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August 1, 2015

To: MaGIK Users

From: Mary Beth Bonaventura, Director  
Doris Tolliver, Chief of Staff  
Jane Bisbee, Deputy Director Field Operations  
Reba James, Deputy Director Permanency & Practice Support  
Department of Child Services

Subject: Withdrawn/Screen-Out Options in Management Gateway for Indiana's Kids  
(MaGIK)  
DCS-14-01

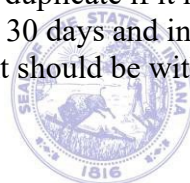
The Indiana Department of Child Services (DCS) utilizes the Management Gateway for Indiana's Kids (MaGIK) information system to manage incoming reports of Child Abuse and Neglect (CA/N) and assigned CA/N assessments.

Intake reports received by the Local Office that do not meet the statutory definition of CA/N should be screened-out using the County Queue within the Intake Application. Withdrawing an intake report in MaGIK Casebook (Case Management) is possible once an assessment has been assigned.

There are two (2) reasons for an assessment to be withdrawn in MaGIK. These reasons should be carefully considered when withdrawing an assessment.

**Withdrawn due to Screen-Out:** This option should be rarely chosen as most screen-outs should occur within the County Queue. A reason for screen-out must be selected within the Intake Application. An assessment may be withdrawn due to screen-out if it is determined that the assessment does not meet the statutory definition of CA/N and/or does not contain sufficient information to either identify or locate the child and/or family to **initiate** an assessment. See separate policy, [3.8 Statutory Definition of Child Abuse and Neglect](#) for additional information.

**Withdrawn due to Duplicate:** The majority of withdrawn assessments should be duplicates. An assessment may be withdrawn due to duplicate if it is determined that an open assessment has been previously received by DCS within 30 days and involves the same perpetrator(s), victim(s) and incident or allegation. An assessment should be withdrawn as a duplicate within 72 hours of



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assessment creation. Field staff will upload the duplicate [SF 114 Preliminary Report of Child Abuse and/or Neglect](#) into the assessment in MaGIK that is being assessed and note any professional report sources of withdrawn assessments in order to send the [Thirty \(30\) Day Report of Assessment](#) to all professional report sources. The [Thirty \(30\) Day Report of Assessment](#) is available as both a populated form and a blank form through MaGIK. See separate policy, [4.21 30 Day Report of Assessment](#) for additional information. Screen-outs should never be withdrawn for the reason of duplicate and duplicate assessments should not be withdrawn for reason of screen-out.

Only users with the role of Supervisor, Local Office Director, Division Manager, Executive (Agency Director, Deputy Directors, Regional Managers), or Admin (IT Staff, HelpDesk, MaGIK team) may withdraw an assessment due to screen-out or withdraw an assessment due to duplicate. Assessments that have been withdrawn cannot be reversed; this function should only be used when field staff is certain that the assessment qualifies to be withdrawn.

### **Practice Guidance**

#### **Example of when TO withdraw due to screen-out:**

After assignment, if the county finds the assessment does not meet the statutory definition of CA/N or does not contain sufficient information to either identify or locate the child and/or family to **initiate** an assessment it may be screened-out within Casebook MaGIK.

#### **Example of when NOT to withdraw due to screen-out:**

An assessment has been assigned to a Family Case Manager (FCM) and the FCM attempts to contact the child and/or family to initiate the assessment and is unable to locate the child and/or family. The inability to locate the family is not a reason to screen-out the assessment once initiated. Assessments should not be initiated and then screened-out; once initiated, the assessment should be completed. If the family is unable to be located, the assessment should still be completed documenting the inability to locate the family.

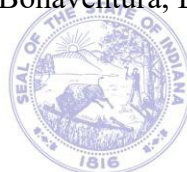
#### **County Queue and Withdrawn:**

The action of screening out an assessment should be done in the County Queue within the Intake Application **before** the assessment has been assigned. Once an assessment has been assigned and a decision has been made to withdraw it because the report involves the same perpetrator, victim, incident or allegation of an open assessment, a note must be added to Notes documenting the circumstance for withdrawing.

If any problems arise using the withdrawn feature in MaGIK or an assessment was withdrawn in error, please email the MaGIK Help Desk at [HelpDeskMaGIK@dcs.in.gov](mailto:HelpDeskMaGIK@dcs.in.gov). If you have any questions regarding these changes, please address them to the DCS policy mailbox at [DCS.Policy@dcs.in.gov](mailto:DCS.Policy@dcs.in.gov).

Sincerely,

Mary Beth Bonaventura, Director



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