

D.

CHILD PROTECTION PLAN

I. Region 13

A. Name and code of local offices of the Department of Child Services located within the region:

- Brown County 07
- Greene County 28
- Lawrence County 47
- Monroe County 53
- Owen County 60

II. **Type of Child Protection Plan:** Regional Child Protection Plan

III. **Planning and Community Involvement:** (Please attach a copy of the notice(s) of the hearings on the county child protection plan. Also attach a copy of the publisher's statement if one is required.)

A. Was the notice of the public hearing posted or published at least 48 hours in advance of the hearing (excluding weekends and holidays)?

1. Yes X No (Please explain)

B. Was the procedure for notice of hearing according to IC 5-14-1.5-5 (attached) followed in detail? (Please check all that apply.)

1. X Public Notice was given by the Local Office Director and Regional

Manager

2. X Notice was posted at the building where the hearing occurred and/or at the local offices of the Department of Child Services. (Required procedural element)

3. X The following news media were notified that a public hearing was to be held: Local newspapers in all counties

C. Give the date(s) and location(s) of the public hearings and attach a copy of the notice posted as well as a copy of the newspaper notice including publisher's statement.

50% ongoing services or 20% CPS and 80% ongoing services.

3. __1__ Number of Family Case Manager Supervisor IVs supervising CPS work only.
4. __1__ Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% CHINS work.
5. __1__ Number of clerical staff with only CPS support responsibilities.
6. _____ Number of clerical staff with other responsibilities in addition to CPS support.
7. **Does the Local Director serve as line supervisor for CPS?**
Yes _____ No x

The Staffing and Organization of the Local Child Protection Service - Lawrence

Describe the number of staff and the organization of the local child protection service including any specialized unit or use of back-up personnel. **NOTE: The term CPS refers only to the reporting and investigation of child abuse and neglect**

1. __3__ Number of Family Case Managers investigating abuse/neglect reports full time.
2. __5__ Number of Family Case Manager IIs with dual responsibilities; e.g., 50% CPS investigations and 50% ongoing services or 20% CPS and 80% ongoing services.
3. __0__ Number of Family Case Manager Supervisor IVs supervising CPS work only.
4. __1__ Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% CHINS work.
5. __0__ Number of clerical staff with only CPS support responsibilities.
6. __3__ Number of clerical staff with other responsibilities in addition to CPS support.

7. Does the Local Director serve as line supervisor for CPS?
Yes x No

The Staffing and Organization of the Local Child Protection Service - Monroe

Describe the number of staff and the organization of the local child protection service including any specialized unit or use of back-up personnel. NOTE: The term CPS refers only to the reporting and investigation of child abuse and neglect

1. Number of Family Case Managers investigating abuse/neglect reports full time.
2. 10 Number of Family Case Manager IIs with dual responsibilities; e.g., 50% CPS investigations and 50% ongoing services or 20% CPS and 80% ongoing services.
3. 1 Number of Family Case Manager Supervisor IVs supervising CPS work only.
4. 1 Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% CHINS work.
5. 1 Number of clerical staff with only CPS support responsibilities.
6. Number of clerical staff with other responsibilities in addition to CPS support.
7. Does the Local Director serve as line supervisor for CPS?
Yes No x

The Staffing and Organization of the Local Child Protection Service - Owen

Describe the number of staff and the organization of the local child protection service including any specialized unit or use of back-up personnel. NOTE: The term CPS refers only to the reporting and investigation of child abuse and neglect

1. 2 Number of Family Case Managers investigating abuse/neglect reports full time.
2. 6 Number of Family Case Manager IIs with dual responsibilities; e.g., 50% CPS investigations and

50% ongoing services or 20% CPS and 80% ongoing services.

3. ___ **Number of Family Case Manager Supervisor IVs supervising CPS work only.**
4. __1__ **Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% CHINS work.**
5. ___ **Number of clerical staff with only CPS support responsibilities.**
6. __2__ **Number of clerical staff with other responsibilities in addition to CPS support.**
7. **Does the Local Director serve as line supervisor for CPS?**
Yes ___ No x

Describe the manner in which suspected child abuse or neglect reports are received.

The Indiana Department of Child Services (DCS) Child Abuse Hotline will be available to receive reports of child abuse and/or neglect (CA/N) 24 hours per day, seven (7) days per week, through a toll-free child abuse hotline (800-800-5556).

DCS will receive oral and written (hard copy and electronic) reports and requests.

DCS will record the date, time, and purpose of every hotline call received.

Calls received by a law enforcement agency (LEA) requiring an immediate response, will be routed to the front of the queue.

The Hotline Intake Specialist will complete the following steps for all calls received:

1. Record the date and time of the call;
2. Engage with the caller in a courteous and professional manner;
3. Actively listen to the reporter and take detailed notes;
4. Make an initial determination about the nature of the call to be one of the following, record the purpose of the call, and take appropriate actions:
 - a. **CA/N allegations**
Proceed with creating a [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (Child Abuse and/or Neglect (CA/N) intake report).
 - b. **Service Requests**

Proceed with creating a [Service Request Intake Report \(SF 49548/CW0310SR\)](#).

Other calls

- 1) **Out of State CA/N allegations:** Reports where the alleged CA/N occurred in another state will be referred to the appropriate child welfare agency in that state. No further action required unless courtesy interviews are requested by the agency,
- 2) **Information only** (i.e., requesting the phone number of a local childcare provider): Provide the caller with the requested information. No further action required,
- 3) **Collateral information** for an open assessment or case: Transfer the caller to the DCS local office who is assigned to the assessment or case and after business hours to the DCS Local Office on-call designee,
- 4) **Inquiries** about the status of CA/N report, assessment or case,
- 5) **Homeless Unaccompanied Minor:** Proceed with completing a CA/N intake report regardless of whether abuse and/or neglect is alleged,
- 6) **Complaints:** Refer the caller to the appropriate person by following the chain of command at the DCS Child Abuse Hotline, escalating only if previous complaints went unresolved (FCM, Supervisor, DCS Local Office Director, Regional Manager),
- 7) **Resource parenting inquiries:** Refer the caller to the person who handles licensing at the DCS local office or the [Indiana Foster Care and Adoption Association \(IFCAA\)](#), phone: 800-468-4228,
- 8) **Adoptive parenting inquiries:** Refer the caller to the [Indiana Foster Care and Adoption Association \(IFCAA\)](#), phone: 800-468-4228, and
Wrong numbers: No further action required

In Person Reports at DCS Local Office

The DCS local office will assist any individual from the community who wishes to make a report in person at the DCS local office. The DCS local office will ensure that the individual has access to a telephone to make their report.

1. Is the 24-hour Child Abuse Hotline (**1-800-800-5556**) listed in your local directory(ies) with the emergency numbers as required by law?
Yes x No

2. List the **local** 24-hour CPS telephone number(s) for receipt of child abuse or neglect reports during:
 - a. 1-800-800-5556

3. What agency personnel will be answering the after-hours child abuse hotlines?

The Indiana Department of Child Services 24 hour Abuse and Neglect Hotline Intake Specialists will be answering after hour's abuse and neglect calls.

4. Non-DCS personnel will no longer receive after hour's calls. All calls during and after hours will be received by the 24 hour Indiana Child Abuse hotline.

Describe your current system of screening calls reporting allegations of child abuse and neglect. Refer to Child Welfare Manual subsection 204.3.

The Hotline Intake Specialist will:

1. Recommend a CA/N intake report for screen-out if:
 - a. The statutory definition of CA/N **has not** been met, and/or
 - b. There is not enough information in the CA/N intake report to either identify or locate the child and/or family to initiate an assessment.

Note: DCS will consider potential current and future risk to the child(ren) prior to recommending a CA/N intake report that involves domestic violence for screen-out.

2. Document the specific reason for the screen-out in the notes section of the CA/N intake report (i.e., "The allegations don't meet the statutory definition of CA/N because the person who allegedly abused the child was not the child's parent, guardian or custodian");
3. Recommend the report be referred to a Law Enforcement Agency (LEA) if the allegations are of a criminal nature;
4. Forward the CA/N intake report and records search information to a Hotline Intake Supervisor for review and approval of the recommendation to screen it out. This may be done electronically; and
5. The Hotline Intake Specialist will either make direct contact with the Supervisor to confirm receipt or will assure receipt through a standardized delivery process such as a high-priority in-box, an incoming CA/N intake report log, etc.

The Hotline Intake Supervisor will approve or deny the decision to screen out the report.

A centralized Screen-Out Committee will exist to review a sample of all CA/N intake reports that have been recommended for screen-out. The Screen-Out Committee will act as an advisory committee and will make recommendations about screen-outs.

The Screen-Out Committee members will consist of the following four (4) people:

1. DCS Child Abuse Hotline Director or designee;
2. DCS Hotline Intake Supervisor or Hotline Intake Specialist;
3. Member of a local Child Protection Team¹; and
4. DCS Central Office Attorney.

After a Hotline Intake Supervisor approves a CA/N intake report for screen-out, the following will occur:

1. Another Hotline Intake Supervisor will complete the following within 24 hours of the conclusion of the initial call from the reporter:
 - a. Review the CA/N intake report and records search information,
 - b. Agree with or disagree with the Hotline Intake Supervisor's recommendation, and
 - c. Contact Hotline Intake Supervisor who received the initial report to communicate his or her decision.
2. If the Hotline Intake Supervisors agree, the Hotline Intake **Supervisor** who received the initial report will document the decision in the notes section of the CA/N intake report in the Indiana Child Welfare Information System (ICWIS) and leave the report open in ICWIS so the other Hotline Intake Supervisor can enter their decision at a later date. Assure that a hard copy of the report and search information is properly filed for the Screen-Out Committee review;
3. If the Hotline Intake Supervisors do not agree, the Hotline Intake Supervisor who received the initial report will submit the report to the Child Abuse Hotline Director for a final decision;
4. The **Screen-Out Committee** will review a random sampling of all CA/N intake reports that have been recommended for screen-out within seven (7) days of the initial call made by the reporter:
 - a. The members of the Screen-Out Committee may meet in person or conduct the review via teleconference or e-mail,
 - b. Information from the records search will also be reviewed, and
 - c. The committee's discussion about each report will be documented, along with any recommendations. A hard copy of the documentation will be attached to a copy of the intake report and filed.
5. The **DCS Child Abuse Hotline Director** will consider the committee's recommendations before making a final decision and communicating the decision to the Hotline Intake Supervisor who received the initial report. Any decisions to disallow a screen-out must be communicated to the Hotline Intake Supervisor who received the initial report no later than two (2) hours after the committee adjourns;
6. The Hotline Intake **Supervisor** will document the date and final decision, with rationale, in the notes section of the CA/N intake report in ICWIS;
7. The Hotline Intake **Supervisor** will either:

¹ This representative may not be a DCS employee.

- a. Route the intake report for assessment. This must be done within two (2) hours of receiving the DCS Child Abuse Hotline Director’s decision to disallow the screen-out, or
 - b. “Approve” the screen-out decision in ICWIS, thus closing the report. Consider referring the family for services. .
8. A Hotline Intake **Supervisor** will give feedback to the Hotline Intake Specialist who recommended the report for screen-out if the final decision was to disallow the screen-out;

The Hotline Intake Supervisor will contact professional report sources (i.e., medical professionals, schools, therapist, etc.) to inform them that a report was screened.

D. Describe the procedure for assessing suspected child abuse or neglect reports:

1. **Please indicate when abuse assessments will be initiated.**
 - a. **Within 24 hours of complaint receipt. 3.9 Initiation Times for Assessment**

Yes No
 - b. **Immediately, if the child is in imminent danger of serious bodily harm.**

Yes No
2. **Please indicate who will assess abuse complaints received during working hours. (Check all that apply)**
 - a. CPS
 - b. CPS and Law Enforcement Agency (LEA)
 - c. LEA only
3. **Please indicate who will assess abuse complaints received after working hours. (Check all that apply)**
 - a. CPS only

b. CPS and LEA

c. LEA only

4. Please indicate when neglect assessments will be initiated. .
3.9 Initiation Times for Assessment

a. Immediately, if the safety or well-being of the child appears to be endangered.

Yes No

b. Within a reasonably prompt time (5 calendar days).

Yes No

5. Please indicate who will assess neglect complaints received during working hours. (Check all that apply)

a. CPS only

b. CPS and LEA

c. LEA only

6. Please indicate who will assess neglect complaints received after working hours. (Check all that apply)

a. CPS only

b. CPS and LEA

c. LEA only

E. Describe the manner in which unsubstantiated child abuse or neglect reports are expunged. Refer to Indiana Child Welfare Manual Chapter 2 Section 13.

Information on unsubstantiated allegations is automatically purged by ICWIS 180 days from the date the completed Assessment of Child Abuse or Neglect (SF113/CW0311) is approved.

Please indicate if you have received and are following the "Record Retention Guidelines."

Yes

No

- F. Describe the policy and procedure you follow when receiving complaints of institutional child abuse/neglect regarding: (It should be noted items F1 and F2 reflect current DCS policy relating to reports of institutional abuse and neglect. These policies will need to be amended in 2010 to reflect the creation of a specialized Institutional Unit within the Indiana Department of Child Services. The Institutional Unit will pilot in March 2010 with the scope of service to include to assessments in residential settings. The purview of the Unit will be expanded to include foster care as well as other institutional settings by May 2010. Corresponding policies and protocols are being drafted and will be available to be amended into the Child Protection Plan by March 2010.)

1. County assessments: Please describe procedures for assessments and reporting foster family homes, child care homes, and schools. Refer to Indiana Child Welfare Manual subsection Chapter 12 Section 23

The Indiana Department of Child Services (DCS) will investigate any Child Abuse and/or Neglect (CA/N) allegation regarding licensees of Licensed Child Placing Agency (LCPA) or DCS local office licensed homes.

