

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 4:</b> Assessment	<b>Effective Date:</b> May 1, 2009
	<b>Section 7:</b> Locating the Subjects	<b>Version:</b> 2

**STATEMENTS OF PURPOSE**

The Indiana Department of Child Services (DCS) will make good faith efforts to locate all required contacts when conducting a Child Abuse and/or Neglect (CA/N) assessment.

See related policy, [4.20 Good Faith Efforts](#).

Code References

N/A

**PROCEDURE**

The Family Case Manager (FCM) will:

1. Attempt to locate the subjects of all required interviews by consulting a variety of resources. See policy, [4.4 Required Interviews](#).

**Note:** Diligent efforts should be made in requesting information pertaining to the absent parent or parents of any child who is alleged to be a victim of CA/N.

2. In cases where the whereabouts of a child are unknown, contact the child’s parent, guardian, or custodian and request to be notified when the child appears.
3. Document the **inability** to locate and interview any required contact along with the efforts made. See policy, [4.20 Good Faith Efforts](#).

When contacting and/or locating individuals who are residing at a domestic violence shelter, the FCM will:

1. If shelter staff declines to share the information, indicate that they have reason to believe that a child(ren) and parent who are the subject of a DCS assessment are present at the shelter;
2. Leave a message with the shelter staff asking the parent to contact the FCM to arrange for an interview with both the parent and child(ren);
3. If the parent has not contacted the FCM within two (2) business days after leaving the message with shelter staff, contact the shelter staff again and request to speak with the parent; and
4. If necessary, consult with Supervisor regarding denial of access to the child(ren) and the need to seek court intervention.

The Supervisor will assist the FCM as necessary by using creative problem-solving techniques to help locate the subjects.

## **PRACTICE GUIDANCE**

N/A

## **FORMS AND TOOLS**

N/A

## **RELATED INFORMATION**

### **Locating the Subjects**

Several avenues are available to obtain assistance with locating the required contacts.

Examples include, but are not limited to:

1. Relatives who may have recent information concerning the subjects' whereabouts;
2. Law enforcement (e.g. - can run a search on license plate numbers, social security numbers, etc.);
3. Local branch of United States (U.S.) Post Office;
4. Local utility companies;
5. Bureau of Motor Vehicles (BMV);
6. School records;
7. Internet search engines (i.e. [www.google.com](http://www.google.com)); and
8. Telephone directories and information (i.e., dial 4-1-1).

See policy, [5.6 Locating Absent Parents](#) for assistance with locating absent parents.

### **Domestic Violence Shelters and Confidentiality**

Due to federal and state confidentiality requirements, DCS staff may not be able to obtain information from staff of a domestic violence shelter. When the child(ren) and non-offending parent are at a domestic violence shelter, shelter staff may decline to confirm their presence.