



<b>INDIANA DEPARTMENT OF CHILD SERVICES</b>	
<b>CHILD WELFARE POLICY</b>	
<b>Chapter 4:</b> Assessment	
<b>Section 39:</b> Restricting Assessments in Management Gateway for Indiana’s Kids (MaGIK)	
<b>Effective Date:</b> February 1, 2024	<b>Version:</b> 2

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## POLICY OVERVIEW

When necessary, the Indiana Department of Child Services (DCS) will restrict access to assessments in the case management system to ensure confidentiality is maintained. [Back to Top](#)

## PROCEDURE

Assessments will only be restricted with permission from a member of the DCS management team including:

1. Family Case Manager (FCM) Supervisor;
2. Division Manager (DM);
3. Local Office Director (LOD);
4. Regional Manager (RM);
5. Assistant Deputy Director of Field Operations;
6. Deputy Director of Field Operations; and/or
7. Chief Deputy Director | Senior Advisor.

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

Assessments will be restricted when:

1. The assessment pertains to a DCS employee or immediate family members of a DCS employee;
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:** 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. Utilize the Help Resource within the case management system for additional information about restricting assessments.

The FCM Supervisor will:

1. Restrict the assessment in the case management system;
2. Enter a contact into the case management system documenting the reason why the assessment has been restricted;

3. Advise the FCM that the assessment restriction should not be modified without permission from a member of the DCS management team;
4. Inform the FCM which individuals should be invited throughout the assessment to view the assessment in the case management system; and

**Note:** The FCM Supervisor may invite appropriate individuals to view the assessment in the case management system as needed.

5. Ensure the FCM has invited the appropriate individuals to view the assessment in the case management system.

The FCM will invite appropriate individuals to view the assessment once given permission from the FCM Supervisor.

All case management users will follow guidelines set forth in the Information Technology Resources (ITR) User Policy when using the case management system.

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## RELEVANT INFORMATION

### Definitions

#### Immediate Family

Immediate Family is a term for the closest members of a person's family unit: spouse, children, parents, and siblings.

### Forms and Tools

- [DCS Code of Conduct](#)
- Help Resource - available in the case management system
- [Information Technology Resources User Policy](#)

### Related Policies

N/A

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## LEGAL REFERENCES

- [IC 31-33-26-5: Establish access restrictions; maintain confidentiality; read only access by child services ombudsman](#)

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## PRACTICE GUIDANCE- DCS POLICY 4.39

*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.*

### **Conflict of Interest**

DCS staff will not allow private or personal interests or relationships, financial or otherwise, to conflict with or influence their professional duties and responsibilities; this includes behavior that would lead a reasonable person to believe that private or personal interests have motivated an action or decision. If a conflict of interest or potential conflict of interest is identified, notify the direct supervisor. See the DCS Code of Conduct for additional information.

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