The DCS local office or LCPA responsible for licensing compliance will investigate allegations of licensing rule violations that do not meet the statutory definition of CA/N.

DCS or an LCPA licensing worker may use the results of the investigation as the basis for revocation of a license if CA/N is substantiated or a rule violation is established.

The results of the licensing allegation may be used as the basis for probationary status.

The option to use DCS investigative personnel to conduct an investigation will depend upon the nature of the allegations and the staff available (Child Protection Service (CPS), licensing, etc.). See separate policies, [3.4 Initial Evaluation of Child Abuse and/or Neglect \(CA/N\) Intake Reports](#) and [4.1 Reviewing the Child Abuse and/or Neglect Intake Report and Other Records](#).

In accordance with Indiana Code, when a complainant alleges CA/N the identity of the complainant is confidential. The identity of the complainant is not to be a part of the public record, is not available to the licensee, and shall not be revealed to any person during the investigation. Disclosure of this information by design or by neglect shall be considered grounds for disciplinary action.

2. **State assessments: Please describe procedures for reporting allegations in state institutions and facilities. Refer to Indiana Child Welfare Manual subsection chapter 4 Section 30 Institutional Assessments**

The Indiana Department of Child Services (DCS) local office will conduct an assessment of a report of possible Child Abuse and/or Neglect (CA/N) that occurred in an institution located within the county.

Institutions include:

1. Resource family homes,
2. Licensed childcare homes and centers,
3. Public and private schools,
4. Hospitals,
5. Group homes,
6. Residential treatment centers,
7. Emergency shelter care centers,
8. Correctional facilities, and
9. [NEW] Unlicensed registered child care ministries.

3. **Abandoned infants (IC 31-9-2-0.5, plus amendments): Please describe procedures for taking custody of an “abandoned infant,” for purposes of IC 31-34-21-5.6, as added by P.L.35-1998, Sec. 2, and amended by P.L.133-2000, Sec. 1. (Abandoned infant Protocols should be renewed at this time and can be incorporated here to satisfy this item.)**

Emergency Placement of Abandoned Infants

The DCS Local Office FCM who needs to place an abandoned infant in substitute care will initially place the child in emergency shelter care when the team cannot convene prior to the child’s need for substitute care.

Note: This placement should be emergency shelter care only and should not be considered a long-term placement for the child.

In order to determine the final recommendation of placement for the child, the DCS Local Office FCM will convene a multi-disciplinary team comprised of the following team members:

1. CASA or GAL;
2. DCS Local Office Director or designee;
3. Regional Manager;
4. Supervisor;
5. SNAP worker (if appropriate); and
6. Licensing FCM.

The team will make a recommendation for placement, documenting the best interests of the child and the reasoning used in determining the most appropriate placement for the child. This recommendation and report on the interests served with this decision shall first be submitted to the DCS Director, then to the juvenile court for review.

- G. RM: Describe the inter-agency relations and protocols in existence regarding the provision of child protection service. Describe protocols outlining information sharing between DCS, law enforcement and prosecutors.**

See Attachments at the end of the document for each county protocol.

- H. Describe the procedures that you follow upon receiving and referring child abuse or neglect reports to another county or state where family resides or where abuse or neglect occurs. (Refer to Indiana Child Welfare Manual subsections 3.11)**

When an Indiana Department of Child Services (DCS) local office receives allegations of Child Abuse and/or Neglect (CA/N) that took place in another Indiana county, the office will:

1. Notify the DCS local office that has jurisdiction in the county where the allegations occurred; and
2. Transfer the report to that DCS local office for evaluation.

- I. Describe special circumstances warranting an inter-county investigation (Refer to Indiana child welfare manual 3.11)**

When a DCS local office receives allegations of CA/N that may pose a conflict of interest due to relationships between subjects of the report and local office staff, the office may transfer the report to another county for assessment.

J. Describe the manner in which the confidentiality of records is preserved. (Refer to Indiana Child Welfare Manual subsection 2.6)

The Indiana Department of Child Services (DCS) will hold confidential all information gained during reports of Child Abuse and/or Neglect (CA/N), CA/N assessments, and ongoing case management.

DCS will abide by Indiana law and share confidential information with only those persons entitled to receive it.

DCS shall comply with any request to conduct CA/N history checks received from another state's child welfare agency, as long as the records have not been expunged, when:

1. The check is being conducted for the purpose of placing a child in a foster or adoptive home;
2. The check is being conducted in conjunction with a C/AN assessment; and
3. The requesting state agency has care, custody and control of the child and the request is to check Child Protection Services (CPS) history of an individual who has a prior relationship with the child.

DCS will advise individuals who make calls reporting CA/N, parents, guardian, or custodian and perpetrators of their rights regarding access to confidential CA/N information.

DCS will make available for public review and inspection all statewide assessments, reports of findings, and program improvement plans developed as a result of a full or partial Child and Family Services Review (CFSR) after approval of Chief Legal Counsel.

DCS will provide unidentifiable CA/N information of a general nature to persons engaged in research. The DCS Central Office shall provide such information upon written request.

DCS Central Office will submit all public records requests for substantiated fatality or near fatality records to the juvenile court in the county where the child died or the near fatality occurred for redaction and release to the requestor.

All records sent from DCS shall be labeled or stamped "CONFIDENTIAL" at the top of each record. Any envelope containing records shall also be labeled "CONFIDENTIAL".

[NEW] DCS will protect the confidentiality of all information gained from non-offending parents in families experiencing domestic violence. Prior to releasing any information (i.e. during court proceedings where disclosure of certain information is

mandatory), the non-offending parent will be notified so they may plan for their safety and the safety of the child(ren).

Does your county have written policies regarding confidentiality of reports in addition to those in IC-31-33-18?
Yes x No ___ (If yes, please attach a copy.)

K. Describe the follow-up provided relative to specific investigations:

Are 30-/90-day follow-up reports specified in IC 31-33-7-8, (to hospital administrators, referring physicians, licensed psychologists, dentists, and school principals, community mental health centers, managed care providers, hospitals, or schools) sent within required time frame?

Yes x No ___ (If no, please attach policy in use at this time.)

The Indiana Department of Child Services (DCS) will provide a summary of the information contained in the Assessment Report to the administrator of the following facilities if such a facility reported the Child Abuse and/or Neglect (CA/N) allegations:

1. Hospitals;
2. Community mental health centers;
3. Managed care providers;
4. Referring physicians, dentists;
5. Licensed psychologists; and
6. Schools

DCS will provide this summary 30 days after receipt of the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (CA/N intake report).

L. Describe GAL/CASA appointments in your region. - Brown

Describe how are guardian ad litem or court appointed special advocates appointed in your county?

The court appoints a GAL at the initial hearing

What percentage of CHINS are able to have advocates assigned?
__100__%

Describe GAL/CASA appointments in your region. - Greene

Describe how are guardian ad litem or court appointed special advocates appointed in your county?

CASA's are appointed at the detention hearing by the Judge. All cases are then monitored by a CASA supervisor through their program.

What percentage of CHINS are able to have advocates assigned? 98%

Describe GAL/CASA appointments in your region. - Lawrence

Describe how are guardian ad litem or court appointed special advocates appointed in your county?

Lawrence County has a GAL program with Michelle Murphy serving as the director of this program. A GAL is appointed by the court at the request of DCS or the presiding judge.

What percentage of CHINS are able to have advocates assigned?
__75%__

Describe GAL/CASA appointments in your region. - Monroe

Describe how are guardian ad litem or court appointed special advocates appointed in your county?

CASA's are appointed at the detention hearing by the Judge. However, our county is lacking sufficient CASA volunteers so at times cases are placed on a waiting list. All cases are then monitored by a CASA supervisor through their program.

What percentage of CHINS are able to have advocates assigned? __75 to 80%__

Describe GAL/CASA appointments in your region. - Owen

Describe how are guardian ad litem or court appointed special advocates appointed in your county?

CASAs are appointed at initial hearing

What percentage of CHINS are able to have advocates assigned?
__100__%

M. Describe the procedure in place in your county with the CAPTA appeals process.

The Administrative Review is a process by which the alleged perpetrator has the opportunity to have a review of the assessment done by an Indiana Department of Child Services (DCS) employee not previously connected to the case. The alleged perpetrator can present information at the Administrative Review to see if the substantiation should be upheld.

DCS requires that the Administrative Review be conducted by one of the following:

1. The DCS Local Office Director in the county responsible for the assessment;
2. The DCS Local Office Deputy Director in the county responsible for the assessment;
3. The Regional Manager in the region responsible for the assessment; or
4. The DCS Local Office Division Manager in the county responsible for the assessment.

If the DCS Local Office Director, Deputy Director, or Division Manager was the person who approved the initial [Assessment of Child Abuse or Neglect \(SF113/CW0311\)](#) determination, or was otherwise involved in the assessment or preparation of the report, or if there is a conflict of interest, the request will be referred to the Regional Manager for this review and decision.

The individual identified by DCS to conduct the Administrative Review may at his/her discretion and subject to the time limits stated herein, refer the request to the community Child Protection Team (CPT) to review and make a recommendation.

The objectives of an Administrative Review are to:

1. Determine if the assessment presented provides sufficient evidence and supports the conclusion to substantiate the allegation(s);
2. Provide an opportunity for the alleged perpetrator to submit documentation (not testimony) relating to the allegation(s) substantiated that the alleged perpetrator believes may make the substantiation inappropriate;
3. Provide an internal review of the assessment by DCS at the request of the perpetrator; and
4. Comply with due process mandates that DCS gives a perpetrator the opportunity to challenge substantiations. An Administrative Review is one step in due process prior to an Administrative Appeal.

DCS will require that the decision as to the outcome of the Administrative Review be made by the appropriate DCS Local Office Director or Regional Manager. Local Office Deputy Directors and community CPTs are prohibited from making the decision.

DCS will complete the Administrative Review and will notify the alleged perpetrator in writing of the outcome within thirty (30) calendar days of the receipt of the request.

If the DCS Local Office Director or Regional Manager, determines that further assessment and reconsideration of the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) is necessary, the DCS Local Office Director will:

1. Notify the alleged perpetrator by sending the [Notice of Administrative Review Decision and Right to Administrative Appeal \(CAPTA080802RDA\)](#) informing them that the assessment has been referred back to Child Protection Services (CPS) for further assessment and preparation of a revised [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) report. DCS will not send the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) to the alleged perpetrator until the reassessment is complete;
2. Notify the Supervisor that the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) has been reopened for further evaluation; and
3. Following the reassessment, if substantiated, refer to separate policy, [2.1 Requests for Administrative Review](#) outlining procedures.

The DCS Local Office Director or designee will maintain a record of:

1. The date of the Administrative Review;
2. The person who conducted the Administrative Review; and
3. The Administrative Review decision.

This policy does not apply to child abuse and/or neglect (CA/N) substantiated cases involving child care workers. See separate policy, [2.4 Child Care Worker Investigation Review Process](#).

This policy does not apply to CA/N substantiated cases involving DCS employees. See separate policy, [2.5 Investigation and Review of DCS Staff Alleged Perpetrator](#)

Please explain your current process once a Request for Administrative Review has been made and how your county will comply with the timelines required?

The Indiana Department of Child Services (DCS) recognizes the right of each alleged perpetrator to request an Administrative Review of the related Child Abuse and/or Neglect (CA/N) substantiation. The process outlined herein will apply to all substantiated CA/N determinations made on or after October 15, 2006.

DCS will have **ten (10) calendar days** from approval of the [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) to provide [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#) and a copy of the redacted [Assessment of Child Abuse and Neglect \(SF113/CW0311\)](#) to the alleged perpetrator.

If the substantiation is against a minor, the [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#) must be sent via mail to the following:

1. Parent;
2. Guardian;
3. Custodian;
4. Child's attorney (if representation for specific substantiation) ;
5. Guardian ad Litem; or
6. Court Appointed Special Advocate (CASA), if applicable.

DCS will require that the request for an Administrative Review be made in writing using the [How to Request for an Administrative Review for Child Abuse or Neglect Substantiation \(CAPTA080802ADR\)](#).

DCS will require that the request for Administrative Review is **received** by the DCS local office within **thirty-three (33) calendar days** of the date that the [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#) was mailed.

Note: If the request for an Administrative Review is received on a day that the DCS local office is closed, the **thirty-three (33) days** is extended to the next business day.

DCS **will not conduct** an Administrative Review if:

1. A Child in Need of Services(CHINS) petition has been filed based on the facts and circumstances of the substantiated determination, until the court has ruled on the petition:
 - a. Any request received for an Administrative Review will be stayed during the stay, the substantiation will remain on the Child Protection Index (CPI); and
 - b. DCS will send the perpetrator the [Stay of Administrative Review or Appeal of DCS Substantiation of Child Abuse and/or Neglect \(CAPTA080801SRA\)](#).

Note: In the event the CHINS petition results in adjudication of CA/N by the person who requested the review, the request for Administrative Review will be dismissed.

2. Criminal charges or Juvenile Delinquency/Juvenile Status (JD/JS) have been filed on the same facts and circumstances on which the report of CA/N was substantiated, until the court has ruled on the charges:
 - a. Any request received for an Administrative Review will be stayed due to a pending criminal or JD/JS matter;
 - b. During the stay, The substantiation will remain on the CPI; and
 - c. DCS will send the perpetrator the [Stay of Administrative Review or Appeal of DCS Substantiation of Child Abuse and/or Neglect \(CAPTA080801SRA\)](#).

