Region 7

Biennial Regional Services Strategic Plan
Child Protection Plan and Service Array Plan

Section 2 – Child Protection Plan

SFY 2015-2016

February 2, 2014
C.

CHILD PROTECTION PLAN

I. Region 7

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

County: Blackford Code: 05
County: Delaware Code: 18
County: Grant Code: 27
County: Jay Code: 38
County: Randolph Code: 68
County: Code:
County: Code:
County: Code:

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

III. Planning and Community Involvement: (Please attach a copy of the notice(s) of the hearings on the county child protection plan.)

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 ☒ 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. ☒ Public Notice was given by the Local Office Director and Regional Manager
2. ☒ 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. Give the date(s) and location(s) of the public hearings and attach a copy of the notice posted. October 11, 2013

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.

- No members of the Public appeared for the hearing
IV. The Staffing and Organization of the Local Child Protection Service

A. Describe the number of staff and the organization of the local child protection services (CPS) including any specialized unit or use of back-up personnel. 

NOTE: The term CPS refers only to the reporting and assessment of child abuse and neglect.

1. 23 Number of Family Case Managers assessing abuse/neglect reports full time.

2. 23 Number of Family Case Managers with dual responsibilities; e.g., 50% CPS assessments and 50% ongoing services or 20% CPS and 80% ongoing services.

3. 2 Number of Family Case Manager Supervisor IVs supervising CPS work only.

4. 5 Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% ongoing services.

5. 0 Number of clerical staff with only CPS support responsibilities.

6. 13 Number of clerical staff with other responsibilities in addition to CPS support.

7. Does the Local Office Director serve as line supervisor for CPS? 
   Yes ☒ No ☐

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

1. Is the 24-hour Child Abuse and Neglect Hotline (1-800-800-5556) listed in your local directory(ies) with the emergency numbers as required by law? 
   Yes ☒ No ☐

2. All calls concerning suspected child abuse and neglect are received through the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556, including all times when the local DCS offices are closed.

C. Describe your current system of screening calls and reporting allegations of child abuse and neglect. (Attach any tools you presently use if helpful.)
The Indiana Child Abuse and Neglect Hotline (hereinafter “Hotline”) receives all calls, faxes, e-mails, etc. from inside and outside the state regarding the suspected abuse and neglect of children occurring within the state of Indiana. Intake Specialists, most of whom have been Family Case Managers, gather the information from each caller and provide a verbal recommendation to parents, guardians, and professionals. The Intake Specialist bases that recommendation on current laws, policies, and practices regarding abuse or neglect. The Intake Specialist routes their completed report to a Hotline supervisor for approval via MaGIK. The Hotline supervisor can make edits/changes within the MaGIK system or send the report back to the Intake Specialist for changes. Once approved by the supervisor, all reports with a recommendation of assess or screen out are routed to the local county’s county queue for final approval. All counties have the final decision with their reports. In the county queue, the local county has the ability to agree with or disagree with the Hotline recommendation. If the local county changes the decision, the local county will notify individuals who received a Hotline recommendation of that decision change.

If an immediate response to a report is required, the Intake specialist calls the local office via telephone during regular business hours. After hours, the Intake Specialist provides the on call designee essential information needed to immediately initiate the assessment. The written documentation is then forwarded via MaGIK to the local office’s county queue.

From 4:30-9:30p, Monday-Thursday, the on-call designee is notified via telephone of all 24 hour response time reports. Upon Hotline Supervisor approval, 24 hour response time reports will be routed to the county queue. From 9:30p-7:00a Sunday-Thursday, the Hotline will contact the on-call designee ONLY for reports requiring an immediate initiation. From Friday at 4:30 PM to Sunday at 9:30 p.m., the Hotline will contact the on-call designee on all 24 hour reports and Information/Referrals involving open cases. The Hotline will follow weekend processes for contacting on-call on Holidays.

All reports approved from the county queue with a decision of assess will automatically be e-mailed to that county’s distribution list by MaGIK. Reports approved by the local office with a decision of screen out, can be changed after closure to assess.

