STATEMENTS OF PURPOSE

[REVISED] The Indiana Department of Child Services (DCS) shall send the Forty-five (45) Day Report of Assessment (SF 54854) no later than 45 days after receiving the Preliminary Report of Alleged Child Abuse or Neglect (310) (SF 114) from a:

1. Hospital;
2. Community mental health center;
3. Managed care provider (as defined in IC 12-7-2-127(b));
4. Referring physician;
5. Dentist;
6. Licensed psychologist;
7. School;
8. Child caring institution licensed under IC 31-27;
9. Group home licensed under IC 31-27 or IC 12-28-4;
10. Secure private facility; or
11. Child placing agency as defined in IC 31-9-2-17.5.

DCS shall send the Forty-five (45) Day Report of Assessment (SF 54854) to:

1. The administrator of the hospital;
2. The community mental health center;
3. The managed care provider;
4. The referring physician;
5. The dentist;
6. The principal of the school;
7. A licensed psychologist;
8. A child caring institution licensed under IC 31-27;
9. A group home licensed under IC 31-27 or IC 12-28-4;
10. A secure private facility; or
11. A child planning agency (as defined in IC 31-9-2-17.5).

Note: The administrator, director, referring physician, dentist, licensed psychologist, or principal may appoint a designee to receive the report.

The Forty-five (45) Day Report of Assessment (SF 54854) must contain these items that are known at the time the report is sent:

1. The name of the alleged victim of CA/N;
2. The name of the alleged perpetrator and the alleged perpetrator’s relationship to the alleged victim;
3. Whether the assessment is closed;
4. Whether the department has made an assessment of the case and has not taken any further action;
5. The Family Case Manager (FCM) name and telephone number;
6. The date the report is prepared;
7. Other information that DCS may prescribe.

The Forty-five (45) Day Report of Assessment (SF 54854) is confidential and may be made available only to the agencies named above and the personal and agencies listed in IC 31-33-18-2.

Code References
IC 31-33-7-8: Reports after initiation of assessment or investigation; contents; confidentiality

PROCEDURE

[REVISED] No later than 45 days after the Preliminary Report of Alleged Child Abuse or Neglect (310) (SF 114) is received, the FCM will:

1. Complete the Assessment of Alleged Abuse or Neglect Report (311) (SF 113) in the Management Gateway for Indiana’s Kids (MaGIK);
2. Complete the Forty-five (45) Day Report of Assessment (SF 54854) by updating any appropriate data fields that are not populated;
3. Print the Forty-five (45) Day Report of Assessment (SF 54854) and submit to the FCM Supervisor for review and approval; and

   [Note: Do not attach the Assessment of Alleged Abuse or Neglect Report (311) (SF 113) to the Forty-five (45) Day Report of Assessment (SF 54854).]

4. Deliver the approved Forty-five (45) Day Report of Assessment (SF 54854) to the appropriate person via United States (U.S.) mail in an envelope marked “Confidential”.

   [NEW] Note: If the assessment is not complete within forty-five (45) days after receipt of the Preliminary Report of Alleged Child Abuse or Neglect (310) (SF 114), the FCM must send the Forty-five (45) Day Report of Assessment (SF 54854), as required. An additional Forty-five (45) Day Report of Assessment (SF 54854) must be sent every 30 days until the assessment is complete and upon completion of the assessment.

   [NEW] The FCM Supervisor will review and approve the Forty-five (45) Day Report of Assessment (SF 54854).

PRACTICE GUIDANCE

Linking an assessment report may eliminate the ability to automatically generate each Forty-five (45) Day Report of Assessment (SF 54854) in MaGIK. If more than one (1) report is received by DCS from the agencies listed above, it is the responsibility of the FCM to generate a Report of Assessment for each professional report source and include the statutorily required information outlined in this policy.
## FORMS AND TOOLS

1. **[REVISED]** Forty-five (45) Day Report of Assessment (SF 54854) – Available in MaGIK
2. **[REVISED]** Preliminary Report of Alleged Child Abuse or Neglect (310) (SF 114)
3. Assessment of Alleged Abuse or Neglect Report (311) (SF 113)

## RELATED INFORMATION

N/A