Note: In the event that the perpetrator is convicted of any charges based on the substantiated CA/N, the request for an Administrative Review will be dismissed.

3. An Informal Adjustment (IA) has been filed and the court has not ruled on the IA. During the stay:
 - a. Any request received for an Administrative Review will be stayed due to a pending IA; and

- b. During the stay, the substantiation will remain on the CPI; and
- c. DCS will send the perpetrator the [Stay of Administrative Review or Appeal of DCS Substantiation of Child Abuse and/or Neglect \(CAPTA080801SRA\)](#) if the perpetrator requests an Administrative Review prior to completion of the IA .

Note: Following the completion of the IA, the DCS local office will reactivate the review process without a request from the alleged perpetrator, if the request was made timely upon original [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#).

DCS will reactivate each alleged perpetrator's Administrative Review process when:

1. The alleged perpetrator notifies the DCS local office within **30 days** of the court's action, of their desire to continue with the Administrative Review; and
2. The alleged perpetrator provides an official court document reflecting that issues relating to the same facts and circumstances have been resolved or will not be determined by the court.

The DCS local office will determine whether to set the Administrative Review or dismiss it based on the official court document provided by the alleged perpetrator. The DCS local office will notify the alleged perpetrator whether or not an Administrative Review will occur based on the official court document.

The DCS Local Office Director or designee will maintain a record of all requests for Administrative Reviews and Appeals.

This policy does not apply to either of the following situations:

1. Administrative Appeals of license denials or revocations that are currently heard and decided by the FSSA Office of Hearings and Appeals; or
2. A court proceeding requesting expungement of reports entered into the CPI that are governed by the procedures specified in the law, [IC 31-39-8](#) and [IC 31-33-7-6.5](#).

If the substantiation is against a minor, the request for an Administrative Review must be made by one of the child's:

1. Parent;
2. Guardian;
3. Custodian;
4. Child's attorney ;
5. Guardian ad Litem; or
6. CASA, if applicable.

This policy does not apply to CA/N substantiated assessments involving child care workers.

This policy does not apply to CA/N substantiated assessments involving DCS employees.

Are you automatically filing the Administrative Review on all Child Care Workers and DCS employee's substantiated abuse and neglect charges?

Yes No

The CCWAR will occur regardless of the attendance of the alleged child care worker or resource parent perpetrator. DCS will require that the CCWAR occurs prior to supervisory approval of the assessment finding.

Do you feel that your county allows reasonable notice in scheduling the administrative reviews, allows the client ample time to attend the hearing and to reschedule them if there is good cause for their not attending?

Yes No

V. Community Child Protection Team

A. Have confidentiality forms been signed by all team members?

Brown County	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Greene County	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Lawrence County	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Monroe County	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Owen County	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

B. How often are CPT meetings scheduled at the present time? Include the date of the last meeting.

Brown County	Monthly	December 17, 2009
Greene County	Monthly	November 25, 2009
Lawrence County	Monthly	November 12, 2009
Monroe County	Bi-Weekly	December 1, 2009
Owen County	Monthly	December 10, 2009

C. How many meetings were held in:

Brown County	2008 <input type="text"/> 12 <input type="text"/>	2009 <input type="text"/> 12 <input type="text"/>
Greene County	2008 <input type="text"/> 12 <input type="text"/>	2009 <input type="text"/> 12 <input type="text"/>
Lawrence County	2008 <input type="text"/> 12 <input type="text"/>	2009 <input type="text"/> 12 <input type="text"/>
Monroe County	2008 <input type="text"/> 22 <input type="text"/>	2009 <input type="text"/> 26 <input type="text"/>
Owen County	2008 <input type="text"/> 12 <input type="text"/>	2009 <input type="text"/> 12 <input type="text"/>

D. Are emergency CPT meetings held?

Brown County	No <u> X </u>	Yes _____
Greene County	No <u> X </u>	Yes _____
Lawrence County	No <u> X </u>	Yes _____
Monroe County	No <u> X </u>	Yes _____
Owen County	No <u> X </u>	Yes _____

E. What was the average attendance for the CPT meetings?

Brown County	2008 <u> 6 </u>	2009 <u> 5 </u>
Greene County	2008 <u> 9 </u>	2009 <u> 9 </u>
Lawrence County	2008 <u> 60% </u>	2009 <u> 80% </u>
Monroe County	2008 <u> 8 </u>	2009 <u> 9 </u>
Owen County	2008 <u> 9 </u>	2009 <u> 8 </u>

F. What was the number of reports reviewed by the CPT:

Brown County	2008 <u> 55 </u>	2009 <u> 62 </u>
Greene County	2008 <u> 420 </u>	2009 <u> 500 </u>
Lawrence County	2008 <u> 209 </u>	2009 <u> 145 </u>
Monroe County	2008 <u> 800 </u>	2009 <u> 1,000 </u>
Owen County	2008 <u> 95 </u>	2009 <u> 89 </u>

G. What was the number of complaints reviewed by the CPT:

Brown County	2008 <u> 0 </u>	2009 <u> 0 </u>
Greene County	2008 <u> 0 </u>	2009 <u> 0 </u>
Lawrence County	2008 <u> 0 </u>	2009 <u> 0 </u>
Monroe County	2008 <u> 4 </u>	2009 <u> 6 </u>
Owen County	2008 <u> 0 </u>	2009 <u> 0 </u>

H. Please list **names, addresses, and telephone numbers of CPT members** (Refer to I.C. 31-33-3) and **note the name of the coordinator by adding ** next to their name:**

1. Director of local CPS or director's designee

Brown County
Debbie Dailey, Director
121 Locust Lane
P.O. Box 325
Nashville, IN 47448
812-988-2239

Greene County

Steven Vaughn, Director
104 County Road 70 E, Suite A
P.O. Box 443
Bloomfield, IN 47424
812-384-4404

Lawrence County

Heather Perkins, Director
918 16th Street, Suite 100B
Bedford, IN 47421
812-277-2044

Monroe County

Steve Vaughn, Director
1717 W 3rd St.
Bloomington, IN 47404
812-336-6351, ext. 12505

Sonya Seymour
1717 W 3rd St.
Bloomington, IN 47404
812-336-635, ext.12509

Owen County

Cathy Arney, Supervisor
450 E. Franklin St
Spencer, IN 47460
812-829-2281

2-3 Two (2) designees of juvenile court judge

Brown County

Jennifer Acton, Chief Probation Officer
P.O. Box 85
Nashville, IN 47448
812-988-5505

Terri Whitcomb, At Risk Counselor
P.O. Box 68
Nashville, IN 47448
812-988-6606

Greene County

Julie Johnson
P.O. Box 198
Bloomfield, IN 47424
812-384-8774

Jane Jones
General Delivery
Koleen, IN 47439
812-863-4578

Lawrence County
Nedra Brock-Fleetwood
Scott Wedgewood

Monroe County
Pam Cain
301 N College Ave.
Bloomington, IN 47404
812-349-2645

Teresa Deckard
310 N College Ave
Bloomington, IN 47404
812-349-2645

Owen County
Tina Jennings
P.O. Box 86
Spencer, IN 47460
812-829-5030

Lynn Pettijohn
P.O. Box 86
Spencer, IN 47460
812-829-5030

4. County prosecutor or prosecutor's designee

Brown County
Jim Oliver, Prosecutor
P.O. Box 1008
Nashville, IN 47448
812-988-2239

Greene County
Julie Martin
P.O. Box 438
Bloomfield, IN 47424
812-384-4998

Lawrence County
Michelle Woodward

Monroe County
Rebecca Veidlinger
120 W 7th St.
Bloomington, IN 47404
812-349-2823

Owen County
Bob Andre, Deputy Prosecutor
P.O. Box 150
Spencer, IN 47460
812-829-5006

5. County sheriff or sheriff's designee

Brown County
Robert "Buck" Stogdill, Sheriff
P.O. Box 95
Nashville, IN 47448
812-988-6655

Greene County
Cheri Campbell
P.O. Box 267
Bloomfield, IN 47424
812-384-4411

Lawrence County
Samuel Craig

Monroe County
Brad Swain**
301 N College Ave.
Bloomington, IN 47404
812-349-2534

Owen County
Chester Richardson
291 Vandalia St
Spencer, IN 47460
812-829-4874

6. Chief LEA Officer
Brown County
Stephanie Lorezel, Town Marshall
Nashville Town Police
P.O. Box 446
Nashville, IN 47448
(812) 988-0341

Green County
Chief Kenneth Tharp,
Bloomfield Police Department
12 E. Main St.
Bloomfield, IN 47424
(812) 384-4114

Lawrence County
Dennis Parsley
Bedford City Police Chief
1617 K Street
Bedford, IN 47421
(812) 275-3311

Monroe County
Chief Michael Diekhoff
Bloomington Police Department
220 E. 3rd St.
Bloomington, IN 47404
(812) 339-4477

Owen County
Richard Foutch, Town Marshall
Spencer Police Department
90 N. West St.
Spencer, IN 47460
(812) 829-3932

7. **Either** president of county executive or president's designee **or** executive of consolidated city or executive's designee

Brown County
Vacant

Greene County
Portia Hockman
R.R. 4 Box 1255
Linton, IN 47441
812-847-2237 ext. 4

Lawrence County
Dennis Parsley

Monroe County
Iris Kiesling
322 Courthouse Square
Bloomington, IN 47404
812-349-2550

Owen County
George Jennings
60 S. Main Street
Spencer, IN 47460
812-859-4341

8. Director of CASA/GAL program or director's designee (*See note after 11.)

Brown County
Sallyanne Murphy, GAL Director

Greene County
Kelly Leonhard
P.O. Box 231
Bloomfield, IN 47424
812-384-2036

Lawrence County
Michelle Murphy

Monroe County
Kristin Bishay, Director
120 W. 7th Street
Bloomington, IN 47404
812-330-1551

Owen County
Lori Thatcher-Quillen
P.O. Box 86
Spencer, IN 47460
812-829-5030

The following members are to be appointed by the county director:

9. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee

Brown County

Dave Shaffer
P.O. 68
Nashville, IN 4744

Greene County

Dawn Sullivan
Eastern School
RR 4 Box 362
Bloomfield, IN 47424
812-825-5621

Lawrence County

Superintendent Dennis Turner

Monroe County

Carol Berney
Richland-Bean Blossom Schools
600 South Edgewood Drive
Ellettsville, Indiana 47429-1134
812-876-2219

Becky Rose

Monroe County Community School Corporation
310 E. North St.
Bloomington, IN 47401
812-330-7700

Owen County

Greg Linton, Superintendent
205 E. Hillside
Spencer, IN 47460
812-829-2233

- 10-11. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice

Brown County

Donna Browning
P.O. Box 281
Nashville, IN 47448

Tim Alward
50 Willow St.
Nashville, IN 47448

Greene County

Todd Talpas
2121 E Hwy 54
Linton, IN 47441
812-847-9496

Vivian Tucker
RR 1 Box 555
Linton, IN 47441
812-847-2281

Lawrence County

Dr. Deborah Craton
Dr. Helen Nash

Monroe County

Julie Kathman
Bloomington Hospital
601 West Second Street
Bloomington, IN 47402
812-353-6821

Elizabeth Hannibal
Bloomington Hospital
601 West Second Street
Bloomington, IN 47402
812-353-6821

Owen County

Dr. Jalou
645 W. Morgan St.
Spencer, IN 47460
812-828-0443

Julie Allen
1601 Flatwoods Rd
Spencer, IN 47460
812-828-6000

12. One (1) citizen of the community

Brown County

Barb Bowman
P.O. Box 7
Nashville, IN 47448

Greene County

Jennifer Parr
P.O. Box 354
Bloomfield, IN 47424
812-384-8253

Lynn Wininger
Co. Rd. 70 East, Suite E
Bloomfield, IN 47424
812-384-0300

Lawrence County

David Adams

Monroe County

Nancy Hughes
315 W. Dodds St.
Bloomington, IN 47401
812-335-1926

Owen County

Donna Nicholas
R5 Box 296
Spencer, IN 47460

13. Other (Crises Center)

Brown County

Angela Wood
1175 S. View Dr.
Martinsville, IN 46151

Greene County

Liz Kirkland
Middle Way House
Bloomington, IN 47401
812-333-7404

Lawrence County

John Sherrill

Monroe County

Liz Kirkland
Middle Way House
Bloomington, IN 47401
812-333-7404

Owen County
 Angela Wood
 1175 Southview Dr.
 Martinsville, IN 46151
 765-342-6616

***Note:** If #7 was left blank because your county does not yet have a CASA or GAL program, add another citizen of the community to make your number of team members total 11 as specified by I.C. 31-33-3-1 Director of local CPS or director's designee

VI. County Child Protection Service Data Sheet - Brown

A. RM List the cost of the following services for CPS only: **(Please do not include items which were purchased with Title IV-B or other federal monies.)**

- | | <u>2008</u> | <u>2009</u> |
|---|-------------|-------------|
| 1. List items purchased for the Child Protection Team and costs | | |
| a. _____ | | |
| b. _____ | | |
| c. _____ | | |
| 2. Child Advocacy Center/Other Interviewing costs | | |

B. RM This will be calculated using the 12/17 report to determine staffing for CPS) Please provide the annual salary for the following positions and total the salaries for each of the classifications listed below: (Please include all staff with dual responsibilities and estimate and indicate percentage of salary for CPS time only. For example, if a Family Case Manager works 40% CPS and 60% ongoing child welfare services, use 40% of the salary, the CPS portion. Also, if the Local Director acts as line supervisor for CPS, include the proper percentage of salary on the line for Family Case Manager Supervisors. **Attach a separate sheet showing your computations.**)

Average salaries to be used in calculations:

	<u>Average Salary</u>	<u>Fringe</u>
FCM	34,987.32	16,629.52
FCM Supervisor	42,392.64	18,076.52
Local Office Director	51,390.09	19,834.62
Clerical	25,211.30	14,719.29

2008

2009

1.	Family Case Manager IIs	\$27,989.85	\$41,984.78
2.	FCM Supervisors (or Local Director)	\$9951.60	\$9951.60
3.	Clerical Support Staff	\$5042.26	\$5042.26

Total Cost of Salaries

C.	Grand Total of VI (Total Cost of Services in A, plus Total Cost of Salaries)	\$42,983.72	\$56,978.64
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County Child Protection Service Data Sheet - Greene

B. RM List the cost of the following services for CPS only: **(Please do not include items which were purchased with Title IV-B or other federal monies.)**

		<u>2008</u>	<u>2009</u>
1.	List items purchased for the Child Protection Team and costs		
a.	None	-0-	-0-
b.	_____		
c.	_____		
2.	Child Advocacy Center/Other Interviewing costs		

B. RM This will be calculated using the 12/17 report to determine staffing for CPS) Please provide the annual salary for the following positions and total the salaries for each of the classifications listed below: (Please include all staff with dual responsibilities and estimate and indicate percentage of salary for CPS time only. For example, if a Family Case Manager works 40% CPS and 60% ongoing child welfare services, use 40% of the salary, the CPS portion. Also, if the Local Director acts as line supervisor for CPS, include the proper percentage of salary on the line for Family Case Manager Supervisors. **Attach a separate sheet showing your computations.**)

Average salaries to be used in calculations:

	<u>Average Salary</u>	<u>Fringe</u>
FCM	34,987.32	16,629.52
FCM Supervisor	42,392.64	18,076.52
Local Office Director	51,390.09	19,834.62
Clerical	25,211.30	14,719.29

2008

2009

1.	Family Case Manager IIs	154,848.00	206,464.00
2.	FCM Supervisors (or Local Director)	60,468.00	30,235.00
3.	Clerical Support Staff	-0-	-0-
Total Cost of Salaries		215,316.00	236,699.00
C. Grand Total of VI (Total Cost of Services in A, plus Total Cost of Salaries)		215,316.00	236,699.00

County Child Protection Service Data Sheet - Lawrence

C. RM List the cost of the following services for CPS only: **(Please do not include items which were purchased with Title IV-B or other federal monies.)**

	<u>2008</u>	<u>2009</u>
1.	List items purchased for the Child Protection Team and costs \$0	
a.	_____	
b.	_____	
c.	_____	
2.	Child Advocacy Center/Other Interviewing costs	n/a

B. RM This will be calculated using the 12/17 report to determine staffing for CPS) Please provide the annual salary for the following positions and total the salaries for each of the classifications listed below: (Please include all staff with dual responsibilities and estimate and indicate percentage of salary for CPS time only. For example, if a Family Case Manager works 40% CPS and 60% ongoing child welfare services, use 40% of the salary, the CPS portion. Also, if the Local Director acts as line supervisor for CPS, include the proper percentage of salary on the line for Family Case Manager Supervisors. **Attach a separate sheet showing your computations.**)

Average salaries to be used in calculations:

	Average Salary	Fringe
FCM	34,987.32	16,629.52
FCM Supervisor	42,392.64	18,076.52
Local Office Director	46,512.00	19,834.62
Clerical	25,211.30	14,719.29

	<u>2008</u>	<u>2009</u>
1. Family Case Manager IIs 3 Full-time 5 Part-time(40%)	20361.48	(avg of 8)
2. FCM Supervisors (or Local Director)	44488.34	
3. Clerical Support Staff 3 Clerical	23499.49	
Total Cost of Salaries	88349.31	

C. Grand Total of VI (Total Cost of Services in A, plus Total Cost of Salaries)

County Child Protection Service Data Sheet - Monroe

D. RM List the cost of the following services for CPS only: **(Please do not include items which were purchased with Title IV-B or other federal monies.)**

	<u>2008</u>	<u>2009</u>
1. List items purchased for the Child Protection Team and costs		
a. None	-0-	-0-
b. _____		
c. _____		
2. Child Advocacy Center/Other Interviewing costs		

B. RM This will be calculated using the 12/17 report to determine staffing for CPS) Please provide the annual salary for the following positions and total the salaries for each of the classifications listed below: (Please include all staff with dual responsibilities and estimate and indicate percentage of salary for CPS time only. For example, if a Family Case Manager works 40% CPS and 60% ongoing child welfare services, use 40% of the salary, the CPS portion. Also, if the Local Director acts as line supervisor for CPS, include the proper percentage of salary on the line for Family Case Manager Supervisors. **Attach a separate sheet showing your computations.**)

Average salaries to be used in calculations:

	<u>Average Salary</u>	<u>Fringe</u>
FCM	34,987.32	16,629.52
FCM Supervisor	42,392.64	18,076.52
Local Office Director	51,390.09	19,834.62
Clerical	25,211.30	14,719.29

	<u>2008</u>	<u>2009</u>
1. Family Case Manager IIs	361,319.00	516,168.00
2. FCM Supervisors (or Local Director)	60,468.00	80,625.00
3. Clerical Support Staff	-0-	-0-
Total Cost of Salaries	421,787.00	596,793.00
C. Grand Total of VI (Total Cost of Services in A, <u>plus</u> Total Cost of Salaries)	421,787.00	596,793.00

County Child Protection Service Data Sheet - Owen

E. RM List the cost of the following services for CPS only: **(Please do not include items which were purchased with Title IV-B or other federal monies.)**

	<u>2008</u>	<u>2009</u>
1. List items purchased for the Child Protection Team and costs		
a. _____		
b. _____		
c. _____		
2. Child Advocacy Center/Other Interviewing costs		

B. RM This will be calculated using the 12/17 report to determine staffing for CPS) Please provide the annual salary for the following positions and total the salaries for each of the classifications listed below: (Please include all staff with dual responsibilities and estimate and indicate percentage of salary for CPS time only. For example, if a Family Case Manager works 40% CPS and 60% ongoing child welfare services, use 40% of the salary, the CPS portion. Also, if the Local Director acts as line supervisor for CPS, include the proper percentage of salary on the line for Family Case Manager Supervisors. **Attach a separate sheet showing your computations.**)

Average salaries to be used in calculations:

	<u>Average Salary</u>	<u>Fringe</u>
FCM	34,987.32	16,629.52
FCM Supervisor	42,392.64	18,076.52
Local Office Director	51,390.09	19,834.62
Clerical	25,211.30	14,719.29

	<u>2008</u>	<u>2009</u>
1. Family Case Manager IIs	\$83,969.56	\$90,970.03
2. FCM Supervisors (or Local Director)	\$21,196.32	\$21,196.32
3. Clerical Support Staff	\$15,126.78	\$15,126.78

Total Cost of Salaries

C.	Grand Total of VI (Total Cost of Services in A, <u>plus</u> Total Cost of Salaries)	\$120,292.66	\$127,293.13
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CERTIFICATION

I certify and attest that the local Child Protection Service Plan of Region ____ is in compliance with IC 31-33-4-1; and copies of the plan have been distributed in conformity with same.

Signature of Regional Manager

Regional Manager's Name

Date

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2: Administration of Child Welfare Services	Effective Date: May 1, 2009
	Section 6: Sharing Confidential Information	Version: 3

POLICY

The Indiana Department of Child Services (DCS) will hold confidential all information gained during reports of Child Abuse and/or Neglect (CA/N), CA/N assessments, and ongoing case management.

DCS will abide by Indiana law and share confidential information with only those persons entitled to receive it.

DCS shall comply with any request to conduct CA/N history checks received from another state’s child welfare agency, as long as the records have not been expunged, when:

4. The check is being conducted for the purpose of placing a child in a foster or adoptive home;
5. The check is being conducted in conjunction with a C/AN assessment; and
6. The requesting state agency has care, custody and control of the child and the request is to check Child Protection Services (CPS) history of an individual who has a prior relationship with the child.

DCS will advise individuals who make calls reporting CA/N, parents, guardian, or custodian and perpetrators of their rights regarding access to confidential CA/N information.

DCS will make available for public review and inspection all statewide assessments, reports of findings, and program improvement plans developed as a result of a full or partial Child and Family Services Review (CFSR) after approval of Chief Legal Counsel.

DCS will provide unidentifiable CA/N information of a general nature to persons engaged in research. The DCS Central Office shall provide such information upon written request.

DCS Central Office will submit all public records requests for substantiated fatality or near fatality records to the juvenile court in the county where the child died or the near fatality occurred for redaction and release to the requestor.

All records sent from DCS shall be labeled or stamped "CONFIDENTIAL" at the top of each record. Any envelope containing records shall also be labeled "CONFIDENTIAL".

[NEW] DCS will protect the confidentiality of all information gained from non-offending parents in families experiencing domestic violence. Prior to releasing any information (i.e. during court proceedings where disclosure of certain information is mandatory), the non-offending parent will be notified so they may plan for their safety and the safety of the child(ren).

Code References

1. [IC 5-14-3 Confidentiality of and Public Access Records](#)
2. [IC 31-33-22-2 Obtaining child abuse information under false pretenses; knowingly falsifying records or interfering with an assessment](#)
3. [IC 31-33-7-8 Reports to health care providers and schools; contents; confidentiality](#)
4. [31-33-18 Disclosure of Reports; Confidentiality Requirements](#)
5. [31-33-18-2 Release of CPS Records Disclosure of unredacted material to certain persons](#)
6. [31-33-18-3 Disclosure to qualified researchers](#)
7. [IC 31-33-18-4 Notice to parent, guardian, or custodian of availability of reports, information, and juvenile court records; release form; copying costs](#)
8. [465 IAC 2-5-1](#)

PROCEDURE

DCS (Intake and Assessment) Records

All CA/N reports and assessment information, including written reports and photographs are confidential. It is a Class B misdemeanor for a person to knowingly obtain or to falsify CA/N information or records. In addition, it is a Class A misdemeanor for a public employee knowingly and intentionally to disclose information classified as confidential by state statute.

Upon receipt of a written request, the Family Case Manager (FCM) may disclose intake or assessment information to the following after approval from the DCS Local Office Attorney:

1. A legally mandated child protection agency investigating a report or treating a child or family who are subjects of a report;
2. A law enforcement agency, prosecutor or coroner investigating a report;
3. A physician treating a child whom the physician suspects may be abused or neglected;
4. Anyone legally authorized to take protective custody of an abused or neglected child when the information is needed to determine whether to remove the child and make an out-of-home placement;
5. An agency with legal responsibility or authorization to provide care, treatment, or supervision for the subject child, or the child's parent, guardian, or custodian, or other person responsible for the child's welfare;

6. The alleged victim (if requested as an adult) the Guardian ad Litem (GAL) or Court Appointed Special Advocate (CASA), or both, of the alleged victim;
7. The parent, including non-custodial parent, guardian, custodian, or other person responsible for the welfare of a child named in a report and an attorney of any of those persons, provided that the identity of the reporting source and other persons is protected;

Note: Each parent, guardian, or custodian must be given verbal and written notice of the availability of the investigative report and must be provided with a copy upon written request. See separate policy, [4.10 Interviewing the Parent/Guardian/Custodian](#).

8. A court that requires the information to decide an issue before it;
9. A grand jury;
10. Any state or local official responsible for CPS or legislation who has a need for the information to carry out that person's official functions; a consent form must be signed by the subject of the report prior to release of information to a legislator who has been approached to intercede on their behalf;
11. The Child Protection Team (CPT), upon request, in order to carry out its purpose;
12. A person, about whom a report has been made, provided that the identity of the reporting source and other appropriate persons is protected.
13. An employee of DCS, a FCM, or a Juvenile Probation Officer conducting a criminal history check to assess the appropriateness of a family for placement and to make a placement recommendation to the court for a child in out-of-home care;
14. A local child fatality review team established under [IC 31-33-24-6](#);
15. The statewide child fatality review committee established;
16. The Division of Family Resources (DFR), in relation to a license applicant, licensee, employee or volunteer of a child care center, child care home, or child care ministry;
17. An employee of DCS, in relation to a license applicant, licensee, employee or volunteer of a child caring institution, group home, a child placing agency, or foster home in relation to a household member of a foster home;
18. Any authorized employee of DCS for an appropriate purpose, as determined by the Director or Deputy Director of Field Operations; and
19. A citizen's review panel, established under [IC 31-25-2-20.4](#).

Providing Information to Another CPS Agency

Within one (1) business day of receiving the request the FCM will:

1. Determine whether the requesting agency is a legally mandated public or private CPS agency;

Note: The requesting agency must send a written request for information on agency letterhead with complete job and unit titles of the requesting person (e.g., Jane Doe, Family Case Manager, CPS Unit, Marion County DCS Local Office).

2. Determine the basis for the agency's request (i.e., whether the requesting agency is assessing a report of child abuse or neglect or assessing a family for the purpose of placement of a child for whom the agency has care or placement responsibility;
 - a. The written request shall contain a listing of the specific information needed and any information that would assist the FCM in identifying the appropriate CPS case file. For example, if a child's name is Charles Smith, a date of birth or social security number may be requested to ensure the release of accurate information,

Note: If the CPS agency requests the immediate release of records based on an emergency, the FCM shall acquire the approval of the Unit Supervisor or DCS Local Office Attorney prior to the release of records.
 - b. The FCM will orally collect the information needed to make the determinations outlined above from the requesting CPS agency and document this information within the case file,
 - c. The FCM will Request a follow-up written request for the records which complies with the procedures outlined above,
 - d. The DCS Local Office Attorney will determine if the records are accessible to the CPS agency based upon the information provided and shall orally advise the FCM of the appropriate response to the requesting CPS agency.
3. Redact the name of the report source and information concerning any children or adults that are not the subject of the request prior to sending to the requesting agency.