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

1. Please indicate when abuse assessments will be initiated.


      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 and after working hours. (Check all that apply)

a. ☒ CPS
b. ☒ CPS and/or Law Enforcement Agency (LEA)
c. ☐ LEA only

4. Please indicate when neglect assessments will be initiated. See Chapter 3, Section 9 of the Child Welfare Manual (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 and after working hours. (Check all that apply)

a. ☒ CPS only
b. ☒ CPS and/or LEA
c. ☐ LEA only

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

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 from the Hotline. State assessments: Please describe procedures for reporting allegations in state institutions and facilities. Refer to Indiana Child Welfare Manual Chapter 4, Section 30 Institutional Assessments:

1.) **Statewide Assessments:** The Indiana Department of Child Services Hotline receives and processes reports of possible Child Abuse and/or Neglect (CA/N) that occurred in an institution setting located within the state. Licensed residential placement providers are mandated reporters and are required to report CA/N incidents and allegations. The Hotline staff will determine if the incident/allegation rises to the level of legal sufficiency to warrant further assessment and provide their recommendation to the Institutional Child Protection Services unit (ICPS). If the CA/N report is screened in for further assessment, the ICPS unit will assess allegations of abuse and neglect in group homes, residential treatment centers, emergency shelter care centers, day cares, schools, correctional facilities, etc. Allegations involving a foster home will be assessed by the local DCS office staff where the alleged incident occurred. The ICPS Director will assign the new report to the ICPS assessor in the respective Super Region for follow up. There are currently ten (10) ICPS Family Case Managers based in local DCS offices throughout the state. The ICPS unit handles the 24 hour and 5 day response times. In cases where immediate attention is warranted, ICPS staff works in tandem with the Hotline and DCS local offices to ensure one hour response times are achieved and child safety is established. All reports that are assigned but after assessment do not rise to the level of substantiation will be refer to the Residential Licensing unit for further review. Reports that are screened out, are forwarded to the appropriate licensing people when applicable.

**Institutional Abuse or Neglect:** Institutional Child Protection Services (ICPS) for the Department of Child Services assesses allegations of abuse or neglect regarding children in an Institutional setting, when the alleged perpetrator is responsible for the children’s care and safety. Reports are received through the statewide hotline and assessments are initiated within the assigned timeframes (1 hour, 24 hour or 5 day) to determine the safety of the child. Upon completion of the assessment, ICPS will make a determination of the allegations to be either unsubstantiated or substantiated. Further services, referrals, safety plans may take place during and at the conclusion of the assessment to continue to ensure child’s safety and reduce future risk. ICPS assessments are completed by the ICPS unit, consisting of Family Case Managers stationed throughout the state.

ICPS will conduct assessments involving, but not limited to:

1. Licensed Daycare Facilities
2. Daycare Ministries
3. Licensed Daycare Homes
4. Schools (public and private)
5. Residential child caring Institutions
6. Department of Corrections
7. Miscellaneous: Situations involving a person who is professionally responsible for providing care and ensuring safety of children

ICPS will NOT conduct assessments involving:
1. Licensed Foster Homes through DCS
2. Licensed Foster Homes through a private agency
3. Fatality or near-fatality assessments regardless of allegations or where said allegations took place.

2. Abandoned infants (IC 31-9-2-0.5, as amended): Please describe procedures for taking custody of an “abandoned infant,” for purposes of IC 31-34-21-5.6, (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 set out below 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. 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.

- Protocols are available upon request
H. 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 Policy Manual Chapter 3, Section 11).

The Hotline will refer an abuse/neglect report for assessment to the local office where the incident occurred. If it is determined that the incident occurred in another county or additional county to where the Hotline sent the assessment, the local office shall communicate and/or coordinate that information.

If a caller reveals an incident occurred out of state, the Hotline staff will provide the caller with contact information regarding the state where the allegation occurred and may email or fax a copy of any report taken to that agency.

If the Hotline receives a call from another state referencing abuse and/or neglect that allegedly occurred in Indiana, Hotline staff will determine if the report meets legal sufficiency to assign for assessment, determine where the incident occurred, and route the report with a recommendation to the local office’s county queue.

If the Hotline receives a call from another state seeking home study or placement study, that information is documented as an Information and Referral and provided to the local office. The local office shall determine whether or not they will respond to the request. The Hotline will also refer the report to the ICPC unit via email.

If the Indiana Child Abuse and Neglect Hotline receives a call from another state requesting a service request to check on children that were placed in Indiana by the calling state, the Hotline will notify the local office to complete a safety check on the placed children via a service request and will notify ICPC staff if it appears the placement was illegal.

- Describe special circumstances warranting an inter-county investigation (Refer to Indiana Child Welfare Policy Manual Chapter 3, Section 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 local office may transfer the report to another county or region for assessment.
I. Describe the manner in which the confidentiality of records is preserved. (Refer to Indiana Child Welfare Policy Manual Chapter 2, Section 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 abides by Indiana law and shares confidential information with only those persons entitled by law 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 the 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".

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).
J. **Describe the follow-up provided relative to specific Assessments (See Chapter 4, Section 21 of the Indiana Child Welfare Policy Manual):**

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
7. Anyone entitled by law to receive such information.

