

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 4: Assessment Section 02: Preparing for the Assessment	
	Effective Date: December 1, 2022	Version: 7

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

POLICY OVERVIEW

Adequate preparation prior to initiating an assessment may be vital to completing a timely, thorough, and thoughtful response to reports of Child Abuse and/or Neglect (CA/N).

[Back to Top](#)

PROCEDURE

The Indiana Department of Child Services (DCS) will take all foreseeable and necessary precautions to protect the safety of each alleged child victim, other children in the home, the Family Case Manager (FCM), and/or other responders during the assessment. To the extent possible, the FCM will take necessary steps for adequate preparation prior to initiating any interview or assessment of home and living conditions.

Before initiating any interview or assessment of the home and living conditions, the FCM will:

1. Consider environmental factors that might pose a danger to the child and/or FCM. Examples of such safety concerns include, but are not limited to:
 - a. History of domestic violence (DV). See policy 2.30 Domestic Violence (DV),
 - b. Locations that are extremely isolated or in high-crime areas,
 - c. Indications of mental illness, substance use, human trafficking, or volatile behavior,
 - d. Firearms or other weapons in the home,
 - e. Indications of illegal drug manufacturing in the home,
 - f. Household members who are criminal suspects and/or have outstanding arrest warrants, and
 - e. Dangerous pets and/or animals in the home or on the property.
2. Review all policies related to interviewing, including, but not limited to:
 - a. 4.04 Required Interviews,
 - b. 4.05 Consent to Interview Child,
 - c. 4.06 Exigent Circumstances for Interviewing Alleged Child Victims,
 - d. 4.08 Entry into Home or Facility,
 - e. 4.09 Interviewing Children,
 - f. 4.10 Interviewing the Parent, Guardian, or Custodian,
 - g. 4.11 Interviewing the Alleged Perpetrator,
 - h. 4.13 Assessing and Documenting the Home and Living Conditions,
 - i. 4.14 Examining and Photographing a Child and/or Trauma,

- j. 4.30 Conducting Institutional Investigations by the Institutional Child Protection Services (ICPS) Unit, and
 - k. 4.47 Human Trafficking (HT).
3. Develop an interview plan:
 - a. Determine who needs to be interviewed,
 - b. Determine whether it is best for family members to be interviewed separately or together, and
 - c. Determine the best order for the interviews.
 4. Arrange interpreter services if parties to the assessment are Limited English Proficient (LEP) and for those who communicate using American Sign Language. See policy GA-3 Language Services and contact the Focused Needs Team for additional guidance (see Forms and Tools);

Note: All DCS local offices should have a plan for the availability of interpreter services when needed.

5. Assess the appropriateness of the development and/or utilization of a Child and Family Team (CFT) during the assessment preparation;
6. Complete the following prior to contacting the family if DV or other acts of violence were identified during the CA/N intake (see policy 2.30 Domestic Violence [DV]):
 - a. Contact law enforcement agency (LEA) to determine if the family has had previous incidents of DV and/or police runs to the home for violence,
 - b. Determine if a detective has already been assigned to the case. Discuss with LEA, whether DCS and LEA may work together during the assessment, and

Note: DCS will not delay the initiation or completion of any assessment, regardless of LEA involvement. See policy 4.29 Joint Assessments with Law Enforcement Agency (LEA).

- c. Consider the safety of all family members prior to scheduling interviews.
7. Review policy 4.47 Human Trafficking (HT) prior to contacting the family if human trafficking was identified or is suspected during the CA/N intake;
8. Plan interviews with LEA if the CA/N allegations are of a criminal nature and when any risk factors have been identified that could threaten the safety of the child, the FCM, and/or other responders. See policy 4.29 Joint Assessments with Law Enforcement Agency (LEA);
9. Plan the location of each interview with the goal of optimizing the safety of the child, the FCM, and any other responders to the extent possible and practical;
10. Consider any known or suspected safety risks for each location where an interview will occur and determine appropriate safety precautions (e.g., LEA assistance). Seek supervisory input when necessary;
11. Confirm the address of destination;
12. Confirm that all equipment is in working order (e.g., cell phones and tablets); and
13. Start the assessment. See policy 4.03 Conducting the Assessment - Overview.

The FCM Supervisor will:

1. Review all information pertaining to the risk of the situation and assist the FCM in planning and preparing for the assessment, as needed; and
2. Ensure all FCMs have access to appropriate, functioning assessment and interviewing equipment (e.g., cell phones and tablets).

[Back to Top](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [Assessment Staffing Guide \(SF 56567\)](#)
- Focused Needs Team email – internationalandculturalaffairs@dcs.in.gov

Related Policies

- [GA-3 Language Services](#)
- [2.30 Domestic Violence \(DV\)](#)
- [4.03 Conducting the Assessment - Overview](#)
- [4.04 Required Interviews](#)
- [4.05 Consent to Interview Child](#)
- [4.06 Exigent Circumstances for Interviewing Alleged Child Victims](#)
- [4.08 Entry into Home or Facility](#)
- [4.09 Interviewing Children](#)
- [4.10 Interviewing the Parent, Guardian, or Custodian](#)
- [4.11 Interviewing the Alleged Perpetrator](#)
- [4.13 Assessing and Documenting the Home and Living Conditions](#)
- [4.14 Examining and Photographing a Child and/or Trauma](#)
- [4.29 Joint Assessments with Law Enforcement Agency \(LEA\)](#)
- [4.30 Conducting Institutional Investigations by the Institutional Child Protection Services \(ICPS\) Unit](#)
- [4.47 Human Trafficking \(HT\)](#)

[Back to Top](#)

LEGAL REFERENCES

- [IC 5-26.5-1-3: "Domestic violence"](#)
- [IC 34-6-2-34.5: "Domestic or family violence"](#)
- [IC 35-42-3.5: Chapter 3.5. Human and Sexual Trafficking](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 4.02

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.

Observing All Homes of the Child

If a child spends time in multiple homes, it is best to visit every home the child goes to regularly, including the home of any parent, guardian, or custodian of that child. This will allow an observation of safe sleep practices, utilities, home conditions, occupants, and food (see the Assessment Staffing Guide [ASG]).

[Back to Top](#)