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**Child Abuse and Neglect Hotline: 800-800-5556**

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To: Regional Managers  
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director  
Stephanie Yoder, Deputy Director of Field Operations  
Angela Green, Deputy Director of Practice Support  
Department of Child Services

Subject: Completion of Assessment Reports (311's) – 30 Days  
DCS-08-03

Since January 2005, the number of Family Case Managers (FCM's) in the state has more than doubled by the hiring of 750 additional family case managers and 50 more supervisors. The hiring of additional staff assists in reducing caseloads and improves the services for the abused and neglected children and their families in Indiana. On March 31, 2008, the Indiana Department of Child Services (DCS) reached a milestone. The final group of additional staff dedicated to protecting children was sworn in. DCS would like to thank you for your continued efforts in ensuring that Indiana's children live in a home free from abuse and neglect.

This administrative letter outlines the change in the time requirement for completing the assessment report (311). Below is a summary of the changes effective June 1, 2008. This requirement for completing assessments in 30 days is consistent with the policy and practice of 43 other states.

As of June 1, 2008, the assessment report (311) must be completed and approved in the Indiana Child Welfare Information System (ICWIS) no later than 30 days from the date the child abuse/neglect (CA/N) intake report was received. The following policies will reflect this important change: 4.3 – Conducting the Assessment – Overview, 4.21 – 30 Day Assessment Reports, 4.22 – Making an Assessment Finding, 4.25 – Completing the Assessment Report, 4.31 – Child Fatality and Near Fatality Assessments.



*Protecting our children, families and future*

Now that assessment findings will be made at 30 days, DCS will provide a 30 day complete feedback report to the designated facility Administrator outlined in IC 31-33-7-8.

Currently, ICWIS will only reflect assessments which will be overdue at 60 days. ICWIS will not generate a tickler indicating when an assessment will be overdue at the previous requirement of 45 days or with the new requirement change, effective, June 1, 2008 of 30 days.

If you have any questions regarding this change please address them to the DCS policy mailbox.

Sincerely,

James W. Payne, Director  
Department of Child Services

