POLICY

[REVISED] The Indiana Department of Child Services (DCS) shall send the Report of Assessment or Investigation no later than 30 days after receiving the Preliminary Report of Alleged Child Abuse or Neglect (SF 114) from a:

1. Hospital;
2. Community mental health center;
3. Managed care provider (as defined in IC 12-7-2-127(b));
4. Referring physician;
5. Dentist;
6. Licensed psychologist;
7. School;
8. Child caring institution licensed under IC 31-27;
9. Group home licensed under IC 31-27 or IC 12-28-4;
10. Secure private facility; or
11. Child placing agency as defined in IC 31-9-2-17.5.

DCS shall send the Report of Assessment or Investigation to:

1. The administrator of the hospital;
2. The community mental health center;
3. The managed care provider;
4. The referring physician;
5. The dentist;
6. The principal of the school;
7. A licensed psychologist;
8. A child caring institution licensed under IC 31-27;
9. A group home licensed under IC 31-27 or IC 12-28-4;
10. A secure private facility; or
11. A child planning agency (as defined in IC 31-9-2-17.5).

Note: The administrator, director, referring physician, dentist, licensed psychologist, or principal may appoint a designee to receive the report.

The Report of Assessment or Investigation must contain these items that are known at the time the report is sent:

1. The name of the alleged victim of CA/N;
2. The name of the alleged perpetrator and the alleged perpetrator’s relationship to the alleged victim;
3. Whether the assessment is closed;
4. Whether the department has made an assessment of the case and has not taken any further action;
5. The Family Case Manager’s name and telephone number;
6. The date the report is prepared;
7. Other information that DCS may prescribe.

The Report of Assessment or Investigation is confidential and may be made available only to the agencies named above and the personal and agencies listed in IC 31-33-18-2.

**Code References**

IC 31-33-7-8: Reports after initiation of assessment or investigation; contents; confidentiality

**PROCEDURE**

**[REVISED]** No later than 30 days after the Preliminary Report of Alleged Child Abuse or Neglect (SF 114) is received, the FCM will:

2. Complete the Report of Assessment or Investigation by updating any appropriate data fields that are not populated;
3. Print the Report of Assessment or Investigation and submit to the Supervisor for review and approval.
   
   **Note:** Do not attach the Assessment of Alleged Abuse or Neglect Report (SF 113/CW0311); and
4. Deliver the approved Report of Assessment or Investigation to the appropriate person via United States (U.S.) mail in an envelope marked “Confidential”.

**PRACTICE GUIDANCE**

**[NEW]** Linking an assessment report may eliminate the ability to automatically generate each Report of Assessment or Investigation in the Indiana Child Welfare Information System. If more than one report is received by DCS from the agencies listed above, it is the responsibility of the FCM to generate a Report of Assessment or Investigation for each professional report source and include the statutorily required information outlined in this policy.

**FORMS AND TOOLS**

3. Assessment of Alleged Abuse or Neglect Report (SF 113/CW0311) – Available in the Indiana Child Welfare Information System

**RELATED INFORMATION**

N/A