

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 2: Administration of Child Welfare Services Section 08: Accessing Electronic Case Records	
	Effective Date: January 1, 2026	Version: 4

POLICY OVERVIEW

To follow Indiana law and protect the privacy of those served by the Indiana Department of Child Services (DCS), the electronic case records are only accessed for purposes related to a DCS employee's job duties.

POLICY STATEMENT

DCS keeps electronic records in the case management system for all reports, assessments, and cases of child abuse and neglect (CA/N). DCS employees who gain or give access to child welfare records without permission will be subject to disciplinary action, up to and including termination.

Note: Sharing confidential information without permission is illegal. Employees who do this can be punished, per Indiana law.

DCS may restrict access to reports, assessments, or case records about its employees or their immediate family members; or when there may be a conflict of interest.

LEGAL REFERENCES

- [IC 5-14-3-10: Classified confidential information; unauthorized disclosure or failure to protect; offense; discipline](#)
- [IC 31-33-26-5: Establish access restrictions; maintain confidentiality; read only access by child services ombudsman](#)
- [IC 35-44.2-4-1: Disclosure of confidential information](#)
- [42 IAC 1-5-6: Conflicts of interest, decisions and voting](#)
- [42 IAC 1-5-10: Benefiting from confidential information](#)
- [42 IAC 1-5-11: Divulging confidential information](#)
- [42 IAC 1-5-12: Use of state property](#)