	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
INDIANA DEPARTMENT OF CHILD SERVICES	**Chapter 4:** Assessment	**Effective Date:** August 1, 2014
	Section 39: Restricting Assessments in Management Gateway for Indiana's Kids (MaGIK)	**Version:** 1

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will restrict access to assessments in the case management system to ensure confidentiality is maintained at all times. Assessments will only be restricted with permission from the DCS management team: (Family Case Manager (FCM) Supervisor, Division Manager (DM), Local Office Director (LOD), Regional Manager (RM), Assistant Deputy Director of Field Operations or Deputy Director of Field Operations).

Assessments will be restricted when:

1. The assessment pertains to DCS employees or immediate family members of DCS employees;
2. The assessment pertains to or contains information that could be a conflict of interest for DCS employees; and/or
3. Other situations arise and the DCS management team believes it is in the best interest to restrict the assessment for reasons not listed.

   Note: Assessments can be restricted at any time while they are open.

The case management system users will follow guidelines set forth in the Information Resources User Agreement (IRUA) when using the case management system.

Code References

IC 31-33-26-5: Establish access restrictions; maintain confidentiality; read only access by child services ombudsman

PROCEDURE

The FCM Supervisor will:

1. Assign the assessment to self to restrict;
2. Enter a contact into the case management system documenting the reason the assessment has been restricted;
3. Reassign the assessment to an FCM and advise him or her that the assessment restriction should not be modified without permission from a member of the DCS management team;
4. Advise the FCM which individuals should be invited throughout the assessment to view the assessment in the case management system; and
5. Ensure the FCM has invited the appropriate people to view the assessment in the case management system.

The FCM will:

1. Refrain from modifying restrictions placed on an assessment by his or her supervisor without permission from a member of the DCS management team; and
2. Allow individual members of the DCS management team to view a restricted assessment when requested.

PRACTICE GUIDANCE

If questions arise regarding whether or not an assessment should be restricted or how to proceed, the situation should be immediately staffed with the FCM Supervisor and LOD, if appropriate.

Utilize the Help Resource Site within the case management system for additional information about restricting assessments.

FORMS AND TOOLS

Information Resources User Agreement (IRUA)

RELATED INFORMATION

N/A