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

Date: May 21<sup>st</sup>, 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](mailto:SSAT@dcs.in.gov).

Sincerely,

A handwritten signature in cursive script that reads "Sarah Sailors, MSW".

Sarah Sailors, MSW

Deputy Director of Field Operations