



INDIANA DEPARTMENT OF CHILD SERVICES  
CHILD WELFARE POLICY

Chapter 2: Administration of Child Welfare

Effective Date: April 1, 2021

Section 27: Community Child Protection Team (CPT)

Version: 5

POLICY OVERVIEW

The purpose of a community Child Protection Team (CPT) is to provide oversight by community members through the review of:

1. Any case the Department of Child Services (DCS) has been involved in within the county where the CPT presides;
2. Complaints regarding Child Abuse and/or Neglect (CA/N) cases that are brought to the CPT by a person, agency, or DCS Ombudsman; and

**Note:** The CPT may recommend to DCS that a petition be filed in the juvenile court on behalf of the subject child if the team believes this would best serve the interests of the child.

3. CA/N reports which have been screened out from DCS (this is optional).

**Note:** The CPT may recommend the DCS Local Office Director (LOD) assign the report for assessment if a majority vote agrees with a decision to screen-in a report.

PROCEDURE

DCS will establish a countywide, multidisciplinary community CPT. In accordance with IC 31-33-3-1, the CPT must include the following 13 members who reside in, or provide services to residents of the county in which the team is to be formed:

1. The DCS LOD or designee;
2. Two (2) designees of the juvenile court judge;
3. The county prosecuting attorney or designee;
4. The county sheriff or designee;
5. A local government representative who is either:
  - a. The president of the county executive in a county not containing a consolidated city or their designee, or
  - b. The executive of a consolidated city in a county containing a consolidated city or their designee.
6. A director of a Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL) program or the director's designee in the county in which the team is to be formed; and
7. The chief law enforcement officer of the largest Law Enforcement Agency (LEA) in the county (other than the county sheriff) or their designee.

Other members are appointed by the DCS LOD, subject to final approval by the DCS Agency Director. They are as follows:

1. Either:
  - a. A public school superintendent or that person's designee, or

- b. A director of a local special education cooperative or the director's designee.
2. Two (2) persons, each of whom is a physician or nurse, with experience in pediatrics or family practice; and
3. Two (2) citizen members who are residents of the county.

The members of the CPT are bound by all applicable laws regarding the confidentiality of matters reviewed by the CPT (see IC 31-33-18 for further details).

The local office management team will develop a plan to forward a copy of any completed assessment with one (1) or more CA/N substantiated allegations to the CPT coordinator for review and input, including recommended action (see policy 4.25 Completing the Assessment Report for further information).

If the CPT decides to review screen-outs:

1. The DCS LOD or designee will review all screen-outs each day before submitting screen-outs to the CPT for review; and
2. The CPT may review screen-outs on a weekly basis telephonically, electronically, or in person. The reports reviewed by the CPT may include, but are not limited to:
  - a. Only abuse allegations;
  - b. Only a CA/N allegation; or
  - c. Only a particular age category.

The CPT elects a Team Coordinator from the team's membership. The Team Coordinator will supply the CPT with the following:

1. Copies of reports of CA/N under IC 31-33-7-1; and
2. Any other information or reports the coordinator considers essential to the team's deliberations (see the Community Child Protection Team Manual for additional information about the responsibilities of the CPT coordinator).

The CPT will:

1. Meet at least one (1) time each month or at the times the CPT's services are needed by DCS. Meetings of the CPT will be called by a majority vote of the members;

**Note:** Meetings of the CPT are open only to persons authorized to receive information under this article.

2. Have an agenda for each meeting, which will be determined by the Team Coordinator or at least two (2) other members of the CPT;
3. Ensure accurate minutes are completed and disseminated to members of the team from each meeting;
4. Use the minutes to prepare a periodic report regarding the CA/N reports and complaints the CPT reviews. The periodic report may include the following information:
  - a. The number of complaints the CPT receives and reviews each month; and
  - b. The type and number of screen-outs reviewed each month, including the number of screen-outs recommended to the DCS LOD for assignment to be assessed.

**Note:** If the CPT declines to review screen-outs, it should be noted in the periodic report.

5. Ensure all new members of the CPT know how to access and have reviewed the Community Child Protection Team Manual.

The DCS LOD will distribute the periodic report to:

1. The members of the CPT; and
2. The DCS Regional Manager (RM).

## LEGAL REFERENCES

- [IC 31-33-3: Community Child Protection Team](#)
- [IC 31-33-3-1: Community child protection team established; members](#)
- [IC 31-33-7-1: Arrangement for receipt of reports](#)
- [IC 31-33-18: Disclosure of Reports; Confidentiality Requirements](#)

## RELEVANT INFORMATION

### Definitions

N/A

### Forms and Tools

- [Acknowledgement of Appointment to Child Protection Team \(CPT\) \(SF 45003\)](#)
- [Certificate for Child Protection Team Members \(SF 44869\)](#)
- [Confidentiality Agreement \(SF 52736\)](#)
- [Notice of Review by Child Protection Team \(SF49212\)](#)

### Related Policies

- [4.25 Completing the Assessment Report](#)
- [Community Child Protection Team Manual](#)