
	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Tool: Notifications for Administrative Reviews and Appeals	Effective Date: May 1, 2020
	Reference: 2.C (Policies 2.02 Administrative Review Process , 2.03 Child Care Workers Assessment Review Process , & 4.45 Assessment and Review of DCS Staff Alleged Perpetrators)	Version: 2

Instructions: This tool is to be used by a Department of Child Services (DCS) employee authorized to notify an alleged perpetrator (i.e., DCS employee, Child Care Worker [CCW], and/or a licensed resource parent) and/or an employer regarding an assessment conclusion by DCS. Language from the appropriate appendix should be inserted into a letter that includes the name and address of the person to whom it is being sent. The letter should be signed by an authorized DCS employee and sent by mail or hand delivered with proper attachments.

Appendix and Form Name	Overview:
Notification of Assessment Outcome and Right to Request an Administrative Review (SF 53068)	Used to notify a perpetrator (NOT a licensed resource parent, Child Care Worker [CCW], or DCS employee) that one (1) or more of the allegations against him or her have been substantiated.
Notification of Administrative Review Decision to Unsubstantiate Allegations of Child Abuse or Neglect (SF 53071)	Used to notify a perpetrator (NOT a licensed resource parent, CCW, or DCS employee) that substantiated allegations were unsubstantiated following administrative review (including a DCS decision to unsubstantiate following further assessment).
Notification of Administrative Review Decision Report Returned for Further Assessment (SF 53094)	Used to notify an alleged perpetrator (NOT a licensed resource parent, CCW, or DCS employee) that an assessment is being returned for further assessment following an administrative review.
Appendix D: Notification of Administrative Decision After Further Assessment	Used to notify a perpetrator (NOT a licensed resource parent, CCW, or DCS employee) that an assessment report that was previously returned for further assessment has been completed and the substantiation upheld.
Notification of Denial of Administrative Review (SF 53072)	Used to notify a perpetrator (NOT a licensed resource parent, CCW, or DCS employee) when the perpetrator's request for administrative review is denied.
Notice of Intent to Substantiate Allegations of CA/N by a Child Care Worker or Licensed Resource Parent (SF 53028)	Used to notify a CCW or licensed resource parent when DCS intends to approve the substantiation against them and notify them of the date, time, and location of the administrative review that will occur prior to the final approval of the decision.
Notice of Administrative Review Decision to Further Assess Allegations Against a Child Care Worker (CCW) Or Licensed Resource Parent (SF 53029)	Used to notify a CCW or licensed resource parent that the assessment is being returned for further assessment following administrative review.

<u>Notice of DCS Decision to Unsubstantiate Allegations of Child Abuse/Neglect (CA/N) (SF 53030)</u>	Used to notify an alleged perpetrator, who is a licensed resource parent or CCW, when allegations have been unsubstantiated (including the DCS decision to unsubstantiate following further assessment).
<u>Notice to Employer of a Report of Child Abuse/Neglect (CA/N) (SF 53031)</u>	Used to notify an employer when allegations against an employee have been substantiated. This language is also used to update an employer when allegations against the employee are subsequently unsubstantiated.
<u>Notification of a Child Care Worker (CCW) Assessment Review Decision for an Assessment Closed Prior to 10-15-06 (SF 53032)</u>	Use the following language only for allegations substantiated prior to October 15, 2006, to notify a CCW who is an alleged perpetrator of the results of agency review completed as a courtesy after the CCW requested agency review of the decision to substantiate.
<u>Notice of an Administrative Review Decision for an Assessment Closed Prior to 10-15-06 (SF 53033)</u>	Use the following language only for allegations substantiated prior to October 15, 2006, to notify a licensed resource parent of the agency review decision completed prior to denial or revocation of a foster home licensed based on the substantiation.
<u>Notice of Assessment Outcome for a Department of Child Services Employee (SF 54318)</u>	Used to notify a DCS employee that they has been substantiated against and an administrative review will be conducted.
<u>Notice of Administrative Review Outcome for a Department of Child Services Employee (SF 54317)</u>	Use following an administrative review to notify a DCS employee that the case is being returned for further assessment or the allegations have been unsubstantiated.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY
	Appendix D: Notification of Administrative Decision After Further Assessment (Policy 2.2 Administrative Review Process)

Instructions: Use the following language to notify a perpetrator (**NOT a licensed resource parent, child care worker [CCW], or DCS employee**) when an assessment report previously returned for further assessment has been completed and the substantiation has been upheld. See [Policy 2.2 Administrative Review Process](#) for additional information.

Date mailed or hand delivered: (*insert date*)

NOTICE OF ADMINISTRATIVE DECISION AFTER FURTHER ASSESSMENT

The Indiana Department of Child Services (DCS) in (*insert local county office*) has classified child abuse and/or neglect allegations as substantiated in assessment (*insert assessment number*), approved on (*insert date*) against:

(*Insert name of perpetrator*)
 (*Insert address of perpetrator*)

Because you were identified as a perpetrator, you were notified of the classification. The report was returned for further assessment. After further assessment, the following allegations against you remain substantiated.

Note: If DCS records indicate that the person identified as a perpetrator is under the age of 18, a copy of this notice is being sent to the person's parent, court appointed guardian, or other legal representative. Any request for an administrative appeal by a person under the age of 18 must be signed by the minor person's parent, court appointed guardian, or legal representative.

ALLEGATION	CHILD VICTIM
Physical Abuse	(<i>Insert initials of each victim or "None"</i>)
Sexual Abuse	(<i>Insert initials of each victim or "None"</i>)
Neglect	(<i>Insert initials of each victim or "None"</i>)

A summary of the DCS decision concerning the allegations is included in the attached [Assessment of Alleged Child Abuse or Neglect \(SF 113\) \(311\)](#).

For any allegations substantiated, you have the right to request an administrative review of the decision by DCS to substantiate an allegation. To do so, you must complete and submit the attached form titled [Request for Administrative Review of Child Abuse/Neglect Substantiation \(SF 54775\)](#). Your request must be received by DCS within 15 calendar days of the date of this letter. The attached form includes instructions and a summary of the administrative view process.

If you have any questions, please contact the local DCS office (*insert office address and general office phone number*).

Attachments:

[Assessment of Child Abuse and/or Neglect \(SF 113\) \(311\)](#) – Approved (including completion of the “Edits Due to Appeal” section)

[Request for Administrative Review of Child Abuse/Neglect Substantiation \(SF 54775\)](#)