



INDIANA DEPARTMENT OF CHILD SERVICES

CHILD WELFARE POLICY

Chapter 2: Administration of Child Welfare

Section 27: Community Child Protection Team (CPT)

Effective Date: 11/01/2023

Version: 7

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POLICY OVERVIEW

The purpose of a community Child Protection Team (CPT) is to provide oversight by community members through the review of:

1. Any case in which the Indiana Department of Child Services (DCS) has been involved in the county where the CPT presides; and
2. Complaints regarding child abuse and/or neglect (CA/N) cases that are brought to the CPT by a person or an agency.

Note: The CPT may recommend to DCS that a petition be filed in the juvenile court on behalf of the subject child if the team believes this would best serve the interests of the child.

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PROCEDURE

DCS will establish a countywide, multidisciplinary community CPT. In accordance with IC 31-33-3-1, the CPT must include the following 13 members who reside in, or provide services to residents of the county in which the team is to be formed:

1. The DCS Local Office Director (LOD) or designee;
2. Two (2) designees of the juvenile court judge;
3. The county prosecuting attorney or designee;
4. The county sheriff or designee;
5. A local government representative who is either:
 - a. The president of the county executive in a county not containing a consolidated city or designee, or
 - b. The executive of a consolidated city in a county containing a consolidated city or designee.
6. A director of a Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL) program or the director's designee in the county in which the team is to be formed; and
7. The chief law enforcement officer of the largest Law Enforcement Agency (LEA) in the county (other than the county sheriff) or designee.

Other members are appointed by the LOD and are subject to final approval by the DCS Agency Director. They are as follows:

1. Either:
 - a. A public school superintendent or that person's designee, or
 - b. A director of a local special education cooperative or the director's designee.
2. Two (2) persons, each of whom is a physician or nurse, with experience in pediatrics or family practice; and
3. Two (2) citizen members who are residents of the county.

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 Practice Guidance.

- b. Any other information or reports the coordinator considers essential to the team's deliberations. See the Community Child Protection Team Manual.
3. Meet at least one (1) time each 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.

The DCS LOD will:

1. Appoint other non-required CPT members;
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 Manager (RM).

The DCS local office management team will develop a plan to forward a copy of any completed assessment with one (1) or more CA/N substantiated allegations to the CPT coordinator for review and input, including recommended action (see policy 4.25 Completing the Assessment Report).

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RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [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 \(SF 49212\)](#)

Related Policies

- [4.25 Completing the Assessment Report](#)

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LEGAL REFERENCES

- [IC 31-33-3: Chapter 3. Community Child Protection Team](#)
- [IC 31-33-3-1: Community child protection team established; members](#)
- [IC 31-33-7-1: Arrangement for receipt of reports](#)
- [IC 31-33-18: Chapter 18. Disclosure of Reports; Confidentiality Requirements](#)

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PRACTICE GUIDANCE- DCS POLICY 2.27

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.

Child Protection Team (CPT) Review of Screen Outs

The CPT may request to review screen outs. If the CPT requests to review screen outs, the DCS LOD or designee should review all screen-outs each day before submitting screen-outs to the CPT for review.

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