



Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services

Room W392 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2739

317-232-4705
FAX: 317-232-4490

www.in.gov/dcs

Child Abuse and Neglect Hotline: 800-800-5556

December 1, 2007

To: Regional Managers
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director
Stephanie Yoder, Deputy Director of Field Operations
Angela Green, Deputy Director of Practice Support
Department of Child Services

Subject: Completion of Assessment Reports (311's) – 45 Days
DCS-07-12

The Indiana Department of Child Services (DCS) would like to thank you for your continued commitment to upholding the DCS Vision by ensuring that children “thrive in safe, caring, supportive families and communities.” The practice reform model continues to allow DCS to engage parents and extended families and provide better outcomes for the safety, permanency, and well-being for children.

This administrative letter outlines the change in the time requirement for completing the assessment report (311). Below is a summary of the changes effective January 1, 2008.

As of January 1, 2008, DCS staff will make all findings on an assessment no later than 45 days from the date the child abuse/neglect (CA/N) intake report was received. This is a change from the October 1, 2007 requirement of 60 days. The following policies will reflect this important change: 4.3 – Conducting the Assessment – Overview, 4.21 – 30/45 Day Assessment Reports, 4.22 – Making an Assessment Finding, 4.25 – Completing the Assessment Report, 4.31 – Child Fatality and Near Fatality Assessments.

Currently, the Indiana Child Welfare Information System (ICWIS) will only reflect assessments which will be overdue at 90 days. ICWIS will not generate a tickler indicating when an assessment will be overdue at the previous requirement of 60 days or with the new requirement change, effective, January 1, 2008 of 45 days.



Protecting our children, families and future

If you have any questions regarding this change please address them to the DCS policy mailbox.

Sincerely,

James W. Payne, Director
Department of Child Services

ARCHIVED



Protecting our children, families and future