

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment (Investigation)	Effective Date: July 2, 2007
	Section 30: Institutional Assessments (Investigations)	Version: 1

POLICY	OLD POLICY: 210.47
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- The Indiana Department of Child Services (DCS) Local Office will conduct an assessment (investigation) of a report of possible child abuse or neglect that occurred in an institution located within the county.
- Institutions include:
 - Foster homes,
 - Licensed Childcare homes and centers,
 - Public and private schools,
 - Hospitals,
 - Group homes,
 - Residential treatment centers,
 - Emergency shelter care centers, and
 - Correctional facilities

Code References

- N/A

PROCEDURE

To assess (investigate) an Institutional report, the FCM will:

- Follow all procedures outlined in Policy Conducting the Assessment (Investigation), and in all related assessment (investigation) Policies.
- If the child victim and/or the child perpetrator are CHINS or probation wards,
 - Notify the FCM assigned to provide ongoing services for the child or the probation officer.
 - Notify the Guardian Ad Litem (GAL) or court appointed special advocate (CASAs) appointed for the child.
- Conduct the following interviews in addition to those required for a standard CA/N assessment (investigation), if warranted:
 - Current and former administration and staff of the institution;
 - Current and former residents of the institution, particularly those who may have witnessed the acts or omissions alleged in the report;
 - School administration and staff where the alleged child victim and/or alleged child perpetrator attend;
 - The on-going services FCM assigned to the alleged child victim and/or the alleged child perpetrator;
 - The probation officer assigned to the alleged child victim and/or alleged child perpetrator;
 - Appropriate local office or DCS Central Office licensing staff.

- Review the alleged child victim's records kept by the facility, such as daily log sheets, medical reports, incident reports, etc;
- Examine and photograph pertinent areas of the facility;
- If the institution is a foster home and the license is held by an agency other than the DCS, discuss with the investigating FCM Supervisor and/or Director if a review of the actual licensing file would further the progress of the assessment (investigation).
- Request to review the licensing file if it is decided that information in the file will further the progress of the assessment (investigation).

If the alleged perpetrator is a child care worker, defined as a person who has direct contact with children through the course of employment or volunteer work in an institution, he/she is entitled to have a Child Care Worker Assessment (Investigation) Review (CCWIR) prior to a decision to substantiate, unsubstantiate, or indicate the assessment (investigation). This review is a meeting with one of the following: the Local Office Director, the Local Office Deputy Director, or the Regional Manager, at which the child care worker may present any additional information that he/she feels could assist DCS in making an accurate decision. Please see and follow the policy, Chapter 2, Child Care Workers Assessment (Investigation) Review Process.

RELATED INFORMATION

Access to Information

DCS has the authority to request and secure any information from a facility that is necessary to conduct a CA/N assessment (investigation). This includes, but is not limited to, files kept on facility staff and children who attend the facility, and the facility's licensing file.

State Agencies that Administer and/or Monitor Institutions

Each of these state agencies has designated one individual to work with DCS in the assessment (investigation) of CA/N reports involving that agency's facilities. Basic information regarding the CA/N report as well as information concerning who will be assessing (investigating) and the proposed time to initiate the assessment (investigation) will be shared. State agencies with a liaison person include:

- Indiana State Department of Health;
- Indiana Department of Correction;
- Family and Social Services Administration : Division of Mental Health;
- Indiana Department of Education; and
- Indiana State Police.

FORMS AND TOOLS

- N/A