; confidentiality](#)
4. [31-33-18 Disclosure of Reports; Confidentiality Requirements](#)
5. [31-33-18-2 Release of CPS Records Disclosure of unredacted material to certain persons](#)
6. [31-33-18-3 Disclosure to qualified researchers](#)
7. [IC 31-33-18-4 Notice to parent, guardian, or custodian of availability of reports, information, and juvenile court records; release form; copying costs](#)
8. [465 IAC 2-5-1](#)

PROCEDURE

DCS (Intake and Assessment) Records

All CA/N reports and assessment information, including written reports and photographs are confidential. It is a Class B misdemeanor for a person to knowingly obtain or to falsify CA/N information or records. In addition, it is a Class A misdemeanor for a public employee knowingly and intentionally to disclose information classified as confidential by state statute.

Upon receipt of a written request, the Family Case Manager (FCM) may disclose intake or assessment information to the following after approval from the DCS Local Office Attorney:

1. A legally mandated child protection agency investigating a report or treating a child or family who are subjects of a report;
2. A law enforcement agency, prosecutor or coroner investigating a report;
3. A physician treating a child whom the physician suspects may be abused or neglected;
4. Anyone legally authorized to take protective custody of an abused or neglected child when the information is needed to determine whether to remove the child and make an out-of-home placement;
5. An agency with legal responsibility or authorization to provide care, treatment, or supervision for the subject child, or the child's parent, guardian, or custodian, or other person responsible for the child's welfare;
6. The alleged victim (if requested as an adult) the Guardian ad Litem (GAL) or Court Appointed Special Advocate (CASA), or both, of the alleged victim;
7. The parent, including non-custodial parent, guardian, custodian, or other person responsible for the welfare of a child named in a report and an attorney of any of those persons, provided that the identity of the reporting source and other persons is protected;

Note: Each parent, guardian, or custodian must be given verbal and written notice of the availability of the investigative report and must be provided with a copy upon written request. See separate policy, [4.10 Interviewing the Parent/Guardian/Custodian](#).

8. A court that requires the information to decide an issue before it;
9. A grand jury;
10. Any state or local official responsible for CPS or legislation who has a need for the information to carry out that person's official functions; a consent form must be signed by the subject of the report prior to release of information to a legislator who has been approached to intercede on their behalf;
11. The Child Protection Team (CPT), upon request, in order to carry out its purpose;
12. A person, about whom a report has been made, provided that the identity of the reporting source and other appropriate persons is protected.
13. An employee of DCS, a FCM, or a Juvenile Probation Officer conducting a criminal history check to assess the appropriateness of a family for placement and to make a placement recommendation to the court for a child in out-of-home care;
14. A local child fatality review team established under [IC 31-33-24-6](#);
15. The statewide child fatality review committee established;
16. The Division of Family Resources (DFR), in relation to a license applicant, licensee, employee or volunteer of a child care center, child care home, or child care ministry;
17. An employee of DCS, in relation to a license applicant, licensee, employee or volunteer of a child caring institution, group home, a child placing agency, or foster home in relation to a household member of a foster home;
18. Any authorized employee of DCS for an appropriate purpose, as determined by the Director or Deputy Director of Field Operations; and
19. A citizen's review panel, established under [IC 31-25-2-20.4](#).

Providing Information to Another CPS Agency

Within one (1) business day of receiving the request the FCM will:

1. Determine whether the requesting agency is a legally mandated public or private CPS agency;

Note: The requesting agency must send a written request for information on agency letterhead with complete job and unit titles of the requesting person (e.g., Jane Doe, Family Case Manager, CPS Unit, Marion County DCS Local Office).

2. Determine the basis for the agency's request (i.e., whether the requesting agency is assessing a report of child abuse or neglect or assessing a family for the purpose of placement of a child for whom the agency has care or placement responsibility;
 - a. The written request shall contain a listing of the specific information needed and any information that would assist the FCM in identifying the appropriate CPS case file. For example, if a child's name is Charles Smith, a date of birth or social security number may be requested to ensure the release of accurate information,

Note: If the CPS agency requests the immediate release of records based on an emergency, the FCM shall acquire the approval of the Unit Supervisor or DCS Local Office Attorney prior to the release of records.