Providing Information to Parent, Guardian, or Custodian or Perpetrator

Upon written request from the parent, guardian, or custodian, subject child (if an adult at the time of request), appointed CASA/GAL, representative, or perpetrator, the FCM will provide the requested information regarding the assessment, after deleting the identities of the person making the report and other appropriate individuals. The FCM will carefully review to determine what information should be redacted to protect the safety of a non-offending parent and children of families with identified domestic violence. See separate policy [2.1 Request for Administrative Review](#), Practice Guidance and Related Information.

Note: "Other appropriate individuals" refers to individuals, other than law enforcement officers, mentioned in the report if disclosure, in the judgment of the FCM, could endanger the person's life or safety. Protection also must be given for the identity of any other person or agency providing information, if that other person or agency advises that disclosure of the person's identity would be likely to endanger that person's life or safety.

Note: No prerequisites for obtaining information beyond a written request may be imposed upon the parent/guardian/custodian other than reasonable copying costs.

Release of Information for Research Purposes

All requests to release CA/N information for research purposes must be approved by the Central Office Deputy Director of Field Operations or his/her designee and the Chief Legal Counsel.

1. All requests for CA/N information must be submitted on the [Application for Child Abuse Research \(SF116/CW 0321\)](#);
2. The Deputy Director or his/her designee will evaluate the request. If approved, the request will be forwarded to the appropriate staff member for the release of the requested information;
3. Information released may include:
 - a. Statistical data,
 - b. Social data used for studies, reports, surveys, or
 - c. Information concerning the functions and activities of the DCS or CPT.

Note: No name-specific or other identifying information may be included in the data. No information, general or case-specific, can be released that tends to identify involved parties. Further, no case information can be released if it is the subject of pending litigation.

Release of Child Fatality and Near Fatality Records

All fatality and near fatality records for which DCS has substantiated CA/N are subject to release.

Upon receipt of a public records request (phone, written, e-mail, fax or by walk-in), the DCS local office will within one (1) business day of receiving the request, e-mail the Central Office Fatality Consultant the following information:

1. Name, address and phone number of the requestor;
2. Relationship, if any, of the requestor to the identified child; and
3. Organizational affiliation of the requestor (e.g. Indianapolis Star, Indianapolis Channel 6 News).

The DCS Central Office Fatality Consultant will:

1. Send a notice to the requestor regarding DCS' ability to process the request; and
2. If the record(s) requested are a substantiated fatality or near fatality locate the records and submit the file to the juvenile court judge in the county where the child died or the near fatality occurred.

Note: Only the juvenile court judge has the authority to release fatality or near fatality records.

Case Records for Children in Foster Care or Residential Placement

DCS will keep all records regarding children and information gathered about the child, the parent, guardian, or custodian, or their relatives confidential [IC 31-27-4-21](#). Information about children involved in ongoing services cases may be released to the following:

1. A state agency involved in the licensing of the substitute care home or facility where the child is placed;
2. A legally mandated child protection agency. Refer to procedure outlined above in CPS Intake and Assessment Records; Providing information to another state agency;
3. A Law Enforcement Agency (LEA).
4. An agency having legal responsibility to care for a child placed in a substitute care home or facility;
5. The parent, guardian, or custodian of the child in a substitute care home or facility; and
6. Citizens Review Panel.

Licensing Records

Information contained in licensing files is considered public information with the **exception** of the following:

1. CA/N information;
2. Information concerning children in substitute care, day care children or the parent, guardian, or custodian of these children;
3. Medical or psychological information;
4. Federal Bureau of Investigation (FBI) transcript reports;
5. Financial information; and
6. Inter-agency and intra-agency decision making communications.

Adoption Records

Adoption records are confidential and may not be released. Some information may be accessible under the Indiana Adoption History Program or the Indiana Medical History Program (See separate policies in [Chapter 10 Adoption](#)).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Application for Child Abuse Research \(SF116/CW 0321\)](#)

RELATED INFORMATION

Copying Cost

No fee may be charged for inspection of public records. However, a copying fee may be charged which is not to exceed the average cost of copying or 10 cents per page, whichever is greater.

Brown County Protocols

RECEIVED

Abandoned Infants Protocol
Between
Hamblen Township Volunteer Fire Department
And
Brown County Department of Child Services

Attachment 6A
JAN 23 2007
BROWN CO. D.F.R.

**Hamblen Township Volunteer Fire Department - Emergency Medical Services
Provider Responsibilities**

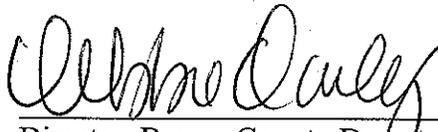
1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express an intent to return for the child.
2. The EMS provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an EMS provider takes custody of an abandoned infant, the provider will notify the Brown County Department of Child Services (DCS) by:
 - (1) calling the Brown County DCS, Monday through Friday 8AM-4:30PM at 988-2239, or
 - (2) after hours calling the the 24 Hour Child Abuse Hotline at 1-800-800-5556 or Brown County Sheriff's Department at 988-6655 and requesting CPS be contacted

Brown County Department of Child Services Responsibilities

1. The Brown County Department of Child Services (DCS) will assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS will be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.
2. The DCS will advise the DCS' attorney to request that the juvenile court do the following:
 - (1) authorize the filing of a petition alleging that the child is a child in need of services;
 - (2) a detention hearing be held concurrently with the initial hearing;
 - (3) hold an initial hearing under IC 31-34-10 not later than the next business day after the child is taken into custody except as provided under 31-34-10-2.5
3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

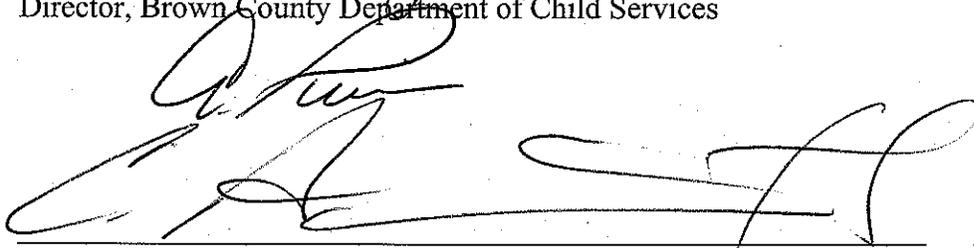
The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.



Director, Brown County Department of Child Services



Date



Hamblen Township Volunteer Fire Department

(CHRIS ATSWORTH)

(ARLAN PIERCE)



Date

RECEIVED

Attachment 6B
JAN 19 2007

BROWN CO. D.F.R.

Abandoned Infants Protocol
Between
Fruitdale Volunteer Fire Department
And
Brown County Department of Child Services

Fruitdale Volunteer Fire Department - Emergency Medical Services Provider Responsibilities

1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express an intent to return for the child.
2. The EMS provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an EMS provider takes custody of an abandoned infant, the provider will notify the Brown County Department of Child Services (DCS) by:
 - (1) calling the Brown County DCS, Monday through Friday 8AM-4:30PM at 988-2239, or
 - (2) after hours calling the the 24 Hour Child Abuse Hotline at 1-800-800-5556 or Brown County Sheriff's Department at 988-6655 and requesting CPS be contacted

Brown County Department of Child Services Responsibilities

1. The Brown County Department of Child Services (DCS) will assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS will be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.
2. The DCS will advise the DCS' attorney to request that the juvenile court do the following:
 - (1) authorize the filing of a petition alleging that the child is a child in need of services;
 - (2) a detention hearing be held concurrently with the initial hearing;
 - (3) hold an initial hearing under IC 31-34-10 not later than the next business day after the child is taken into custody except as provided under 31-34-10-2.5
3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

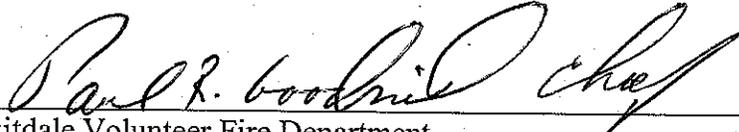
The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.



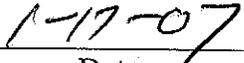
Director, Brown County Department of Child Services



Date



Fruitdale Volunteer Fire Department



Date

Abandoned Infants Protocol
Between
Nashville Family Medicine
And
Brown County Department of Child Services

Attachment 6C

RECEIVED

JAN 22 2007

BROWN CO. D.F.R.

Nashville Family Medicine - Emergency Medical Services Provider Responsibilities

1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express an intent to return for the child.
2. The EMS provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an EMS provider takes custody of an abandoned infant, the provider will notify the Brown County Department of Child Services (DCS) by:
 - (1) calling the Brown County DCS, Monday through Friday 8AM-4:30PM at 988-2239, or
 - (2) after hours calling the the 24 Hour Child Abuse Hotline at 1-800-800-5556 or Brown County Sheriff's Department at 988-6655 and requesting CPS be contacted

Brown County Department of Child Services Responsibilities

1. The Brown County Department of Child Services (DCS) will assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS will be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.
2. The DCS will advise the DCS' attorney to request that the juvenile court do the following:
 - (1) authorize the filing of a petition alleging that the child is a child in need of services;
 - (2) a detention hearing be held concurrently with the initial hearing;
 - (3) hold an initial hearing under IC 31-34-10 not later than the next business day after the child is taken into custody except as provided under 31-34-10-2.5
3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

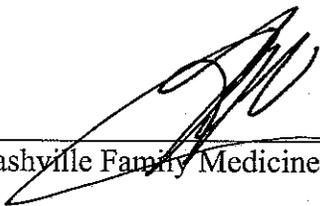
4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.



Director, Brown County Department of Child Services

4/15/07
Date



Nashville Family Medicine

4/17/07
Date



RECEIVED

Attachment 6D

JAN 22 2007

Abandoned Infants Protocol
Between
Cordry Sweetwater Volunteer Fire Department
And
Brown County Department of Child Services

BROWN CO. D.F.R.

**Cordry Sweetwater Volunteer Fire Department - Emergency Medical Services
Provider Responsibilities**

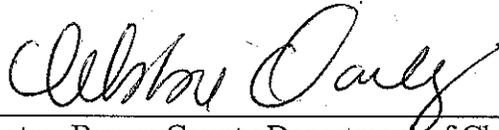
1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express an intent to return for the child.
2. The EMS provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an EMS provider takes custody of an abandoned infant, the provider will notify the Brown County Department of Child Services (DCS) by:
 - (1) calling the Brown County DCS, Monday through Friday 8AM-4:30PM at 988-2239, or
 - (2) after hours calling the the 24 Hour Child Abuse Hotline at 1-800-800-5556 or Brown County Sheriff's Department at 988-6655 and requesting CPS be contacted

Brown County Department of Child Services Responsibilities

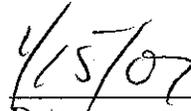
1. The Brown County Department of Child Services (DCS) will assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS will be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.
2. The DCS will advise the DCS' attorney to request that the juvenile court do the following:
 - (1) authorize the filing of a petition alleging that the child is a child in need of services;
 - (2) a detention hearing be held concurrently with the initial hearing;
 - (3) hold an initial hearing under IC 31-34-10 not later than the next business day after the child is taken into custody except as provided under 31-34-10-2.5
3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.



Director, Brown County Department of Child Services



Date



Cordry Sweetwater Volunteer Fire Department



Date

Abandoned Infants Protocol
Between
Salt Creek Family Practice
And
Brown County Department of Child Services

Attachment #6 **RECEIVED**

JAN 25 2007

BROWN CO. D.F.R.

Salt Creek Family Practice - Emergency Medical Services Provider Responsibilities

1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express an intent to return for the child.
2. The EMS provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an EMS provider takes custody of an abandoned infant, the provider will notify the Brown County Department of Child Services (DCS) by:
 - (1) calling the Brown County DCS, Monday through Friday 8AM-4:30PM at 988-2239, or
 - (2) after hours calling the the 24 Hour Child Abuse Hotline at 1-800-800-5556 or Brown County Sheriff's Department at 988-6655 and requesting CPS be contacted

Brown County Department of Child Services Responsibilities

1. The Brown County Department of Child Services (DCS) will assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS will be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.
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3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

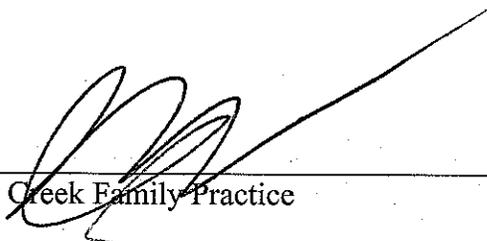
4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.



Director, Brown County Department of Child Services

4/15/07
Date



Salt Creek Family Practice

1/24/07
Date

RECEIVED

JAN 26 2007

Attachment 6F

BROWN CO. D.P.H.

Abandoned Infants Protocol
Between
Ambulance Service of Columbus Regional Hospital
And
Brown County Department of Child Services

**Ambulance Service of Columbus Regional Hospital - Emergency Medical Services
Provider Responsibilities**

1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
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Brown County Department of Child Services Responsibilities

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2. The DCS will advise the DCS' attorney to request that the juvenile court do the following:
 - (1) authorize the filing of a petition alleging that the child is a child in need of services;
 - (2) a detention hearing be held concurrently with the initial hearing;
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3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

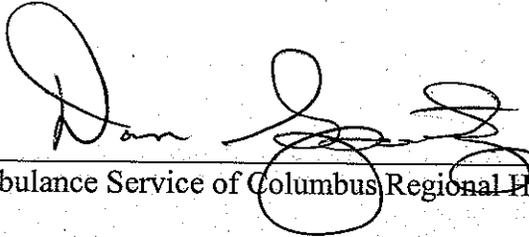
4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.



