



# Indiana Department of Child Services

## Intake Guidance Tool

<b>Reporter's Number</b>	
<b>Reporter's Basis for Making the Report</b>	<input type="checkbox"/> Witnessed Alleged Incident <input type="checkbox"/> Told by Child <input type="checkbox"/> Told by Third Party <input type="checkbox"/> Suspicion <input type="checkbox"/> Observed by Physical Evidence <input type="checkbox"/> Other
<b>Referring From</b>	<input type="checkbox"/> Hospital/Clinic <input type="checkbox"/> Community Mental Health <input type="checkbox"/> Referring Physician <input type="checkbox"/> School <input type="checkbox"/> Dentist <input type="checkbox"/> Licensed Psychologist <input type="checkbox"/> Managed Care Provider <input type="checkbox"/> All Others (Non-Professional Reporters)
<b>Child Information</b>	<p>What are the name, age, DOB, and gender of the child(ren) that you are calling about?</p> <p>What is the child(ren)'s primary address?</p> <p>Where is the child(ren)'s current location (specific address)?</p> <p>Who is caring for the child?</p> <p>Does the child(ren) need medical treatment?</p> <p>If so, is the child(ren) currently receiving medical treatment? If so, where and how often?</p> <p>If so, is the child(ren) on a ventilator and in the ICU/NICU?</p> <p>Is there anything we need to know about the child regarding medication, known disability?</p> <p>Obtain the name, age, and primary address of any other child(ren) that were either present at the time <b>or</b> reside at the home on either a full or part time basis.</p>

<b>Parent/Guardian/Custodian Information</b>	<p>Who are the child's parents/guardians/custodians?</p> <ul style="list-style-type: none"> <li>• Name, Address, telephone number, aliases</li> <li>• Do they know about this call?</li> <li>• Are there behavioral issues we should know about?</li> </ul> <p>Substance abuse</p> <ul style="list-style-type: none"> <li>• Type</li> <li>• Frequency</li> <li>• Children's awareness/participation</li> <li>• How does the parent's substance abuse affect the parent's ability to care for their children?</li> <li>• Do the child(ren) have access to the drug(s) or drug paraphernalia?)</li> </ul> <p>Violence</p> <ul style="list-style-type: none"> <li>• Type</li> <li>• Frequency</li> <li>• Children's awareness/participation</li> </ul> <p>Mental Health</p> <ul style="list-style-type: none"> <li>• Diagnosis</li> <li>• Treatment (past/current)</li> <li>• Medications</li> </ul> <p>Criminal History</p> <ul style="list-style-type: none"> <li>• Past/Current charges</li> <li>• Convictions and incarcerations</li> </ul> <p>Child Protection History</p> <ul style="list-style-type: none"> <li>• Past/Current allegations and/or involvement</li> </ul> <p>General level of functioning</p> <ul style="list-style-type: none"> <li>• Parental Capacities (ability/willingness to perform parental duties)</li> <li>• Parental Expectations are or are not consistent with the child's development</li> <li>• Parental attitude towards child.</li> </ul> <p>Any family members, friends, or neighbors who may be helpful or have additional information?</p> <p>Current stressors (Document any issues of financial stress (unemployment), heavy child care responsibility, unhealthy relationships, housing, medical issues and legal issues.)</p>
<b>Alleged Perpetrator Information</b>	<p>What can you tell me about the perpetrator?</p> <ul style="list-style-type: none"> <li>• Name, address, telephone number, aliases</li> </ul>

<p><b>Alleged Perpetrator Information Cont...</b></p>	<ul style="list-style-type: none"> <li>• Relationship to the child(ren) of the alleged perpetrator (if you know name please use person's name and not "alleged perpetrator").</li> <li>• Does the alleged perpetrator have access to the child(ren)?</li> <li>• Do you know when and how often the child(ren) will be in the presence or care of the alleged perpetrator?</li> </ul> <p>Are there other children to which the perpetrator may have access and who may be at risk of immediate harm?</p> <p>Behavioral issues</p> <ul style="list-style-type: none"> <li>• Substance abuse</li> <li>• Violence</li> <li>• Mental health issues</li> <li>• Criminal</li> <li>• Child protection history)</li> </ul> <p>General level of functioning/Caretaking capacities</p> <ul style="list-style-type: none"> <li>• Ability/willingness to perform caregiver duties</li> <li>• Caretaking expectations are or are not consistent with the child's development</li> <li>• Caretaking attitude towards child.</li> </ul> <p>Current stressors - Document any issues of financial stress</p> <ul style="list-style-type: none"> <li>• Unemployment</li> <li>• Heavy child care responsibility</li> <li>• Unhealthy relationships</li> <li>• Housing</li> <li>• Medical issues</li> <li>• Legal issues</li> </ul>
<p><b>Physical Abuse Allegations</b></p>	<p>Does the child have any physical injuries? If so, describe: Location, length, and shape such as a circle, line, handprint etc, and size such as softball size, baseball size or quarter/dime size, color).</p> <p>How long has the injury been present?</p> <p>Have you seen the injuries or were you informed of the injuries?</p> <p>Who informed you? Do you know how the child sustained the injuries?</p> <p>Does the child need current medical attention?</p> <p>Please describe what happened?</p> <p>Where and when did the alleged physical abuse occur (type,</p>