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).

K. **Describe GAL/CASA appointments in your county.**

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

- Blackford appoints a GAL as the time of Initial Hearing
- Delaware appoints a CASA at the time of Initial Hearing
- Grant a CASA at the time of the Initial Hearing
- Jay appoints a GAL at the detention hearing or the Initial Hearing
- Randolph appoints a CASA at the detention hearing or the Initial Hearing

What percentages of CHINS cases are able to have advocates assigned?

- Blackford 100%
- Delaware 100%
- Grant 100%
- Jay 100%
- Randolph 100%

L. **Describe the procedure for Administrative Review for Child Abuse or Neglect Substantiation in DCS (See IC 31-33-26, 465 IAC 3 and the Indiana Child Welfare Policy Manual, Chapter 2).**

For any report substantiated by DCS after October 15, 2005, DCS will send or hand deliver written notification of the DCS decision to substantiate child abuse or neglect allegations to every person identified as a perpetrator. The notice will include the opportunity to request administrative review of the decision.
DCS Administrative Review is a process by which an individual identified as a perpetrator, who has had allegations of child abuse and/or neglect substantiated on or after October 15, 2006, has the opportunity to have a review of the assessment done by an Indiana Department of Child Services (DCS) employee not previously involved in the case. The alleged perpetrator can present information for the Administrative Review with his or her request to unsubstantiate the allegations.

A request for Administrative Review must be submitted by the individual identified as a perpetrator and received by the DCS local office that conducted the assessment or the DCS Institutional Child Protection Services (ICPS) within fifteen (15) calendar days from the date that the Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review (State Form 54317) was mailed or hand delivered to the alleged perpetrator. If the Notice is mailed, an additional three (3) days is added to the deadline.

Note: If the request for an Administrative Review deadline is on a day that the DCS local office is closed, the deadline is extended to the next business day.

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 DCS Local Office Division Manager in the county responsible for the assessment; or
4. The Regional Manager in the region responsible for the assessment.

If the DCS Local Office Director, Deputy Director, Division Manager or Regional Manager was the person who approved the initial Assessment of Child Abuse or Neglect (SF113/CW0311) determination, or was otherwise involved in the assessment, preparation of the report, or has a conflict of interest, he or she will not conduct the Administrative Review. The Administrative Review will be conducted by a different DCS Local Office Director, Deputy Director, Division Manager or Regional Manager.

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

DCS will require that the Administrative Review decision is made by the appropriate DCS Local Office Director, Regional Manager, Local Office Deputy Director or Division Manager. Community CPT’s are prohibited from making the decision.

The objectives of an Administrative Review are to:
1. Provide an internal review of the assessment by DCS at the request of the perpetrator; to determine whether or not the assessment provides a preponderance of evidence to support the conclusion to substantiate the allegation(s);
2. Provide an opportunity for the alleged perpetrator to submit documentation (not testimony) regarding the allegation(s) substantiated to challenge the substantiation;
3. Comply with due process requirements that mandate DCS to offer a person identified as a perpetrator the opportunity to challenge allegations classified as substantiated. An Administrative Review is one step in the DCS administrative process.

If a Court’s finding(s) support the substantiation, DCS will not conduct an Administrative Review, the person will remain on the Child Protection Index (CPI) and any request for Administrative Review will be denied. Findings of this type can be found in a Child in Need of Services (CHINS) or criminal/juvenile delinquency case orders.

1. A court in a Child in Need of Services (CHINS) case may determine that the report of child abuse and/or neglect is properly substantiated, child abuse and/or neglect occurred or a person was a perpetrator of child abuse and/or neglect. The determinations made by the court are binding.
2. A criminal (or juvenile delinquency) case may result in a conviction of the person identified as an alleged perpetrator in the report (or a true finding in a juvenile delinquency case). If the facts that provided a necessary element for the conviction also provided the basis for the substantiation, the conviction supports the substantiation and is binding.
3. A CHINS court may make a determination that the child identified as a victim in the assessment is a child in need of services based on a report of child abuse or neglect that names the person identified as a perpetrator as the individual who committed child abuse or neglect or facts presented to that court are consistent with the facts stated in the report and DCS substantiated the report after the court’s determination.

