	INDIANA DEPARTMENT OF CHILD SERVICES
	CHILD WELFARE POLICY
	Chapter 2: Administration of Child Welfare
	Section 04: Substantiation of a DCS Employee
	Effective Date: December 19, 2025 **Version:** 3

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POLICY OVERVIEW

The entry into the child protection index as a perpetrator in a substantiated report of child abuse or neglect (CA/N) of an Indiana Department of Child Services (DCS) employee is cause for dismissal from employment. See the Code of Conduct for the Indiana Department of Child Services and State Personnel Department (SPD) Standard Policies on Discipline Policy Statement and Responsibilities and Procedures for more information.

PROCEDURE

Any DCS employee who learns that they have been entered onto the Child Protection Index (CPI) or central registry as a perpetrator of CA/N in Indiana or in another state or territory will notify the following within **one (1) business day** of learning of the substantiation:
1. The employee's Local Office Director (LOD) for field employees who work in a local office; or
2. The employee's Work Unit Manager for other employees who work in a local office or if the employee works in:
   a. Central Office,
   b. The Hotline, or
   c. Child Support Bureau (CSB).

If the DCS Central Office Background Check Unit (COBCU) learns that an employee has been entered onto the CPI or central registry as a perpetrator of CA/N in Indiana or in another state or territory, COBCU will notify the following within one (1) business day of learning of the substantiation:
1. The DCS Human Resources (HR) Director;
2. The Chief of Staff;
3. The Regional Director of the substantiated employee's work unit; and
4. Chief Ethics and Compliance Officer.

The DCS Regional Director (RD) or Executive of the DCS employee's verticle who is found to have substantiated CPI history or a new substantiation of CA/N will upon notification:
1. Contact the DCS HR Director concerning the substantiation of the DCS employee; and
2. Partner with DCS HR to coordinate a meeting with appropriate parties to determine next steps.

RELEVANT INFORMATION

Definitions

Perpetrator

Per 465 IAC 3-1-11, "perpetrator" means a person who, by an act or an omission, has been identified in a report concluding a child abuse and neglect assessment to have committed child abuse or neglect.

Substantiated

Per IC 31-9-2-123, "substantiated", when used in reference to a child abuse or neglect report made under IC 31-33, means a determination regarding the status of the report whenever facts obtained during an assessment of the report provide a preponderance of evidence that child abuse and neglect has occurred.

Forms and Tools
- Indiana Department of Child Services (DCS) Code of Conduct
- State Personnel Department (SPD) Standard Policies on Discipline Policy Statement and Responsibilities and Procedures

Related Policies
- 2.05 Administrative Appeal Hearings
- 4.39 Restricting Assessments in Management Gateway for Indiana's Kids (MaGIK)
- Code of Conduct for the Indiana Department of Child Services
- State Personnel Department (SPD) Standard Policy on Discipline
- State Personnel Department (SPD) Standard Policy on Discipline- Responsibilities and Procedures

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LEGAL REFERENCES

- IC 31-9-2-123: "Substantiated"
- IC 31-33-26-11: Binding court determinations; stay of administrative hearings; perpetrator entitlement to administrative hearings
- IC 31-33-26-12: Criminal charges against a perpetrator; entitlement to administrative hearings
- 465 IAC 3-1-11: "Perpetrator" defined

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PRACTICE GUIDANCE- DCS POLICY 2.04

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

N/A

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