

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: November 1, 2005
	Section 7: Review of Screened-Out Child Abuse and/or Neglect (CA/N) Intake Reports	Version: 1

POLICY

The Indiana Department of Child Services (DCS) will conduct a structured review of all [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (Child Abuse and/or Neglect (CA/N) intake reports) that are recommended by a Supervisor for screen-out.

A local Screen-Out Committee will exist for **each county** to review all CA/N intake reports that a DCS Local Office Director recommends for screen-out. The Screen-Out Committee will act as an advisory committee and will make recommendations about screen-outs.

The Screen-Out Committee members will consist of the following four (4) people:

1. DCS Local Office Director;
2. DCS Family Case Manager (FCM) Supervisor or FCM;
3. Member of a local Child Protection Team¹; and
4. DCS Local Office Attorney.

Code References

N/A

PROCEDURE

After a Supervisor approves a CA/N intake report for screen-out, the following will occur:

1. The **DCS Local Office Director** or his or her designee² will complete the following within 24 hours of the conclusion of the initial call from the reporter:
 - a. Review the CA/N intake report and records search information,
 - b. Agree with or overrule the Supervisor's recommendation, and
 - c. Contact a Supervisor to communicate his or her decision.
2. The **Supervisor** will document the DCS Local Office Director's decision in the notes section of the CA/N intake report in the Indiana Child Welfare Information System (ICWIS) and either:
 - a. Assign the report for assessment if the DCS Local Office Director overruled the screen-out. See separate policy, [3.5 Supervisory Review of Child Abuse and/or Neglect \(CA/N\) Intake Reports](#), or
 - b. Leave the report open in ICWIS so the DCS Local Office Director can enter his or her final decision at a later date. Assure that a hard copy of the report and search information is properly filed for the Screen-Out Committee review.

¹ This representative may not be a DCS employee.

² In this case, the director's designee cannot be the supervisor who recommended the report for screen-out.

3. The local **Screen-Out Committee** will review all CA/N intake reports that a DCS Local Office Director has recommended for screen-out within seven (7) days of the initial call made by the reporter.
 - a. The members of the local Screen-Out Committee may meet in person or conduct the review via teleconference or e-mail,
 - b. Information from the records search will also be reviewed, and
 - c. The committee's discussion about each report will be documented, along with any recommendations. A hard copy of the documentation will be attached to a copy of the intake report and filed.
4. The **DCS Local Office Director** will consider the committee's recommendations before making a final decision and communicating the decision to a Supervisor. Any decisions to disallow a screen-out must be communicated to a Supervisor no later than two (2) hours after the committee adjourns;
5. The **Supervisor** will document the date and final decision, with rationale, in the notes section of the CA/N intake report in ICWIS;
6. The **Supervisor** will either:
 - a. Assign the intake report for assessment. This must be done within two (2) hours of receiving the DCS Local Office Director's decision to disallow the screen-out, or
 - b. "Approve" the screen-out decision in ICWIS, thus closing the report. Consider referring the family for services. See separate policy, [3.3 Service Request Intake Reports](#).
7. A **Supervisor** will give feedback to the intake worker who recommended the report for screen-out if the final decision was to disallow the screen-out.

Note: This is a teaching moment, not a disciplinary action.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

N/A