If a CHINS Court orders a finding that the alleged child abuse or neglect identified in the report did not occur; or the person named as a perpetrator in a report of suspected child abuse or neglect was not a perpetrator of the alleged child abuse or neglect, DCS will not conduct an Administrative Review. The finding of the court is binding and the report will be unsubstantiated consistent with the court’s finding. The DCS local office will notify the alleged perpetrator of the assessment conclusion, whether or not an Administrative Review occurs based on the court’s finding. Upon notification, the individual identified as a perpetrator will have the opportunity to request reconsideration of a denial in writing within 15 days of the denial (including an additional three days if the denial is sent by mail) and provide any basis he/she may have to support the basis for alleging an error in the decision to deny administrative review.

The individual identified by DCS to conduct the Administrative Review may deny the Administrative Review, uphold the classification of the allegation(s) as substantiated, reverse the allegations classified as substantiated or reopen the assessment so that additional information can be obtained.
DCS will complete the Administrative Review and will notify the DCS local office of the decision so that appropriate action can be taken consistent with the decision. The individual identified by DCS to conduct the Administrative Review will also notify the individual identified as a perpetrator in writing of the outcome within **fifteen (15) calendar days** from the DCS local office receipt of the individual’s request for administrative review.

The DCS Local Office Director or designee will maintain a record of:
1. The date of the notice to any individual identified as a perpetrator that he/she has been substantiated against for allegations of child abuse or neglect;
2. The date that a request for administrative review was received by DCS;
3. The date of the Administrative Review;
4. The person who conducted the Administrative Review;
5. The Administrative Review decision; and
6. The date that the notification of the review decision was mailed or hand delivered to the individual identified as a perpetrator.

This procedure does not apply to child abuse and/or neglect (CA/N) substantiated assessments involving child care workers, licensed resource parents or DCS employees. DCS will notify a DCS employee substantiated for child abuse or neglect that an automatic administrative review will be conducted after substantiation has been approved. The review will be conducted by a team of DCs staff members as designated by DCS Policy. DCS will notify a child care worker or a licensed foster parent, in writing, of the date, time and place of a face to face meeting with the DCS staff member who conducts the administrative review before the DCS determination to substantiate is approved. These administrative reviews are conducted automatically, without any request for review from the individual identified as a perpetrator. While these individuals are invited to attend their administrative review, the administrative review will occur regardless of the attendance of the individual identified as a perpetrator. DCS will require that the administrative review occur prior to supervisory approval of the assessment finding. A written review decision will be mailed or hand delivered to the individual identified as a perpetrator. Following the review, the DCS staff member will notify the person of the review decision. The written review decision will include procedures that the person must follow to request an administrative appeal hearing before an Administrative Law Judge.

**Are you automatically holding an Administrative Review on all Child Care Workers, foster parents substantiated for child abuse and/or neglect prior to substantiation?**

Yes ☒ No ☐

**Does your county schedule administrative reviews for child care workers and foster parents in accordance with DCS Policy?**

Yes ☒ No ☐
The Indiana Department of Child Services (DCS) recognizes the right of the alleged perpetrator to request an Administrative Appeal Hearing if substantiated allegations of Child Abuse and/or Neglect (CA/N) are upheld in the DCS Administrative Review or when an administrative review is denied. The process outlined herein will apply to all assessments that substantiate CA/N against a named individual identified as a perpetrator on or after October 15, 2006.

If the substantiated assessment is against a minor perpetrator, the request for an Administrative Appeal Hearing must be made by the child’s parent, guardian, custodian, attorney, Guardian ad Litem (GAL), or Court Appointed Special Advocate (CASA).

DCS requires that all requests for Administrative Appeal Hearing by an individual identified as a perpetrator utilize the Request for an Administrative Appeal Hearing for Child Abuse or Neglect Substantiation (54776) and that the request be received by DCS Hearings and Appeals within thirty (30) calendar days (if request hand delivered) or thirty-three (33) calendar days (if request mailed) from the date identified on the Notice of Right to Administrative Appeal of Child Abuse/Neglect Determination (State Form 55148).

Note: If the request for an Administrative Appeal is received on a day that the DCS Hearings and Appeals is closed, the next business day is considered the receipt date. If the request deadline is on a day that DCS Hearings and Appeals is closed, the deadline is extended to the next business day.

If the substantiated assessment is against a DCS employee or a child care worker as defined in DCS policies Chapter 2, Section 3 Child Care Worker Assessment Review (CCWAR) Process and Chapter 2, Section 4 Assessment and Review of DCS Staff Alleged Perpetrators, the Administrative Appeal Hearing will be scheduled to be heard within twenty (20) calendar days of the date the request is received by Hearings and Appeals, unless the alleged perpetrator (appellant) is granted a continuance by the Administrative Law Judge assigned to the case.

DCS staff will attend and defend the DCS decision to substantiate allegations of child abuse or neglect or deny administrative review at an administrative appeal hearing before an Administrative Law Judge.

