

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: May 1, 2009
	Section 5: Supervisory Review of Child Abuse and/or Neglect (CA/N) Intake Reports	Version: 4

POLICY

All [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (Child Abuse and/or Neglect (CA/N) intake reports) will undergo supervisory review and approval before being assigned, transferred, or screened-out.

Exception: Reports that require an assessment to be initiated within one (1) hour of the conclusion of the initial call from the reporter. **(NEW)** For example, Law Enforcement Agency (LEA) on the scene and reports alleged domestic violence and has requested assistance.) Such CA/N intake reports may be transferred directly to a Family Case Manager (FCM) without prior supervisory approval.

The Supervisor will review the CA/N intake as soon as practical, not to exceed **24 hours**.

An intake Supervisor **may shorten** the time frame in which a CA/N assessment must be initiated, but he or she **may not lengthen** the time frame.

An intake Supervisor may override an intake worker's recommendation to "screen-out" a report.

An intake Supervisor may only override an intake worker's recommendation to "assign for assessment" if the allegations clearly do not meet the statutory definition of CA/N.

For all CA/N assessments that must be initiated within one (1) hour or 24 hours the Supervisor will make direct contact (in-person or via phone) and have a dialog with the FCM when assigning the report.

Exception: Per [IC 31-36-3](#), DCS must conduct an assessment concerning the child no later than **48 hours** after receiving notification from the emergency shelter or shelter care facility.

The Indiana Department of Child Services (DCS) will transmit copies of CA/N intake reports to Law Enforcement Agencies (LEA), prosecutors, and in the case of fatalities, coroners.

Code References

1. [IC 31-33-8-1: Investigations by Local Child Protection Service: Time of Investigation](#)
2. [IC 31-33-7-5: Written Reports; Copies Made Available](#)
3. [IC 31-33-8-2: Investigations by law enforcement agencies](#)
4. [IC 31-36-3: Homeless Children](#)
5. [IC 5-26.5-1-3: Domestic Violence](#)

PROCEDURE

For all CA/N intake reports the Supervisor will:

1. Carefully review the CA/N intake report and any information gained from the Indiana Child Welfare Information System (ICWIS) and Indiana Client Eligibility System (ICES) records search;
2. Contact only the reporter to expand upon or clarify information in the CA/N intake report if necessary to determine the appropriate DCS action;

Note: No other contacts will be made prior to the decision to assign for assessment.

3. Agree or disagree with the intake worker's recommendations about whether or not the report should be assigned for assessment, transferred to another DCS local office or state, or screened-out. The Supervisor will apply the facts reasonably available to DCS and use the criteria contained in the following policies to make this determination: [3.8 Statutory Definition of Child Abuse and/or Neglect \(CA/N\)](#), [3.11 Transferring Intercounty Child Abuse and/or Neglect \(CA/N\) Intake Reports](#), and [3.6 Recommending a Child Abuse and/or Neglect \(CA/N\) Report for Screen-Out](#).

For all CA/N intake reports that will be transferred to another DCS local office, the intake Supervisor will follow procedures contained in the separate policy, [3.11 Transferring Intercounty Child Abuse and/or Neglect \(CA/N\) Intake Reports](#).

For CA/N intake reports that will be assigned for assessment, the intake Supervisor will:

1. Follow any additional procedures for special intakes. See separate policies: [3.10 Institutional Child Abuse and/or Neglect \(CA/N\) Intake Reports](#), [3.11 Transferring Intercounty Child Abuse and/or Neglect \(CA/N\) Intake Reports](#), [2.14 Intentional False Reports](#), and [4.29 Joint Assessments](#);
2. Review the response time assigned by the intake worker and:
 - a. Agree,
 - b. Find that the response time should be **shortened** and use the override function in ICWIS to make the change, or
 - c. Find that the response time should be **lengthened**, but leave the response time unchanged, and discuss your findings with the intake worker as a "teaching moment."
3. If appropriate, link the CA/N report to any assessments, open 30 days or less, involving the same alleged perpetrator, alleged victim, and same or similar allegations. See separate policy, [3.12 Linking Child Abuse and/or Neglect \(CA/N\) Reports to Open Assessments](#);
4. Assign the report for assessment after considering the following:
 - a. How quickly the assessment must be initiated,
 - b. Any relationships that exist between the FCMs and the alleged victim, family members, alleged perpetrator, and/or reporter that may cause a conflict of interest,
 - c. How well the experience and skill sets of available FCMs match the case,
 - d. Which FCMs, if any, had previous involvement with the family, and
 - e. Case loads, work loads, and schedules.
5. Deliver the report and the records search information to the assigned FCM. Ideally, this will be done in-person. If circumstances do not permit an in-person handoff, make

- contact with the FCM via phone. In either case, review key information about the report with the FCM. Call attention to any factors that impact child and/or FCM safety;
6. Transmit a copy of the CA/N intake report to LEA and prosecutors following local protocols unless this step was already completed as part of a joint assessment; and/or
 7. Transmit a copy of the CA/N intake report to the coroner if the report involves a child fatality.

Note: For those reports that will be screened-out the intake Supervisor will follow all procedures outlined in the separate policy, [3.7 Review of Screened-Out Child Abuse and/or Neglect \(CA/N\) Intake Reports](#).

For CA/N intake reports that involve the following, the intake Supervisor will:

1. **Child Fatalities (Death):** Immediately upon learning that a child fatality occurred that is alleged to have been caused by CA/N notify the following people:
 - a) DCS Agency Director,
 - b) Deputy Director of Field Operations,
 - c) Deputy Director of Communications,
 - d) Regional Manager, and
 - e) DCS Local Office Director.

If immediate notification is not practical, notification must be given in the same day, regardless of weekends and holidays. Notification should be made via phone or e-mail.

2. **Near Fatalities:** Notify persons listed in Item one (1) above within 24 hours of learning of a near fatality allegedly caused by CA/N, regardless of weekends and holidays.

PRACTICE GUIDANCE

Hand-off of CA/N Intake Report to FCM

An in-person hand-off is the best method to use when assigning reports for assessment. This method assures two things:

1. It gives the Supervisor certainty that the report has been received; and
2. It allows a dialog to take place that will ensure the FCM understands key information contained in the report.

[NEW] Initiation Times for CA/N Intake Reports That Involve Domestic Violence

DCS will initiate the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) within 24 hours if the event occurred in the past 48 hours (regardless of reporting source). Self-reports (one parent, guardian, or custodian calls to report the domestic violence) will be initiated within 24 hours. For incidents that occurred more than 48 hours ago and the child is not believed to be in physical danger, initiation will occur within five (5) days. See separate policy, [3.9 – Initiation Times for Assessments](#).

Note: If the incident occurred more than 48 hours before the time of the intake report and the child(ren) are believed to be in physical danger, the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) must be initiated within 24 hours.

FORMS AND TOOLS

[Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) – Available in ICWIS

RELATED INFORMATION

N/A

Archived 12-31-13 Hotline Updates