- b. The FCM will orally collect the information needed to make the determinations outlined above from the requesting CPS agency and document this information within the case file,
 - c. The FCM will Request a follow-up written request for the records which complies with the procedures outlined above,
 - d. The DCS Local Office Attorney will determine if the records are accessible to the CPS agency based upon the information provided and shall orally advise the FCM of the appropriate response to the requesting CPS agency.
3. Redact the name of the report source and information concerning any children or adults that are not the subject of the request prior to sending to the requesting agency.

Providing Information to Parent, Guardian, or Custodian or Perpetrator

Upon written request from the parent, guardian, or custodian, subject child (if an adult at the time of request), appointed CASA/GAL, representative, or perpetrator, the FCM will provide the requested information regarding the assessment, after deleting the identities of the person making the report and other appropriate individuals. The FCM will carefully review to determine what information should be redacted to protect the safety of a non-offending parent and children of families with identified domestic violence. See separate policy [2.1 Request for Administrative Review](#), Practice Guidance and Related Information.

Note: "Other appropriate individuals" refers to individuals, other than law enforcement officers, mentioned in the report if disclosure, in the judgment of the FCM, could endanger the person's life or safety. Protection also must be given for the identity of any other person or agency providing information, if that other person or agency advises that disclosure of the person's identity would be likely to endanger that person's life or safety.

Note: No prerequisites for obtaining information beyond a written request may be imposed upon the parent/guardian/custodian other than reasonable copying costs.

Release of Information for Research Purposes

All requests to release CA/N information for research purposes must be approved by the Central Office Deputy Director of Field Operations or his/her designee and the Chief Legal Counsel.

1. All requests for CA/N information must be submitted on the [Application for Child Abuse Research \(SF116/CW 0321\)](#);
2. The Deputy Director or his/her designee will evaluate the request. If approved, the request will be forwarded to the appropriate staff member for the release of the requested information;
3. Information released may include:
 - a. Statistical data,
 - b. Social data used for studies, reports, surveys, or
 - c. Information concerning the functions and activities of the DCS or CPT.

Note: No name-specific or other identifying information may be included in the data. No information, general or case-specific, can be released that tends to identify

involved parties. Further, no case information can be released if it is the subject of pending litigation.

Release of Child Fatality and Near Fatality Records

All fatality and near fatality records for which DCS has substantiated CA/N are subject to release.

Upon receipt of a public records request (phone, written, e-mail, fax or by walk-in), the DCS local office will within one (1) business day of receiving the request, e-mail the Central Office Fatality Consultant the following information:

1. Name, address and phone number of the requestor;
2. Relationship, if any, of the requestor to the identified child; and
3. Organizational affiliation of the requestor (e.g. Indianapolis Star, Indianapolis Channel 6 News).

The DCS Central Office Fatality Consultant will:

1. Send a notice to the requestor regarding DCS' ability to process the request; and
2. If the record(s) requested are a substantiated fatality or near fatality locate the records and submit the file to the juvenile court judge in the county where the child died or the near fatality occurred.

Note: Only the juvenile court judge has the authority to release fatality or near fatality records.

Case Records for Children in Foster Care or Residential Placement

DCS will keep all records regarding children and information gathered about the child, the parent, guardian, or custodian, or their relatives confidential [IC 31-27-4-21](#). Information about children involved in ongoing services cases may be released to the following:

1. A state agency involved in the licensing of the substitute care home or facility where the child is placed;
2. A legally mandated child protection agency. Refer to procedure outlined above in CPS Intake and Assessment Records; Providing information to another state agency;
3. A Law Enforcement Agency (LEA).
4. An agency having legal responsibility to care for a child placed in a substitute care home or facility;
5. The parent, guardian, or custodian of the child in a substitute care home or facility; and
6. Citizens Review Panel.

Licensing Records

Information contained in licensing files is considered public information with the **exception** of the following:

1. CA/N information;
2. Information concerning children in substitute care, day care children or the parent, guardian, or custodian of these children;
3. Medical or psychological information;
4. Federal Bureau of Investigation (FBI) transcript reports;

5. Financial information; and
6. Inter-agency and intra-agency decision making communications.

Adoption Records

Adoption records are confidential and may not be released. Some information may be accessible under the Indiana Adoption History Program or the Indiana Medical History Program (See separate policies in [Chapter 10 Adoption](#)).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Application for Child Abuse Research \(SF116/CW 0321\)](#)

RELATED INFORMATION

Copying Cost

No fee may be charged for inspection of public records. However, a copying fee may be charged which is not to exceed the average cost of copying or 10 cents per page, whichever is greater.

