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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY | |
| | Chapter 3: Hotline | Effective Date: January 1, 2014 |
| | Section 6: Recommending Child Abuse and/or Neglect Reports for Screen Out | Version: 4 |

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| STATEMENTS OF PURPOSE |
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The Indiana Department of Child Services (DCS) will not route for assessment a [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\) \(310\)](#) that does not:

1. Meet the statutory definition of Child Abuse and/or Neglect (CA/N); and/or
2. Contain sufficient information to either identify or locate the child and/or family to initiate an assessment.

CA/N intake reports that are not recommended to be assigned for assessment are referred to as “screen-outs”.

CA/N intake reports that involve a homeless unaccompanied minor receiving shelter from an emergency shelter, shelter care facility, or program that provides shelter to homeless individuals without the presence or consent of a parent, guardian, or custodian, may not be “screened out”.

Code References

1. [IC 31-36-3: Homeless Children](#)
2. [IC 31-33-8-1: Investigations by the department of child services; time of initiation; investigations of child care ministries](#)
3. [IC 31-9-2-14\(a\): "Child abuse or neglect"](#)

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| PROCEDURE |
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The Hotline Intake Specialist (IS) will:

1. Recommend a CA/N intake report for screen-out if:
 - a. The statutory definition of CA/N has not been met, or
 - b. There is not enough information in the CA/N intake report to either identify or locate the child and/or family to initiate an assessment.

Note: DCS will consider current and future risk to the child prior to recommending a CA/N intake report that involves domestic violence for screen out.

2. Document the specific reason for the screen-out;
3. Recommend the report be referred to a Law Enforcement Agency (LEA) if the allegations are of a criminal nature; and
4. Forward the CA/N intake report and records search information to a Hotline Intake Supervisor for review and approval of the recommendation to screen-out.

The Hotline Intake Supervisor will:

1. Review the CA/N intake report and records search information; and
2. Evaluate the content of the report and subsequently agree or disagree with the IS' recommendation to screen out.

Note: For a fatality or near fatality, two (2) supervisors must review and agree on the recommendation to screen out. If the Hotline Intake Supervisors do not agree, the report will be staffed with either the Hotline Director or assistant Director to make the final recommendation. Final recommendation regarding whether or not a report will be assigned for assessment or screened out will be made at the Local Office level. See [Chapter 4-Assessment](#) for additional information on completing assessments.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\) \(310\)](#) -Available in the case management system

RELATED INFORMATION

N/A