

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 2: Administration of Child Welfare Services	Effective Date: April 1, 2015
	Section 8: Accessing and Maintaining MaGIK Records	Version: 2

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will maintain electronic records housed in the case management system for all open and closed Child Abuse and Neglect (CA/N) assessments and cases.

DCS employees will access the case management system records for work purposes only. DCS employees will only document and/or view records in case management system that are related to assigned field operations or central office job duties.

Note: If concerns arise regarding whether particular access is within the employee's assigned job duties, the DCS employee should staff with his or her Supervisor regarding whether or not viewing or documenting records within the case management system is appropriate. Employees will be required to justify the reason for accessing specific assessments or cases. Any unresolved concerns may be referred to the Ethics Officer and/or Internal Affairs.

DCS employees who gain or give unauthorized access to **any** child welfare records, including case management system records, will be subject to disciplinary action, up to and including termination. See the [Information Resources Use Agreement \(IRUA\)](#) and [Code of Conduct](#) or additional information.

Note: Improper disclosure of confidential information is against the law and may subject the employee to action under [IC 5-14-3-10](#) pursuant to [IC 35-44.2-4-1](#).

DCS may restrict access to assessment records in the case management system pertaining to DCS employees or immediate family members of DCS employees. DCS reserves the right to restrict access to assessments where there may be a [conflict of interest](#) (see policy [4.39 Restricting Assessments in the Case Management System](#)).

Code References

1. [IC 31-33-26-5: Establish access restrictions; maintain confidentiality; read only access by child services ombudsman](#)
2. [IC 35-44.2-4-1 Disclosure of confidential information](#)
3. [IC 5-14-3-10 Classified confidential information; unauthorized disclosure or failure to protect; offense; discipline](#)
4. [42 IAC 1-5-6 Conflicts of Interest, Decisions and Voting](#)
5. [42 IAC 1-5-10 Benefiting from Confidential Information](#)
6. [42 IAC 1-5-11 Divulging Confidential Information](#)
7. [42 IAC 1-5-12 Use of State Property](#)

PROCEDURE

DCS employees will:

1. Access, document, and view records in the case management system that are related to assigned job duties only; and

Note: It is acceptable for DCS employees to view the case management system records regarding assessments or cases that are pertinent to assigned duties for reasons such as placement options, potential safety concerns, or other issues that may arise that may be cause for reviewing the case management system records. If concerns arise, DCS employees should staff with his or her Supervisor.

2. Report concerns to his or her Supervisor of any known conflicts of interest involving any assessments or cases that may need to be restricted.

PRACTICE GUIDANCE

Conflict of Interest

Family Case Managers (FCMs) should staff situations with his or her FCM Supervisor immediately if concerns arise regarding a potential conflict of interest. DCS staff will not allow private or personal interests or relationships, financial or otherwise, to conflict with or influence their professional duties and responsibilities; this includes behavior that would lead a reasonable person to believe that private or personal interests has motivated an action or decision. See the [Code of Conduct](#) for additional information on conflict of interest.

FORMS AND TOOLS

1. [Information Resources Use Agreement \(IRUA\)](#)
2. [Code of Conduct](#)

RELATED INFORMATION

N/A