Average Salary Calculation sheet Region 15

FCM's 100% CPS 16 at \$34,987.32 plus Fringe \$16,629.52 equals \$825,869.44

FCM's 50% CPS 3 at \$17,493.66 plus Fringe \$8,314.76 equals \$77,425.26

FCM's 25% CPS 1 at \$8,746.83 plus Fringe \$4,157.38 equals \$12,904.21

Total FCM Salary plus fringe is \$916,198.91

FCM Supervisor 100% CPS 3 at \$42,392.64 plus Fringe \$18,076.52 equals \$181,407.48

FCM Supervisor 50% CPS 1 at \$21,196.32 plus Fringe \$9,038.26 equals \$30,234.88

Total FCM Supervisor Salary plus fringe is \$211,642.36

Local Office Director 50% CPS 2 at \$25,695.05 plus Fringe \$9,917.31 equals \$71,224.72

Total Local Office Director Salary plus fringe is \$71,224.72

Combined Supervisor and Director equals \$282,867.08

Clerical 100% CPS 1 at \$25,211.03 plus Fringe \$14,719.29 equals \$39,930.32

Clerical 50% CPS 7 at \$12,605.51 plus Fringe \$7,359.64 equals \$139,756.05

Total Clerical Salary is \$ 179,686.37

Community Child Protection Team Dearborn and Ohio Counties

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

Yes _____ No x

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

1. _____ weekly 3. _____ by telephone

2. x monthly 4. _____ as necessary, but at least

Date of last meeting: 12/15/2009

C. How many meetings were held in:

1. SFY 2008 12

2. SFY 2009 12

D. Are emergency CPT meetings held?

Yes _____ No x

If yes, how many:

c. in SFY 2008? _____

d. in SFY 2009? _____

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

3. in SFY 2008? 12

4. in SFY 2009? 11

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

3. in SFY 2008? 140

4. in SFY 2009? 70

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

2. 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:**

1. Director of local CPS or director's designee:

Sandra Ante 230 Mary Ave, Suite 150 Greendale, IN 47025 812-537-5131

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

Steve Bradley, Dearborn Co. Probation, 215 W. High St. Lawrenceburg, IN 47025 812-537-8876

Scott Schwing, Juvenile Detention Ctr., 219 W. High St. Lawrenceburg, IN 47025 812-537-8740

4. County prosecutor or prosecutor's designee:

**Aaron Negengard, Prosecutor, 215 W. High St. Lawrenceburg, IN 47025 812-537-8884

Joel Bornkamp, Deputy Prosecutor, 215 W. High St. Lawrenceburg, IN 47025 812-537-8884

Michelle Fentress, Deputy Prosecutor, 215 W. High St. Lawrenceburg, IN 47025 812-537-8884

5. County sheriff or sheriff's designee:

Eldon Fancher, Ohio Co. Sheriff, 123 S. Mulberry St., Rising Sun, IN 47040 812-438-3636

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

Connie Brown, 9280 SR 262, Rising Sun, IN 47040 812-438-2062

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

Alex Parniuk, 23544 Blueridge Dr. Lawrenceburg, IN 47025 812-637-5421

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:

Steve Patz, Ohio Co./RS Schools, 436 S. Mulberry St., Rising Sun, IN 47040 812-438-2655

Jack Heller, South Dearborn Schools, 6109 Squire Pl. Aurora, IN 47001 812-926-2090

Carol Scheiring, Sunman Dearborn MS, 8356 Schuman Rd. St. Leon, IN 47012 812-537-3506

9-10. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or

family practice

Dr. Keith Rhodes, 10735 Stone Creek Ln., Aurora, IN 47001 812-926-9342

Jamie Works OC/RS Schools, 436 S. Mulberry St., Rising Sun, IN 47040 812-438-2626

11. One (1) citizen of the community:
Cathy Piche, 11636 County Farm Rd., Aurora, IN 47001 812-926-0110

12. Chief LEA
Dearborn County Sheriff's Dept: David Lusby
Ohio County Sheriff's Dept: Eldon Fancher
Lawrenceburg PD: Gene Hunefeld
Aurora PD: Bryan Fields
Dillsboro PD: Ryan Brandt
Moores Hill PD: Brent Casebolt
Greendale PD: A DeWayne Uhlman
St. Leon PD: William Wendt

Rising Sun PD: David Hewitt

13. Other (Crises Center):
Tracy Mock, CMHC 20974 Alpine Dr., Lawrenceburg, IN 47025 812-537-1924

***Note:** If #7 was left blank because your county does not yet have a CASA or GAL program, add another citizen of the community to make your number of team members total 11 as specified by I.C. 31-33-3-1 Director of local CPS or director's designee

