

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 3:</b> Intake	<b>Effective Date:</b> February 1, 2008
	<b>Section 10:</b> Institutional Child Abuse and/or Neglect (CA/N) Intake Reports	<b>Version:</b> 2

**POLICY**

The Indiana Department of Child Services (DCS) will receive reports of institutional Child Abuse and/or Neglect (CA/N).

The DCS local office in the county where the alleged CA/N occurred will coordinate the intake process.

Code References

N/A

**PROCEDURE**

The intake worker will:

1. Gather as much information as possible to create a thorough [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (Child Abuse and/or Neglect (CA/N) intake report). See separate policy, [3.2 Creating a Child Abuse and/or Neglect \(CA/N\) Intake Report](#);
2. Select "Institutional CA/N" in the Indiana Child Welfare Information System (ICWIS);
3. Create separate institutional CA/N intake reports in ICWIS, if multiple alleged victims are identified;
4. Document the name and location of the institution where the alleged CA/N took place; and
5. Follow procedures outlined in separate policy, [3.4 Initial Evaluation of Child Abuse and/or Neglect \(CA/N\) Intake Reports](#).

**[NEW]** Unlicensed Registered Child Care Ministries

The intake worker will:

1. Gather as much information as possible to create a thorough CA/N intake report. See separate policy, [3.2 Creating a Child Abuse and/or Neglect \(CA/N\) Intake Report](#);
2. Utilize [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) to determine if the institution that is the subject of the report is an unlicensed registered child care ministry;
3. Select the 'Institution' icon in ICWIS, if the agency is an active ministry;
4. Create the resource for the intake with the 'Resource Type' entered as 'Registered Child Care Ministry' and proceed with the intake, if the agency does not exist in ICWIS and is verified from [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov);
5. Follow procedures outlined in separate policy, [3.4 Initial Evaluation of Child Abuse and/or Neglect \(CA/N\) Intake Reports](#); and
6. If the allegations are reported by a Law Enforcement Agency (LEA), confirm if LEA plans to conduct an investigation of the reported allegations involving the unlicensed

registered child care ministry. See separate policies, [3.9 Initiation Times for Assessments](#) and [4.29 Joint Assessments](#).

### **PRACTICE GUIDANCE**

Examples of institutions include but are not limited to:

1. Resource family homes;
2. Residential child-caring institutions'
3. Juvenile correctional facilities;
4. Unlicensed registered child care ministries;
5. Group homes;
6. Pediatric nursing homes; and
7. Detention centers

### **FORMS AND TOOLS**

N/A

### **RELATED INFORMATION**

N/A