



DCS Practice SOP

Administration of Child Welfare

2.27: Community Child Protection Team (CPT)

Related Policy: [2.27](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Local Office Director (LOD)

Procedure

A Community Child Protection Team (CPT) is a group that reviews cases handled by the Department of Child Services (DCS). CPT gives DCS advice or feedback. It is required by Indiana law. Each County has its own CPT. Each CPT team includes people from different professions.

The DCS LOD will:

1. Appoint other non-required CPT members, if necessary;
2. Obtain approval from the DCS Agency Director for the appointment of other non-required members to the CPT; and
3. Distribute the periodic report to the members of the CPT and the DCS Regional Director (RD).

The DCS local office management team will develop a plan to forward a copy of all substantiated assessments to the CPT coordinator for review and input, including recommended action (see References).

The CPT will:

1. Follow all applicable laws regarding the confidentiality of matters reviewed. See IC 31-33-18 for further details;
2. Elect a Team Coordinator from the team's membership. The Team Coordinator will supply the CPT with the following:
 - a. Copies of reports of CA/N under IC 31-33-7-1 and

Note: Per statute, CPT members have the ability to request screen out reports for review. See Additional Information.

- b. Any other information or reports the coordinator considers essential to the team's deliberations. See Resources.
3. Meet at least once a month, or at the times the CPT's services are needed by DCS. Meetings of the CPT will be called by a majority vote of the members;

Note: CPT meetings may only be attended by persons authorized to receive the information.

4. Have an agenda for each meeting, which will be determined by the Team Coordinator or at least two (2) other members of the CPT;

5. Ensure accurate minutes are completed and disseminated to members of the team from each meeting;
6. Use the minutes to prepare a periodic report regarding the CA/N reports and complaints the CPT reviews each month; and
7. Ensure all new members of the CPT know how to access and have reviewed the Community Child Protection Team Manual.

Definitions

- N/A

Resources

- [Acknowledgement of Appointment to Child Protection Team \(CPT\) \(SF 45003\)](#)
- [Certificate for Child Protection Team Members \(SF 44869\)](#)
- [Community Child Protection Team Manual](#)
- [Confidentiality Agreement \(SF 52736\)](#)
- [Notice of Review by Child Protection Team \(SF 49212\)](#)

Additional Information

- [Child Protection Team \(CPT\) Review of Screen Outs](#)

References

- [Practice SOP 4.25 Completing the Assessment Report](#)