V. Community Child Protection Team (CPT)

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

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<thead>
<tr>
<th>County</th>
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</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>Jay</td>
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<td></td>
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</table>
B. How often are CPT meetings scheduled at the present time? Include the date of the last meeting.

<table>
<thead>
<tr>
<th>County</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Telephone</th>
<th>As necessary, but at least</th>
<th>Date of last meeting</th>
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<tbody>
<tr>
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C. How many meetings were held in:

<table>
<thead>
<tr>
<th>County</th>
<th>SFY 2012</th>
<th>SFY 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackford</td>
<td>12</td>
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</tr>
<tr>
<td>Delaware</td>
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<td>12</td>
</tr>
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</tr>
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<td>12</td>
</tr>
<tr>
<td>Randolph</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

D. Are emergency CPT meetings held?

Yes ☒ No ☐

If yes, how many:

a. in SFY 2012? 0

b. in SFY 2013? 0
E. What was the average attendance for the CPT meetings?

1. in SFY 2012? 9
2. in SFY 2013? 9

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

1. in SFY 2012? 280
2. in SFY 2013? 310

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

1. in SFY 2012? 0
2. in SFY 2013? 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 DCS 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
9-10. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice

11. One (1) citizen of the community

12. Other (Crisis 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. 31-33-3-1Director of local CPS or director’s designee

<table>
<thead>
<tr>
<th>County</th>
<th>Name of CPT Member</th>
<th>Membership Category</th>
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</thead>
<tbody>
<tr>
<td>Blackford</td>
<td>Betty Lyons</td>
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<td></td>
<td>Matt Felver</td>
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<td>Eric Blakenship</td>
<td>Prosecutor’s Appointment</td>
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<td></td>
<td>John Lancaster **</td>
<td>Sheriff</td>
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<td>GAL/CASA</td>
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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.)

1. List items purchased for the Child Protection Team and costs
   - 2012: 0
   - 2013: 0

2. Child Advocacy Center/Other Interviewing Costs
   - 2012: 0
   - 2013: 0

B. 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.)
2012 Staff Computations:

23 Full Time Assessors (35,307.76X1.1953+10444) 1210889.51
23 FCMs with 50% assessment duties (35307.76X1.1953+10444) 605444.87
2 FCM Supervisors 100% assessment (42970.25X1.1953+10444) 123612.68
5 FCM Supervisors 40% assessment (42970.25X1.1953+10444) 123612.70
1 LOD 30% assessment (51200.44X1.1953+10444) 21493.18
13 Clerical 15% assessment (25520.94X1.1953+10444) 79850.94

2013 Staff Computations:

23 FCMs 100% assessment (37955.75X1.2223+10444) 1307258.36
23 FCMs with 50% assessment duties (37955.75X1.2223+10444) 653629.18
2 FCM Supervisors 100% Assessment (46185.92X1.2223+10444) 133794.10
5 FCM Supervisors 40% assessment (46185.92X1.2223+10444) 133794.10
1 LOD 30% assessment (56069.35X1.2223+10444) 23693.28
13 Clerical 15% assessment (26113.07X1.2223+10444) 82605.92
Average Salaries to be used in calculations

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<tr>
<th>Job Classification</th>
<th>Average Salary</th>
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<td>Family Case Manager</td>
<td>$35,307.76</td>
<td>Salary X (1.1953)+$10,444</td>
<td>$37,955.75</td>
<td>Salary X (1.223)+$10,444</td>
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<td>Family Case Manager Supervisor</td>
<td>$42,970.25</td>
<td>Salary X (1.1953)+$10,444</td>
<td>$46,185.92</td>
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<td>Clerical Support</td>
<td>$25,520.94</td>
<td>Salary X (1.1953)+$10,444</td>
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<td>Local Office Director</td>
<td>$51,200.47</td>
<td>Salary X (1.1953)+$10,444</td>
<td>$56,069.35</td>
<td>Salary X (1.223)+$10,444</td>
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</table>

1 Family Case Managers IIs 1,816,334.38 1,960,887.54
2 FCM Supervisors          268718.56 291,281.48
(or Local Director)
3 Clerical Support Staff   79,850.94 82605.92
Total Cost of Salaries      2,164,903.88 2,334,774.94
Grand Total of VI (Total Cost of Services In A, plus Total Cost of Salaries in B 2,164,903.88 2,362,940.39

CERTIFICATION

I certify and attest that the local Child Protection Service Plan of Region 7 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

Steven M. Cox
Regional Manager’s Name

Date