<b>Physical Abuse Allegations, Cont...</b>	<p>extent, severity, duration and frequency)?</p> <p>In detail, what words did the child use in describing what happened to him/her? (Specific terminology for example, body parts, identifying information such as nicknames and his/her emotions or feelings.)</p> <p>Has anyone given any explanation regarding how the injuries occurred? If so, who?</p> <p>Have there been any other incidents of physical abuse towards this child? Do you know if it was reported?</p>
<b>Sexual Abuse Allegations</b>	<p>Please describe what happened?</p> <p>Where and when did the alleged sexual abuse occur?</p> <p>In detail, what words did the child use in describing what happened to him/her? (Specific terminology for example, body parts, identifying information such as nicknames and his/her emotions or feelings.)</p> <p>Have there been any other incidents of sexual abuse towards this child(ren)? Do you know if it was reported?</p> <p>Has the child had a medical exam? If so, where and when? Have the police been notified</p>
<b>Neglect Allegations</b>	<p>Please describe the circumstances that concern you? (Based on circumstances described screen for:</p> <ul style="list-style-type: none"> <li>• Untreated medical conditions</li> <li>• Exposure and or involvement in domestic violence</li> <li>• Drug exposed infant</li> <li>• Educational neglect</li> <li>• Child's basic needs of food, clothing and shelter</li> </ul> <p>Are there any specific conditions of the home that make the home unsafe for the child?</p> <p>Are the children being left alone, without adult supervision?</p> <ul style="list-style-type: none"> <li>• What are the circumstances?</li> <li>• For what period of time?</li> </ul> <p>Did the alleged perpetrator (or if known, the person's name) attempt to explain the circumstances? If so, what did he/she say happened?</p>
<b>Additional Questions</b>	<p>Are there any other people that have may have witnessed or</p>

<p><b>Additional Questions, Cont...</b></p>	<p>have more information about the alleged incident(s)? (Obtain names if possible along with contact information.)</p> <p>Could you provide me any family resources (je relatives such as grandparents, aunts, uncles, etc) that are available to the child(ren) you are calling about?</p> <p>Has any action already been taken (medical attention, removed from home, other professionals involved)?</p> <p>Has any action already been taken (medical attention, removed from home, other professionals involved)?</p>
<p><b>Safety Issues</b></p>	<p>Are there any weapons in the home? If so, indicate type if known.</p> <p>Are there any animals in the home that may pose a danger to a worker?</p> <p>Does anyone in the home use drugs/alcohol? If yes:</p> <ul style="list-style-type: none"> <li>• What type?</li> <li>• How often?</li> <li>• Is a Meth Lab suspected?</li> </ul> <p>Does anyone in the home have a communicable disease? Is he/she contagious?</p> <p>Have any family members been involved in domestic violence? If yes, ask the following questions:</p> <ul style="list-style-type: none"> <li>• Has anyone in the family been hurt or assaulted? (past or present)</li> <li>• Who has been hurting the family or child?</li> <li>• How is the family violence affecting the child?</li> <li>• Have the police ever been called to the home? If so, was anyone arrested/charged?</li> <li>• Where is the child when the violence occurred?</li> <li>• Who is caring/protecting the child right now?</li> <li>• What is the parent/caretaker's ability to protect him or herself along with the children?</li> <li>• What steps are being taken to prevent the perpetrator's access to the home? (shelter, police, restraining order, etc)</li> <li>• How can we contact the non-offending caretaker alone?</li> <li>• Have there been any threats of kidnapping or extreme violence up to and including death?</li> </ul> <p>Are any family members involved in any criminal activity? If so, indicate?</p>

