



<b>INDIANA DEPARTMENT OF CHILD SERVICES</b>	
<b>CHILD WELFARE POLICY</b>	
<b>Chapter 4: Assessment</b>	
<b>Section 21: Forty-Five (45) Day Report of Assessment</b>	
<b>Effective Date:</b> August 1, 2023	<b>Version:</b> 6

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## POLICY OVERVIEW

A Forty-five (45) Day Report of Assessment is a confidential report made available to a professional report source listed in IC 31-33-7-8. A Forty-five (45) day Report of Assessment is a confidential report, which is sent to professional report sources listed in IC 31-33-7-8 to provide an update on the status of the assessment.

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## PROCEDURE

The Indiana Department of Child Services (DCS) shall send the Forty-five (45) Day Report of Assessment no later than 45 days after receiving the Preliminary Report of Alleged Child Abuse or Neglect (310) from any of the agencies listed in IC 31-33-7-8. DCS shall send the report to:

1. The administrator of the hospital;
2. The community mental health center;
3. The managed care provider (as defined in IC 12-7-2-127);
4. The referring physician;
5. The dentist;
6. The principal of the school;
7. A licensed psychologist;
8. A child caring institution (CCI) licensed under IC 31-27;
9. A group home (GH) licensed under IC 31-27 or IC 12-28-4;
10. A secure private facility; or
11. A child placing 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.

No later than 45 days after the 310 is received, the Family Case Manager (FCM) will:

1. Ensure the Assessment of Alleged Child Abuse or Neglect (311) report is complete and approved in the case management system;
2. Generate a Forty-five (45) Day Report of Assessment for each professional report source;

**Note:** A Forty-five (45) Day Report of Assessment must be generated for each professional report source even if more than one (1) 310 is received by DCS from the agencies listed above and the 310s will be linked.

3. Complete the Forty-five (45) Day Report of Assessment by updating any appropriate data fields that are not auto populated;

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

- a. The name of the alleged victim of Child Abuse and/or Neglect (CA/N),
- b. The name of the alleged perpetrator and the alleged perpetrator's relationship to the alleged victim,
- c. Whether the assessment is closed,
- d. Whether DCS has completed an assessment of the case and has not taken any further action,
- e. The FCM name and telephone number,
- f. The date the report is prepared, and
- g. Other information that DCS may prescribe.

4. Print the Forty-five (45) Day Report of Assessment and submit to the FCM Supervisor for review and approval; and

**Note:** Do not attach the 311 to the Forty-five (45) Day Report of Assessment.

5. Send the approved Forty-five (45) Day Report of Assessment to the appropriate person or agency via United States (US) mail in an envelope marked "Confidential".

**Note:** If the assessment is not complete within forty-five (45) days after receipt of the 310, the FCM must send the Forty-five (45) Day Report of Assessment, as required. An additional Forty-five (45) Day Report of Assessment must be sent every 30 days until the assessment is complete.

The FCM Supervisor will review and approve the Forty-five (45) Day Report of Assessment.

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## RELEVANT INFORMATION

### Definitions

N/A

### Forms and Tools

- Assessment of Alleged Child Abuse or Neglect (SF 113) (311) - available in the case management system
- Forty-five (45) Day Report of Assessment (SF 54854) - available in the case management system
- Preliminary Report of Alleged Child Abuse or Neglect (SF 114) (310) - available in the case management system

### Related Policies

N/A

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## LEGAL REFERENCES

- [IC 12-7-2-127: "Managed care provider"](#)
- [IC 12-28-4: Chapter 4. Residential Facilities for Individuals With a Developmental Disability or Mentally Illness](#)
- [IC 31-9-2-17.5: "Child placing agency"](#)
- [IC 31-27: ARTICLE 27. CHILD SERVICES: REGULATION OF RESIDENTIAL CHILD CARE](#)
- [IC 31-33-7-8: Reports after initiation of assessment or investigation; contents; confidentiality](#)

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## **PRACTICE GUIDANCE- DCS POLICY 4.21**

*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.*

N/A

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