Director, Brown County Department of Child Services

1/14/07
Date



Ambulance Service of Columbus Regional Hospital

1/24/07
Date

Hospital Liaison Information

Attachment 7A

Name of Hospital: Johnson Memorial Hospital

Address: 1126 W. Jefferson Street
Franklin, IN 46131

Name of Hospital Liaison: Michelle Bisesi

Title: Director, Maternity Services

Telephone: 317-73603454

1. Has the hospital established a policy and/or guidelines concerning the withholding of medically indicated treatment from disabled infants with life-threatening conditions:

Yes ___ No x ___ If yes, please attach a copy of this information. I no policies or guidelines have been developed, does the hospital plan to do so? Yes ___ No x ___

2. Has the hospital established a review system, such as an Infant Care Review Committee? Yes ___ No x* __. If yes and guidelines have been developed for this committee, please attach.

*** Have OB/Ped Committee, Med/Surgery QM Review Committee and Nursing Peds Committee. Hospital is a Level 1 Hospital and would transfer child to another hospital if needed.**

Hospital Liaison Information

Attachment 7B

Name of Hospital: Bloomington Hospital
Address: Box 1149, 601 W 2nd Street
Bloomington, IN 47402
Name of Hospital Liaison: Kathryn Bennett
Title: Director of Case Management
Telephone: 812-336-9506

1. Has the hospital established a policy and/or guidelines concerning the withholding of medically indicated treatment from disabled infants with life-threatening conditions:

Yes ___ No If yes, please attach a copy of this information. I no policies or guidelines have been developed, does the hospital plan to do so? Yes ___ No

2. Has the hospital established a review system, such as an Infant Care Review Committee? Yes ___ No *. If yes and guidelines have been developed for this committee, please attach.

* Ethics Committee is always contacted – no guidelines specific to Infant Care Review

Hospital Liaison Information

Attachment 7C

Name of Hospital: Columbus Regional Hospital

Address: 2400 E. 17th Street
Columbus, IN 47201

Name of Hospital Liaison: Debbie Earles

Title: Manager of Social Work and Pastoral care

Telephone: 812-376-5864

1. Has the hospital established a policy and/or guidelines concerning the withholding of medically indicated treatment from disabled infants with life-threatening conditions:

Yes No If yes, please attach a copy of this information. If no policies or guidelines have been developed, does the hospital plan to do so? Yes No

2. Has the hospital established a review system, such as an Infant Care Review Committee? Yes No . If yes and guidelines have been developed for this committee, please attach.

Columbus Regional Hospital
Patient Care Policy/Procedure Manual

Policy/Procedure Code: PC-B 00001 r4-2
Effective Date: 9/30/1984

<u>Revised</u> Date/Initials	<u>Reviewed</u> Date/Initials
<u>1/1989 - MFR</u>	<u>10/1990 - MFR</u>
<u>12/1992 - MFR</u>	<u>11/1991 - MFR</u>
<u>9/1993 - MFR</u>	<u>10/1997 - DE</u>
_____	<u>5/8/2000 - ML</u>
_____	_____
_____	_____

Subject:

"Baby Doe" Regulations Public Law 93-113 (45 CFR Part 84), Federal

Policy:

Columbus Regional Hospital will post the buff colored card "Principles of Treatment of Disabled Infants."

Purpose:

- I. To provide a direct telephone number of the child protection service for concerned individuals.
- II. To cooperate with the law as provided us by the Federal Register Part iii, Department of Health and Human Services, January 1984.

Responsibilities/Competencies (Knowledge, skill, I.P.):

- I. Managers of departments that care for children are obligated to post in clear view the "buff card."
- II. Manager of Social Work and Pastoral Care/designee will be liaison with Division of Family & Children Services.

Special Instructions:

The Rules:

- I. Section 504 of the Federal Rehabilitation Act of 1973 (P.L. 93-112): "No otherwise handicapped individual shall solely by reason of his handicap, be excluded from participation, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Copy to:

Author: Judy Castaneda, Michelle Layne, Deb Earl
Margaret Risley

Approved: Nurse Managers

Cherona P. Hyslop 6/2/2000
 Senior VP Patient Care Services Date

CRH Patient Care Policy/Procedure Manual**"Baby Doe" Regulations Public Law 93-113 (45 CFR Part 84), Federal**

- II. The reporting of medical neglect of handicapped infants is subject to the mandatory reporting provision of the Indiana Child Abuse Statute (IC-31-6-11). Refer to Nursing Services Policy/Procedure Manual, "Abuse/Neglect: Child Report."

"Buff Card"

PRINCIPLES OF TREATMENT OF DISABLED INFANTS

Federal law prohibits discrimination on the basis of handicap. Under this law, nourishment and medically beneficial treatment (as determined with respect for reasonable medical judgments) should not be withheld from handicapped infants solely on the basis of their present or anticipated mental or physical impairments.

This Federal law, Section 504 of the Rehabilitation Act of 1973, applies to programs or activities receiving Federal financial assistance. For further information, or to report suspected noncompliance, call:

812-376-9361

or

U.S. Department of Health and Human Services (HHS):
800-368-1019. (Toll-free; available 24 hours a day;
TDD capability).

The identity of callers will be held confidential. Federal regulations prohibit retaliation by this hospital against any person who provides information about possible violations.

References/Supporting Data:**Attachments:**



COLUMBUS
REGIONAL
HOSPITAL

POLICY
OF
ADMINISTRATION

Policy Code:	1-137
Effective Date:	
Reviewed/Revised	Initials
11-07-94	JMM
01-26-98	
12-21-00	JMM

Subject: Bioethics Committee and Bioethics Education Access

Policy: Any healthcare team member and/or patients may access the Bioethics committee for consideration of ethical issues arising in the care of patients.

Purpose: To provide a mechanism for the resolution and/or hearing of ethical issues. To provide a mechanism for access to committee.

Responsibility:

- I. Healthcare team members are responsible for bringing ethical dilemmas to the attention of the appropriate manager, and, after discussion with involved healthcare members, the dilemmas can be brought to the Bioethics Committee.
- II. The Bioethics Committee and/or any member of the Bioethics Committee is available for assisting with education and resolution of ethical issues.
- III. The patient and/or significant other person are responsible for articulating an ethical concern to a healthcare team member.

Special Instructions:

- I. Guidelines are available to all healthcare team members via:

Author(s):
Judy Maupin

Approval:
Douglas J. Leonard
 Chief Executive Officer

JAN 08 2001

Date: _____

Special Instructions - continued

- A. DNR Policy (See Nursing Manual, Section C)
 - 1. Do Not Resuscitate (DNR)
 - 2. Policy Guidelines for Intraoperative DNR
 - 3. DNR identification procedure - Nursing
 - 4. Withholding/Withdrawal of Life Support
 - 5. Brain Death criteria

 - B. Nursing Policy/Procedure
 - 1. Bioethics Committee and Bioethics Education Access

 - C. Patient Rights and Responsibilities (Adm 1-1 17)

 - D. Advance Directives for Healthcare (Adm 7-712)
 - E. Indiana Code 16-8-3 thru 22
- II. Mechanism for Access to Bioethics Consult
- A. Discussion among involved healthcare team members

 - B. Discussion with immediate manager

 - C. Written concerns/issues sent to attention of the Vice President of Nursing and/ or Division Director/Vice President.

 - D. Report to a member or Chairperson of Bioethics Committee.
 - 1. See Nursing Policy/Procedure
 - a. Bioethics Committee and Bioethics Education Access
- III. For Access of Bioethical Education:
- A. Discuss/write any educational needs with the immediate manager.

 - B. The manager will make a request to the education coordinator or Senior Advisor Clinical Services.

 - C. Requests will be prioritized and a response will be provided.



COLUMBUS
REGIONAL
HOSPITAL

POLICY
OF
PATIENT CARE

Policy Code:	5-510
Effective Date:	2/95
Reviewed/Revised	Initials
01/20/94	_____
05/20/97	_____
12-18-00	SW/DE
_____	_____
_____	_____

SUBJECT: End of Life Care

POLICY: Columbus Regional Hospital will ensure respectful, responsive care for the end of life patient and his/her family. This care will provide support for the psychological, social, emotional, cultural, and spiritual needs of the patient, his/her family and significant others. Columbus Regional Hospital will demonstrate respect for the individuals values, beliefs and philosophy through attention to the patient's comfort and dignity. A patients primary and secondary symptoms will be treated and pain will be managed effectively. End of life care will involve the patient, family and/or surrogate decision makers in every aspect.

PURPOSE: To assure end of life patients, their families and significant others psychological, social, emotional, cultural, and spiritual needs are met and to support specific care issues including pain management.

RESPONSIBILITIES:

I. Physician is responsible to:

- A. Make referrals as appropriate to other consulting physicians as indicated by a patient's changing medical needs and complexities.
- B. Assure pain control and primary and secondary symptom control will be addressed as priority with every end of life patient.

Author(s):

- Mitch Coggin, Chaplain
- Ben Ranck, M.D.
- David Wilson, M.D.
- Karla Hodge, R.N.
- Sharon Fulkerson, R.N.
- Sandy McCoy, R.N.
- Carol Montgomery, P.T.
- Kim Watanabe, P.T.

Approval:

Douglas J. Leonard
Chief Executive Officer

Date:

JAN 08 2001

- C. Sensitive deal with cultural differences and distinctions in patient's backgrounds, values, beliefs and practices. This sensitivity will assist in conflicts that may arise between the physician and the ethical and moral background of the patient.
- D. Support and educate patients and family members regarding pain management and primary and secondary symptom control will be documented fully.
- E. Sensitive address issues such as autopsy and organ and tissue donation.

II. Nursing Responsibilities:

See Nursing Policy and Procedure Manual

III. Other Departments:

- A. Social Work and/or Pastoral Care will assist the physician and nursing personnel in grief assessment of the patient and family. These departments provide education, support, counseling and community resources through an atmosphere which assures confidentiality, privacy and security. Social Work and/or Pastoral Care will assist the nursing personnel in sensitively approaching patients and families regarding organ and tissue donation.
- B. Physical Therapy services include pain management modalities such as TENS, therapeutic heat/cold, therapeutic exercise, electrical stimulation and exercise. Soft tissue mobilization includes various forms of therapeutic touch to decrease pain perception and increase independence. Education concerning mobility needs and pain management is provided to the patients and family.
- C. Respiratory Therapy is responsible to:
 - 1. Coordinate with the interdisciplinary team to assure the treatment modalities are delivered in a manner commensurate with a patients stated goals for treatment during end of life.
 - 2. Act in concert with other members of the health team.
 - 3. Assure adequate clearance of secretions in a manner commensurate with a patient's stated goals for treatment during end of life.
 - 4. Supplement oxygen as needed for relief of respiratory symptoms in a manner commensurate with a patients stated goals for treatment during end of life.

Special Instructions:

1. Columbus Regional Hospital is committed to effective treatment of patient's primary and secondary symptoms including pain management. Palliative care for our end of life patients respects the whole person and treats pain which may be physical, emotional, social or spiritual.
2. Recognizing the particular needs of the terminally and critically ill patient, and based on the needs of the patients, families, physicians, nursing and other staff will make referrals to the Pastoral Care Department. Emergency referrals to the Chaplain for codes and deaths should be made through the hospital operator day and/or night. (See Death Care Policy in Patient Care Policy and Procedure Manual and Code Policy in Social Work and Pastoral Care Department Policy Manual).
3. The chaplain will provide emotional and spiritual support, including grief counseling, recognizing that these critical times are ultimately spiritual in nature, however "spiritual" may be defined by that individual.
4. In addition to the clinically trained and certified chaplain, linkage is provided to the various faith groups, and education is provided to staff on their role in assessing the spiritual needs of patients and families.
5. The Department of Social Work and Pastoral Care is available to assist patients and families with the interpretation of Advance Directives and Do Not Resuscitate orders. Columbus Regional Hospital is committed to educating its own employees, as well as the community, regarding advance directives and the right of individuals to consent to or refuse medical treatment. (See Advance Directives policy in Patient Care Policy and Procedure Manual).
6. The department of Social Work and Pastoral Care is available to assist patients and families with organ and tissue donation.
7. A patient, family member or significant other person may bring an ethical concern regarding their medical care to a health team member. The health care team members are responsible for bringing ethical dilemmas to the attention of the appropriate manager and/or care coordinator and, after discussion with involved health care members, to the Bioethics Committee. (See Bioethics Committee access policy in Patient Care Policy and Procedure Manual).

Policy Code 5-510

End of Life Care

Page 4 of 4

8. When there is a conflict between a physician's opinion and the request of the patient and/or next of kin, the situation or problem may be brought before the Bioethics Committee or sub-committee of the Bioethics Committee for review and discussion of options. (See DNR policy in Patient Care Policy and Procedure Manual).
9. Symptom control and pain management is best achieved by a team approach involving patients, their families and health care providers. Interdisciplinary care reviews are held weekly in the Ortho/Neuro, Progressive Care, Oncology, Physical Medicine and Rehabilitation and Hospice patient populations and case by case at least weekly. Ineffective pain control should be brought to the attention of the registered nurse, nursing manager and/or case manager who may dialogue with the physician regarding a Hospice consult. Conflicts with pain control may be referred to the Bioethics Committee. Primary and secondary symptoms will be addressed on an individual basis with appropriate referrals or interventions as needed.
10. Every effort will be made to link patients and families with end-of-life issues to appropriate community resources related to additional treatment needs, i.e., Clinicare, Hospice, counseling services, religious communities and support groups and agencies.
11. Direct support for the health care team caring for patients with end-of-life issues is provided for units, departments and individual associates by Social Work Services, Pastoral Care and the Employee Assistance Program.