VII. County Child Protection Service Data Sheet

B. RM 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		
a.	_____		
b.	_____		
c.	_____		
2.	Child Advocacy Center/Other Interviewing costs		

Community Child Protection Team Jefferson County

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 3. by EMAIL

2. x monthly 4. as necessary, but at least

Date of last meeting: 12-15-2009

C. How many meetings were held in:

1. SFY 2008 12

2. SFY 2009 12

D. Are emergency CPT meetings held?

Yes if NEEDED No

If yes, how many:

e. in SFY 2008? 0

f. in SFY 2009? 0

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

5. in SFY 2008? 9

6. in SFY 2009? 10

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

5. in SFY 2008? 82

6. in SFY 2009? 85

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

3. 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:**

1. Director of local CPS or director's designee

Robert G. King, 493 W. Hutchinson Lane, P.O. Box 1189 Madison IN 47250 265-4379

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

Mary Jane Burleson
Probation Office
Courthouse
Madison, In 47250
265-8937

Amy Perkins
212 East Street
Madison, In 47250
265-3777

4. County prosecutor or prosecutor's designee

Chad Lewis, Courthouse Annex, Madison, IN 47250 265-8932

5. County sheriff or sheriff's designee

Bill Andrews 317 S. Walnut Street, Madison, IN 47250 265-2648

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

Connie Chambers, 1929 Hillview Court, Madison, IN 47250 701-7048

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

Michelle Hicks** (co-chair) 211 East ST. Madison, IN 47250 599-5605

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

Karla Gauger, 714 W. Main St. Madison In 47250 273-8524

9-10. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family

-Practice DR. Holly Robinson**(co-chair) 722 W. Main St Madison, IN 47250
273-5437

-Terry Kapfammer, 2421 Wilson Ave. Madison In 47250 265-2720

11. One (1) citizen of the community

Robert Pimlott 1904 Van Buren, Madison, IN 273-3081

12. Chief LEA

Madison Police: Chief John Wallace

Jefferson County Sheriff: Bill Andrews

Hanover Police Dept: Chief Ron Kroger

13. Other (Crises Center)

Decatur County Child Protection Team

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. 0 weekly 3. 0 by telephone
2. 1 monthly 4. 0 as necessary, but at least

Date of last meeting: December_10, 2009

C. How many meetings were held in:

1. SFY 2008 12
2. SFY 2009 12

D. Are emergency CPT meetings held?

Yes No X

If yes, how many:

- g. in SFY 2008? 0
h. in SFY 2009? 0

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

7. in SFY 2008? 7
8. in SFY 2009? 7

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

8. in SFY 2008? 78

9. in SFY 2009? 83

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

4. in SFY 2008? 0

2. in SFY 2009? 1

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:**

1. Director of local CPS or director's designee

Melissa Hayden, Supervisor

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

Deb Schilling, Probation
150 Courthouse Square
Greensburg, IN 47240

Deb Cruser, Court Facilitator
150 Courthouse Square
Greensburg, IN 47240

4. County prosecutor or prosecutor's designee

Jon Oldham
150 Courthouse Square
Greensburg, IN 47240

5. County sheriff or sheriff's designee

Mike Woodhall
119 Railroad Street
Greensburg, IN 47240

Bill Meyerrose
Greensburg, Police Department
108 Broadway St.,
Greensburg, IN 47240

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

Rheadawn Metz, County Council
150 Courthouse Square
Greensburg, IN 47240

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

Joy Langdon
Columbus CASA Program
1531 13th Street
Suite 2110
Columbus, Indiana

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

Kristy Tebbe, Counselor
South Decatur High School
8885 St Road 3
Greensburg, IN 47240

Katie Davis, Counselor
Greensburg Elementary
900 Big Blue Parkway
Greensburg, IN 47240

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

Sue Collee, Board of Health
801 North Lincoln Street
Greensburg, IN 47240

Lori Hunter, Decatur County Memorial Hospital
720 Lincoln Street
Greensburg, IN 47240

11. One (1) citizen of the community

Tina Hoeing

12. Chief LEA:
Chief Brian Heaton
Greensburg Police Department

Sheriff Daryl Templeton, Decatur County

13. Other (Crises Center)

Community Child Protection Team Switzerland County

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 3. ___ by telephone
2. x monthly 4. ___ as necessary, but at least ___