	Is the home in a remote area?
<b>Hospitals Hospitals Cont...</b>	<ul style="list-style-type: none"> <li>• Have the medical notes forwarded to local office.</li> <li>• Has the hospital called LEA to make a report?</li> <li>• Was the perpetrator caught /arrested or currently at the hospital?</li> <li>• Known prior CPS history.</li> <li>• Do parties appear to be under the influence of drugs/alcohol?</li> <li>• Make sure the note the name of the report source and their job title.</li> <li>• What injuries/medical treatment are the victims receiving? Is anyone being admitting to the hospital?</li> </ul>
<b>Law Enforcement Agency (LEA)</b>	<ul style="list-style-type: none"> <li>• District/township they are calling from.</li> <li>• Full name &amp; Badge and 2 contact numbers.</li> <li>• Do parties appear to be under the influence of drugs/alcohol?</li> <li>• Has a breathalyzer been administered?</li> <li>• Are you calling a victim assistance or advocate to the scene?</li> <li>• Is anyone injured?</li> <li>• Is the perpetrator on the scene or being arrested?</li> </ul>
<b>Prosecutor's Office</b>	<ul style="list-style-type: none"> <li>• Get name two contact numbers and an email address.</li> <li>• Are there pending charges?</li> <li>• What are the charges?</li> <li>• Is there a history of violence?</li> </ul>
<b>Non-Offending Parent/Child</b>	<ul style="list-style-type: none"> <li>• Have you already called 911/called for help?</li> <li>• Am I the first person you called?</li> <li>• Do you have a protective order/no contact order?</li> <li>• Was the protective order filed in another state or county?</li> <li>• What is the address and phone number?</li> <li>• Where are the children currently?</li> <li>• Are there any weapons in the home?</li> <li>• Ammunition?</li> <li>• Location of guns and ammunition.</li> <li>• Known drug use?</li> <li>• Do you have a plan?</li> <li>• Are you going to follow your plan?</li> <li>• Who helped you develop your plan?</li> <li>• Are you/children in a safe place right now?</li> <li>• Has the perpetrator been arrested or left the scene?</li> <li>• Do you know where he is or when he's coming back?</li> <li>• Do you need medical help?</li> <li>• Does the boyfriend/husband/perpetrator live in the</li> </ul>

	<p>home?</p> <ul style="list-style-type: none"> <li>• Does he care for the children?</li> <li>• Are there any witnesses?</li> </ul>
<b>Male Non-Offenders</b>	<ul style="list-style-type: none"> <li>• How often does this happen?</li> <li>• Has she been arrested?</li> <li>• Have you obtained a protective order?</li> <li>• Have you called the police?</li> <li>• Where are the children now?</li> <li>• Are you in a safe place?</li> <li>• Are there any weapons/ammunition in the home?</li> <li>• Where are they located?</li> </ul>
<b>Points to Remember</b>	<ul style="list-style-type: none"> <li>• <u>Protective Order</u>--Civil order that is filed by the person being protected. This can be dropped at any time by the person filing the protective order. Protective orders are valid crossing state and county lines. Protective orders can be in effect for many years. Perpetrator must be served with this order for it to be enforced.</li> <li>• <u>No contact order</u>--Criminal order that is filed when criminal charges have been filed. No contact orders can only be dropped by the judge issuing the no contact order. Perpetrator is notified of no contact order at the court hearing.</li> <li>• If you are hearing strange background noise (breaking glass, screaming, things being thrown) get the attention of co-worker or supervisor and have them call 911.</li> <li>• When interviewing children let them talk. Ask open ended questions (help me understand, and then what happened next) Pick up on key things that the child repeats. Do reflective listening and focus on the child.</li> <li>• Screen out if the perpetrator is not a household member or not a parent/guardian/custodian/caregiver.</li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• Is there anything else you want to tell me about this child and family?</li> <li>• Closure comments/review of narrative for accuracy</li> <li>• Can we call you again if we need clarification? Can we get your name? (This would help encourage callers to know that giving their name would help with follow up when and if assigned to an assessment FCM.)</li> </ul>
<b>Closing</b>	"Thank you for your concern and providing this information to us, we appreciate your efforts in helping us to protect children....if

<b>Closing Cont...</b>	<p>you have future concerns please do not hesitate to contact us again."</p> <p>If the caller asks what happens from this point then the intake specialist responds with the following:</p> <p>"This information will be given to a supervisor for review. If assigned, the report will be routed to the county where the incident occurred. "</p> <p>If a professional, the intake specialists needs to ensure the professional that if assigned the report will be routed to the county where the incident occurred and assigned to a Family Case Manager to assess. If the report is not assigned, then a follow-up call to the reporter will be done to advise that the report wasn't assigned for an assessment. A brief explanation as to why can be given.</p>
------------------------	---