CHILD PROTECTION SERVICE AGREEMENT Attachment 8A

RECEIVED

JAN 24 2007

BROWN CO. D.F.R.

BETWEEN

BROWN COUNTY SHERIFF'S DEPARTMENT
AND
THE BROWN COUNTY DEPARTMENT OF CHILD SERVICES

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected child abuse and/or neglect. This agreement is incorporated into the Brown County Department of Child Services Child Protection Service plan for 2007-2008.

Reporting: When personnel of the Brown County Sheriff's Department, hereinafter referred to as BCSD, receives a report or determines during an investigation that a child may be a victim of child abuse or neglect, such information shall be immediately communicated to the Brown County Department of Child Services, hereinafter referred to as DCS, whether or not BCSD has reason to believe that a child is in imminent danger.

In all instances, BCSD shall forward any information, including copies of reports or incidents, to DCS.

The Juvenile Code, IC 31-337-7, requires law enforcement agencies to provide DCS with copies of all reports of investigations of child abuse or neglect. This requirement includes reports of:

- 1) investigations of sexual abuse conducted by police without involvement of the DCS
- 2) investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS).

When DCS receives an investigative report from BCSD relative to a child abuse or neglect investigation conducted solely by BCSD, DCS must review the report and complete a Preliminary Report of Alleged Child Abuse or Neglect report (FPP310) in full and an Investigation of Alleged Child Abuse report (FPP311) in part documenting receipt of BCSD report.

Investigating Reports: An immediate joint agency investigation shall be conducted BCSD and DCS if there is reason to believe that an offense has been committed. The BCSD shall investigate the alleged child abuse and/or neglect in the same manner that the agency conducts any other criminal investigation. Both agencies are responsible for initiating reports and shall exchange such information as is appropriate.

DCS shall initiate an immediate and appropriately thorough investigation of every report of known or suspected child abuse and/or neglect it receives. Where the report alleges a child may be a victim of abuse, the investigation shall be initiated immediately, but not later than twenty-four (24) hours of the receipt of the report.

Reports of neglect shall be initiated within a reasonably prompt time, but not later than five (5) days, with prime consideration being the well being of the child.

If facts warrant, the investigation shall be initiated regardless of the time of day. If it is believed that the child is in imminent danger of serious bodily harm, the investigation shall be initiated within the hour.

By agreement, the BCSD will provide assistance in instances that do not require a joint investigation, but warrants the assistance of the BCSD for the protection of the worker and/or the child(ren).

By agreement, the BCSD will respond to reported allegations of abuse and/or neglect in the absence of a DCS caseworker.

Drug-related Reports and Investigations: See attached **Brown County Drug-related and Methamphetamine Investigation Protocol**

Emergency Protective Custody: A BCSD officer may take a person into custody if the officer has probable cause to believe that the person is the alleged perpetrator of an act against a child, who the officer believes to be a child in need of services as a result of the perpetrator's act. The purpose of the taking into custody is to remove the alleged perpetrator from the residence where the child lives. Once the alleged perpetrator is taken into custody, the BCSD officer shall contact the county department attorney or another authorized person for the purpose of initiating a protective order that will require the alleged perpetrator to refrain from having direct or indirect contact with the child.

If the BCSD officer's action to remove the perpetrator will not adequately protect the safety of the child, the child may be taken into custody without a court order by the BCSD officer acting with probable cause to believe the child is a child in need of services if a child is determined to be at risk of serious bodily harm or if a child had been injured as a result of child abuse and requires medical treatment, the child may be placed into protective custody and appropriate services provided as required to prevent any further harm to the child. If a child is taken into protective custody, the DCS caseworker is to be notified immediately.

Should it be necessary to place a child out of his/her own home under the guidelines for protective emergency custody, appropriate family members are to be given consideration as providers of necessary child care required.

Photographs: The local DCS caseworker shall take color photographs of the area of trauma visible on a child who is subject to a report of abuse and/or neglect. If medically indicated, radiographic examination of the child shall be performed. If a law enforcement agency participates in the investigation, the law enforcement officer shall cause the photographs to be taken. Costs of taking photographs shall be reimbursed by the Department of Child Services.

Reporting Requirements: Each reported allegation of abuse and/or neglect of a child shall be filed on a State of Indiana, Department of Child Services, form 310 (Police report can be substituted for form 310). Law enforcement shall complete the form and forward a copy to the DCS. The DCS caseworker shall forward a copy of the 310 form to the BCSD and the Brown County Prosecutor if it appears that a crime has been committed or if there is another reason to make law enforcement aware.

The Department of Child Services shall establish and maintain a centralized, computerized child abuse registry for the purpose of organizing and accessing data regarding substantiated reports of child abuse and neglect. All reports entered into the state central registry (SCR) must be substantiated reports. The BCSD is required to transmit information for data entry by CPS if an arrest of an alleged perpetrator of the child abuse or neglect is made. No later than 30 days after CPS enters a substantiated child abuse or neglect report into the registry, CPS will notify 1) the parent, guardian, or custodian of the child who is named in the report as the victim of the abuse or neglect; and 2) the alleged perpetrator, if other than the child's parent, guardian or custodian named in the report. Upon request BCSD may have access to a substantiated reported listed in the SCR.

Telephone referrals:

To report **suspected** child abuse **during normal working hours**, Monday through Friday, 8:00 AM until 4:30 PM:

Brown County Child Abuse Hotline.....(812) 988-7620

Brown County Sheriff Department.....(812) 988-6655

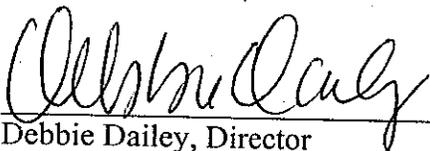
Statewide Child abuse Hotline.....(800) 800-5556

To report **emergency** child abuse or neglect **after normal office hours, weekends, and holidays:**

The Brown County Child Abuse Hotline number will be forwarded to the Brown County Sheriff's Department (BCSD). The BCSD may contact the Family Case Manager (FCM) on-call for DCS. If a FCM is unavailable, contact the Director. The BCSD will be provided a calendar each month listing the FCM on-call.

**Brown County
Drug-related and Methamphetamine Investigation Protocol
Law Enforcement/Department of Child Services**

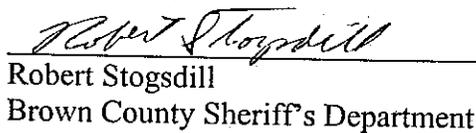
1. Information is received about a meth lab and children present/living at lab site.
 - Law Enforcement Agency (LEA) prepares and obtains search warrant if sufficient probable cause exists
 - LEA Contacts Department of Child Services (DCS) before execution of meth lab search warrant.
 - Verify information received and obtain any new information from DCS
 - LEA arranges to have DCS investigators present (in a safe location) during warrant execution or on standby at a secondary location
 - LEA follows up with DCS investigator after incident and attends Detention and/or Initial CHINS (Children In Need of Services) hearing if requested.
2. LEA determines upon executing search warrant for a probably meth lab that children are present or living at the lab site.
 - LEA Contacts DCS if not already on the scene
 - LEA follows up with DCS investigator after incident and attends Detention and/or Initial CHINS (Children In Need of Services) hearing if requested.
3. LEA provides methamphetamine lab training to DCS.
 - Training is also extended throughout the county
4. DCS contact LEA when they receive drug-related or meth lab information.
5. When DCS observes meth lab components/precursors, LEA is contacted immediately.
6. LEA and DCS will adhere to the attached Indiana Drug Endangered Children Response Protocol along with other responders and medical personnel to ensure the safety and well being of the children and those professionals responding to the meth lab.



Debbie Dailey, Director
Brown County Department of Child
Services

Date

1/15/07



Robert Stogsdill
Brown County Sheriff's Department

Date

1-22-07

CHILD PROTECTION SERVICE AGREEMENT Attachment 8B

BETWEEN

THE NASHVILLE TOWN MARSHALL'S OFFICE
AND
THE BROWN COUNTY DEPARTMENT OF CHILD SERVICES

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected child abuse and/or neglect. This agreement is incorporated into the Brown County Department of Child Services Child Protection Service plan for 2007-2008.

Reporting: When personnel of the Nashville Town Marshall's Office, hereinafter referred to as Nashville Police, receives a report or determines during an investigation that a child may be a victim of child abuse or neglect, such information shall be immediately communicated to the Brown County Department of Child Services, hereinafter referred to as DCS, whether or not Nashville Police has reason to believe that a child is in imminent danger.

In all instances, Nashville Police shall forward any information, including copies of reports or incidents, to DCS.

The Juvenile Code, IC 31-337-7, requires law enforcement agencies to provide DCS with copies of all reports of investigations of child abuse or neglect. This requirement includes reports of:

- 1) investigations of sexual abuse conducted by police without involvement of the DCS
- 2) investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS).

When DCS receives an investigative report from Nashville Police relative to a child abuse or neglect investigation conducted solely by Nashville Police, DCS must review the report and complete a Preliminary Report of Alleged Child Abuse or Neglect report (FPP310) in full and an Investigation of Alleged Child Abuse report (FPP311) in part documenting receipt of Nashville Police report.

Investigating Reports: An immediate joint agency investigation shall be conducted Nashville Police and DCS if there is reason to believe that an offense has been committed. The Nashville Police shall investigate the alleged child abuse and/or neglect in the same manner that the agency conducts any other criminal investigation. Both agencies are responsible for initiating reports and shall exchange such information as is appropriate.

DCS shall initiate an immediate and appropriately thorough investigation of every report of known or suspected child abuse and/or neglect it receives. Where the report alleges a child may be a victim of abuse, the investigation shall be initiated immediately, but not later than twenty-four (24) hours of the receipt of the report.

Reports of neglect shall be initiated within a reasonably prompt time, but not later than five (5) days, with prime consideration being the well being of the child.

If facts warrant, the investigation shall be initiated regardless of the time of day. If it is believed that the child is in imminent danger of serious bodily harm, the investigation shall be initiated within the hour.

By agreement, the Nashville Police will provide assistance in instances that do not require a joint investigation, but warrants the assistance of the Nashville Police for the protection of the worker and/or the child(ren).

By agreement, the Nashville Police will respond to reported allegations of abuse and/or neglect in the absence of a DCS caseworker.

Drug-related Reports and Investigations: See attached **Brown County Drug-related and Methamphetamine Investigation Protocol**

Emergency Protective Custody: A Nashville officer may take a person into custody if the officer has probable cause to believe that the person is the alleged perpetrator of an act against a child, who the officer believes to be a child in need of services as a result of the perpetrator's act. The purpose of the taking into custody is to remove the alleged perpetrator from the residence where the child lives. Once the alleged perpetrator is taken into custody, the Nashville Police officer shall contact the county department attorney or another authorized person for the purpose of initiating a protective order that will require the alleged perpetrator to refrain from having direct or indirect contact with the child.

If the Nashville Police officer's action to remove the perpetrator will not adequately protect the safety of the child, the child may be taken into custody without a court order by the Nashville Police officer acting with probable cause to believe the child is a child in need of services if a child is determined to be at risk of serious bodily harm or if a child had been injured as a result of child abuse and requires medical treatment, the child may be placed into protective custody and appropriate services provided as required to prevent any further harm to the child. If a child is taken into protective custody, the DCS caseworker is to be notified immediately.

Should it be necessary to place a child out of his/her own home under the guidelines for protective emergency custody, appropriate family members are to be given consideration as providers of necessary child care required.

Photographs: The local DCS caseworker shall take color photographs of the area of trauma visible on a child who is subject to a report of abuse and/or neglect. If medically indicated, radiographic examination of the child shall be performed. If a law enforcement agency participates in the investigation, the law enforcement officer shall cause the photographs to be taken. Costs of taking photographs shall be reimbursed by the Department of Child Services.

Reporting Requirements: Each reported allegation of abuse and/or neglect of a child shall be filed on a State of Indiana, Department of Child Services, form 310 (Police report can be substituted for form 310). Law enforcement shall complete the form and forward a copy to the DCS. The DCS caseworker shall forward a copy of the 310 form to the Nashville Police and the Brown County Prosecutor if it appears that a crime has been committed or if there is another reason to make law enforcement aware.

The Department of Child Services shall establish and maintain a centralized, computerized child abuse registry for the purpose of organizing and accessing data regarding substantiated reports of child abuse and neglect. All reports entered into the state central registry (SCR) must be substantiated reports. The Nashville Police is required to transmit information for data entry by CPS if an arrest of an alleged perpetrator of the child abuse or neglect is made. No later than 30 days after CPS enters a substantiated child abuse or neglect report into the registry, CPS will notify 1) the parent, guardian, or custodian of the child who is named in the report as the victim of the abuse or neglect; and 2) the alleged perpetrator, if other than the child's parent, guardian or custodian named in the report. Upon request Nashville Police may have access to a substantiated reported listed in the SCR.

Telephone referrals:

To report **suspected** child abuse **during normal working hours**, Monday through Friday, 8:00 AM until 4:30 PM:

Brown County Child Abuse Hotline.....(812) 988-7620
Brown County Sheriff Department.....(812) 988-6655
Statewide Child abuse Hotline.....(800) 800-5556

To report **emergency** child abuse or neglect **after normal office hours, weekends, and holidays:**

The Brown County Child Abuse Hotline number will be forwarded to the Brown County Sheriff's Department (BCSD). The BCSD may contact the Family Case Manager (FCM) on-call for DCS. If a FCM is unavailable, contact the Director. The BCSD will be provided a calendar each month listing the FCM on-call.

