



Eric J. Holcomb, Governor
Terry J. Stigdon, MSN, RN, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-234-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Date: May 21st, 2021

To: MaGIK Users

From: Sarah Sailors, Deputy Director of Field Operations

Subject: Screen-Out Reports
DCS-21-08

As a result of a Rapid Improvement Event (RIE) held in April 2021, changes are being made to the Indiana Department of Child Services (DCS) Child Abuse and/or Neglect Hotline's (Hotline) screen-out report process. The changes stem from data collected in the first quarter of 2021, which found less than two (2) percent of screen-out reports sent to the local offices were overturned. Within this quarter, a sample of twelve (12) counties of various sizes were pulled and all of these overturned reports were unsubstantiated.

The goals of these changes are to create clear decision-making boundaries, reduce duplication of work, help support trust between the Hotline and field staff, and to reduce delays in approving screen-outs. Hotline staff have expertise on the SDM tool, have on-going training, and the Hotline Intake Specialist (IS) has direct information from the report source (RS). This information further reinforces the role of the Hotline being the expert in determining the outcome of the report.

Effective June 1st, 2021, every screen-out report, including child fatalities and near fatalities, will be reviewed by one (1) Hotline Supervisor. Each screen-out report will then be sent to the DCS local offices, in which one (1) member of management will be designated to review the screen-out reports, and make the final determination within 24 hours.

This process has been developed to eliminate the need for local DCS offices to have Screen-out Committees as a component of the Child Protection Teams (CPT). Per statute, CPT members have the ability to request screen-out reports for review. The statutory requirements and guidance for CPTs have not changed.

Questions regarding this new process should be directed to SSAT@dcs.in.gov.

Sincerely,

A handwritten signature in black ink that reads "Sarah Sailors, MSW". The signature is written in a cursive style.

Sarah Sailors, MSW

Deputy Director of Field Operations