Date of last meeting: 12/022009

C. How many meetings were held in:

1. SFY 2008 11
2. SFY 2009 9

D. Are emergency CPT meetings held?

Yes ___ No x

If yes, how many:

- i. in SFY 2008? _____
j. in SFY 2009? _____

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

9. in SFY 2008? 12
10. in SFY 2009? 12

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

10. in SFY 2008? 50

11. in SFY 2009? 50

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

5. 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:**

Switzerland County Child Protection Team

1. Director of local CPS or director's designee:
Gary Keith 506 Ferry Street Vevay, IN 47043 812-427-3232
- 2-3 Two (2) designees of juvenile court judge
Jeff Theetge
Probation Officer
Switzerland County Courthouse
Vevay, IN 47043
812-427-3539
Roy Leap
Switzerland County Sheriff's Dept.
305 Liberty Street
Vevay, IN 47043
4. County prosecutor or prosecutor's designee
Monica Hensley
Switzerland County Courthouse
212 West Main Street
Vevay, IN 47043
Phone: 812-427-2909
5. County sheriff or sheriff's designee
Richard Lock
Switzerland County Sheriff's Dept.
305 Liberty Street
Vevay, IN 47043
812-427-3636
6. **Either** president of county executive or president's designee **or** executive of consolidated city or executive's designee

Dr. Scott Frede
Attn: Brenda
727 Hwy 56, Ste. 200
Vevay, IN 47043
812-427-9564

7. Director of CASA or GAL program or director's designee (*See note after #11.)
****Carol Ann Sublett**
407 Tell Street
Vevay, IN 47043
812-427—4087

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
John Druba
Switzerland County Middle School
1002 West Main Street
Vevay, IN 47043
812-427-3809
9. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice

Joan Hickman
20 Hominy Ridge Road
Florence, IN 47020
10. **Dr. Marc Willage**
213 West Main Street
Vevay, IN 47043
812-427-2911
11. One (1) citizen of the community
Brian Morton
79 Rosenberger Road
Madison, IN 47250
812-427-3737
12. Chief LEA

Switzerland County Sheriff: Nathan Hughes
Vevay Police: Nick Kitts Acting Chief

13. Other (Crises Center)

Sarah Brichto
2 Bakes Road
Vevay, IN 47043
812-432-9150

Robert Pimlott
606 East Main Street
Madison, IN 47250
812-265-4151

V. Community Child Protection Team - Ripley County

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. 0 weekly 3. 0 by telephone
2. 1 monthly 4. 0 as necessary, but at least

Date of last meeting: November 25, 2009

C. How many meetings were held in:

1. SFY 2008 11
2. SFY 2009 10

D. Are emergency CPT meetings held?

Yes No X

If yes, how many:

- a. in SFY 2008? 0
b. in SFY 2009? 0

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

1. in SFY 2008? 5
2. in SFY 2009? 5

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

1. in SFY 2008? 112

2. in SFY 2009? ___104__

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:**

1. Director of local CPS or director's designee

Barbara Bowling, Supervisor

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

Ann Gay

Versailles, IN 47042

Fran Moore

c/o ROD Special Education Services

323 N. Meridian St.

Sunman, IN 47041

4. County prosecutor or prosecutor's designee

**Marcia Davis, Prosecutor's Office

Ripley County Courthouse

PO Box 102

Versailles, IN 47042

5. County sheriff or sheriff's designee

Herbert "Corky" Houseworth

c/o Ripley County Sheriff's Dept

PO Box 686

210 N Monroe St

Versailles, IN 47042

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

Vacant

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

Pam Moon
Southeastern Indiana Voices for Children
212 East Street
Madison IN 47250

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

Christy Heaton, Counselor
Jac Cen Del Elementary
4544 N US 421
Osgood, IN 47037

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

Denise Roark, RN
c/o Milan Elementary School
412 E. Carr St.
Milan, IN 47031

Ron Buchanan
Ripley County Courthouse
PO Box 235
Versailles, IN 47042

11. One (1) citizen of the community

Janelle Batta
c/o Lifeworks
981 State Rd East, Ste D
Batesville, In 47006

12. Chief LEA
Stan Holt, Batesville Police Chief
Tom Grills , Ripley County Sheriff

13. Other

***Note:** If #7 was left blank because your county does not yet have a CASA or GAL program, add another citizen of the community to make your number of team members total 11 as specified by I.C. 31-33-3-1 Director of local CPS or director's designee