Brown County
Drug-related and Methamphetamine Investigation Protocol
Law Enforcement/Department of Child Services

1. Information is received about a meth lab and children present/living at lab site.
 - Law Enforcement Agency (LEA) prepares and obtains search warrant if sufficient probable cause exists
 - LEA Contacts Department of Child Services (DCS) before execution of meth lab search warrant.
 - Verify information received and obtain any new information from DCS
 - LEA arranges to have DCS investigators present (in a safe location) during warrant execution or on standby at a secondary location
 - LEA follows up with DCS investigator after incident and attends Detention and/or Initial CHINS (Children In Need of Services) hearing if requested.

2. LEA determines upon executing search warrant for a probably meth lab that children are present or living at the lab site.
 - LEA Contacts DCS if not already on the scene
 - LEA follows up with DCS investigator after incident and attends Detention and/or Initial CHINS (Children In Need of Services) hearing if requested.

3. LEA provides methamphetamine lab training to DCS.
 - Training is also extended throughout the county

4. DCS contact LEA when they receive drug-related or meth lab information.

5. When DCS observes meth lab components/precursors, LEA is-contacted immediately.

6. LEA and DCS will adhere to the attached Indiana Drug Endangered Children Response Protocol along with other responders and medical personnel to ensure the safety and well being of the children and those professionals responding to the meth lab.



Debbie Dailey, Director
Brown County Department of Child
Services
Date 1/26/07



Jack Dorsett
Nashville Town Marshall
Date 1-26-07

FOREWARD

The reporting and investigating of suspected child abuse and neglect are not discretionary matters. They have been required by law since 1979.

Because of their daily contact with children, school employees and staff members are often in a position to observe signs of abuse and neglect and are obligated by law to report the situation.

INTRODUCTION

It is important for you to know what obligations the law imposes.

Who Shall Report

The statute outlining the reporting procedures requires that anyone having **reason to believe** that a child is a victim of child abuse or neglect must make a report to the Child Protection Service and/or the appropriate law enforcement agency (IC 31-33-5-4).

By law, that individual (including any staff member of a school, public or private) is required to make a report to Child Protection Service **and** to his/her principal or school district designee. **Both** parties are responsible for seeing that a report is made. The law specifically states that notification of the principal or school district designee does not relieve the first individual of the responsibility of seeing that the matter is reported.

Reason to Believe

"Reason to Believe" has been defined by statute as "evidence that, if presented to individuals of similar background and training, would cause those individuals to believe that a child was abused or neglected". (IC 31-9-2-101) (NOTE: This standard should be given a liberal interpretation. When in doubt as to whether you have "reason to believe", make a report).

Reporting

The CPS Hotline for Brown County is 812-988-7620. Statewide 1-800-800-5556 is now in effect. When you call this 800 number, they will connect you with the proper county CPS for reporting your specific case. If there is no response at the CPS Hotline, and the school is afraid to send the child home, call the Brown County Sheriff's Department at 812-988-6655, Nashville Police at 812-988-0341, or Indiana State Police 12 812-332-4411.

Failure to Report

Failure to report suspected abuse or neglect is a Class B misdemeanor punishable by up to 6 months imprisonment and a \$1,000 fine. (IC 31-33-22-1; IC 35-50-3-3) Indiana law (IC 31-33-5-3) states that nothing relieves an individual from his/her own responsibility to report.

School districts and their employees also risk a civil action for damages by the victim of abuse or neglect if they fail to report suspected child abuse or neglect.

Notes for Attorneys

1. State Law

See **JAW vs. Roberts**, 627 N.E. 2d 802 (Ind. App. 5th Dist. 1994) acknowledging the possibility of a "negligent failure to report" cause of action. (Ind. App. 3rd Dist. 1989).

2. Federal Law

The Seventh Circuit does not recognize " constitutionalized" claims for failure to report-- **J.O and P.O. v. Alto Community School District**, 909 F. 2d 267 & 7th Cir. 1990).

The Fifth Circuit does recognize such a cause of action --**Doe v. Taylor Independent School District**, 875 F 2d 137 (5th Cir. 1992). A "cover up" of a molest may also constitute under Title IX. See **Franklin v. Gwinett County Public Schools**, 112 S. Ct. 1028 (1992)

IT IS IMPORTANT FOR YOU TO KNOW THAT A PERSON WHO, IN GOOD FAITH MAKES A REPORT OF SUSPECTED ABUSE AND NEGLIGENCE, IS IMMUNE FROM ANY CIVIL OR CRIMINAL LIABILITY. FURTHERMORE, THE LAW PRESUMES THAT THE PERSON WHO MAKES THE REPORT IS ACTING IN GOOD FAITH.

Immunity does not extend to anyone who has acted maliciously or in bad faith. (IC 31-33-6-1 thought IC 31-33-6-3)

Confidentiality

All reports made to Child Protection Service are confidential and are made available only to authorized personnel. (IC 31-33-18-4)

Privileged Communication

The statute that child abuse reported supersedes any right of privileged communication. **You must** report all suspected child abuse even if told in confidence by the child. (IC 31-33-22-3)

DUTIES OF CHILD PROTECTION SERVICE

The Child Protection service (CPS) is a separate organizational unit within the Brown County Division of Family and Children. The CPS receives and acts upon all reports of child abuse and neglect. It is responsible for all functions delegated to the Division of Family and Children by the Child Abuse Chapter of the Juvenile Code (IC 31-33-1-1 through IC 31-33-22-5

Whenever the Child Protection Service receives a report of suspected child abuse or neglect from a school, the Child Protection Service shall send a follow-up report to the principal of the school or the school district designee. Within thirty (30) days after the date the Child Protection Service receives the report of suspected abuse or neglect, a follow-up report shall be sent to the school containing the information known about the case at the time the report is sent. Within ninety (90) days after the date the Service receives the report of suspected child abuse or neglect, a supplemental feedback report shall be sent, containing any additional required information not covered in the prior report, if available. (IC 31-33-7-8)

Under IC 31-33-8-1, the CPS is required to initiate an appropriately thorough child protection investigation of every report of known or suspected child abuse or neglect which meet legal criteria for investigation. When the report alleges a child may be a victim of child abuse (as opposed to neglect), the investigation must be initiated by CPS within 24 hours of receipt of the report. However, if the child is at risk of serious bodily harm, the CPS and law enforcement investigation must be initiated immediately.

DUTIES OF THE CRIMINAL JUSTICE SYSTEM

The criminal justice system is composed of separate entities, the law enforcement agency in whose jurisdiction the reported abuse or neglect occurs (i.e. Nashville Police Department or Brown County Sheriff's Department or Indiana State Police) and the Brown County Prosecutor's Office. While many cases of suspected child abuse or neglect are investigated by law enforcement, not all cases result in criminal charges. Any law enforcement agency which receives a report of child abuse or neglect that indicates an immediate danger to the child's health or welfare is required to initiate an immediate investigation of the report.

The law enforcement agency receives reports of suspected child abuse or neglect (310's) from Child Protection Service or directly from the public. Upon receipt of a 310, an investigation is initiated.

If, after investigation, law enforcement agency has probable cause to believe that a crime has been committed, the case is presented to the Prosecuting Attorney who reviews the case and determines whether criminal charges should be filed. If charges are not filed, the case is closed by the law enforcement agency. If charges are filed, a warrant is issued for the arrest of the alleged perpetrator who is brought into court for an initial hearing. At the initial hearing, a bond is set and a protective order may be issued that limits, and in some cases, totally prohibits any contact between the defendant and the alleged victim.

A criminal case ends in various ways: trial, plea agreement, or dismissal. In the event of a conviction, either at trial or through a plea, the Defendant may be incarcerated and/or placed on probation under the supervision of the Brown County Probation Department.

Photographs

Upon request of Child Protection services, school personnel may take photographs (one for the school file, one for law enforcement, one for Child Protection Service). The photograph should include: 1) name of child; 2) date the picture was taken; 3) name of person who took the photograph. A full length shot of the child as well as close-ups of the injury (ies) should be photographed.

If no camera is readily available, please document injury (ies) bruising, etc, describing the nature, type, size and location of injuries.

GUIDELINES FOR CHILD ABUSE REPORTING

1. The school should make no attempt to investigate suspected child abuse, nor should the school inform the parents of suspicions, or that a report has been made. At the point you determine that CPS should be called, your investigation ends. If you suspect child abuse, you do not need further information. **CPS and law enforcement are responsible for the investigation not the school.**

See specific pages of this protocol for handling suspected child abuse by school staff within the schools.

Interviews will be conducted at school ONLY when necessary and when pre-arranged with the school. These interviews will include those cases where the abuse is reported by the school, or if the alleged abuse involves a family member and the child is at school at the time the report is received.

2. **Parents of the child to be interviewed should not be notified by the school at this time.**

The responsibility of notification of parents/guardian belongs with CPS or law enforcement. If the child is removed from the school, CPS or law enforcement will immediately notify the family. The school's only responsibility is to make a report to the CPS. CPS, in turn, will notify the school when contact with the family has been made.

The school will provide law enforcement/ CPS with emergency telephone numbers, if available, of parents/caretakers of the child. If the school does not provide this information, law enforcement and CPS must ask for that information in order to be able to contact the parents/caretakers regarding the protective custody.

3. **When at all possible, the Child Protection Services (CPS)/law enforcement team investigating a reported abuse will notify the principal or school district designees, they intend to visit at the school on that date.**

Because of the irregularity of abuse reports, which are required by law to be received 24 hours a day, it is not always possible for workers and officers in the field to know from the outset what the scope of their day's investigation will be. Similarly, because investigators never know how long any investigative interview may last, it is usually impossible to inform a school administrator of the exact time investigators will be at the school. Working within these limitations, the CPS/law enforcement team will do its best to give school officials advance warning of their visit, and at that time will identify the child who is to be interviewed.

4. **Upon entering the school building, the investigative team will immediately report to the office for an in depth discussion regarding disclosure and information on how the investigation should proceed. Both CPS workers and law enforcement personnel shall/will present proper identification documents (ID cards or their equivalents) to the school representative.**

5. **The school district designee will arrange to have the child brought from the classroom to a designated area which ensures maximum privacy.**

It is recommended that the interview be conducted in a private room where the child is comfortable. The room should have a "do not disturb" sign on the door to avoid interruptions. It is helpful to have the telephone unplugged or have calls forwarded to another phone while the interview is

being conducted.

6. **The police officer or CPS caseworker will conduct the interview.**

Current research of child interviewing techniques suggests that the optimal conditions for a successful interview of a child exist when the child is placed in one-on-one interview with the interviewer. Experts in the field indicated when more than one adult (authority figure) is present at the initial interview, there is an unavoidable element of coercion and a natural tendency on the part of the child to want to please and tell the adults what the child thinks the adults want to hear.

Due to the fact that any questioning of the child who was allegedly abused by another individual is part of a criminal investigation, it is the investigator (police officer or CPS caseworker) who must be responsible for determining the manner in which an interview is to be conducted. The investigator will call upon school personnel for assistance when needed and where it is appropriate. The investigator will report to the school personnel the reaction of the child after the interview.

7. **At the conclusion of the interview, the investigative team may decide that protection of the child requires the immediate placement of the child into custody. This decision and the reason(s) for the decision, will be promptly and clearly communicated to the principal or school district designee.**

At this point, this decision also needs to be explained to the child and his/her questions answered before removal from the school.

8. If the school personnel have any concerns about how an investigation is handled, that individual is strongly encouraged to contact the CPS or law enforcement involved.

Similarly, if the investigative team has concerns regarding the investigation, they are encouraged to contact the school designee or person making the report, or present their concerns to the Superintendent of Schools.

WHAT SHOULD BE DONE IF THE CHILD IS TAKEN INTO CUSTODY

If both the CPS and law enforcement are involved in the case, they will share the responsibility of notifying the parent or guardian that the child is being taken into protective custody.

If CPS places the child in protective custody, CPS will have the responsibility of notifying the parent or guardian; if law enforcement places the child in protective custody, they will have the responsibility of notifying the parent or guardian. This contact must be made by the end of the same school day the child is taken into custody.

In most cases, when the child has been determined to be in imminent danger of abuse or neglect, the caseworker or law enforcement officer will present preliminary information to the Brown County Juvenile Court in an attempt to secure an emergency custody order to detain the child. Placing him or her in protective custody for up to 72 hours. However, a child may be taken into custody without a court order by a law enforcement officer, probation officer or caseworker acting with probable cause to believe the child is a child in need of services if:

1. It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody.
2. There is no reasonable opportunity to obtain an order of the court; and
3. Consideration for the safety of the child precludes the immediate use of family services to prevent the removal of the child.

In the event that a court order is obtained, a copy will be left with the school administrator. If the child is removed from the school, the school may at that point call the parents and give them the law enforcement officer or CPS caseworker name and telephone number for the parent to contact them directly to discuss the case. All questions should be directed to CPS or law enforcement. The school has no responsibility to disclose the source of the report, nor to discuss the alleged abuse or neglect with the parents.

GUIDELINES FOR COURT APPEARANCE

Many cases involving child abuse and neglect never go to court. This information is provided in the event you are called to participate.

COURT PREPARATION

1. If you have information which you think might be helpful to a case and are aware that charges have been filed, you should try to contact the appropriate office (Prosecutor's office for criminal cases and Division of Family and Children - for CPS cases).

2. If you are needed in a case, you will receive a subpoena to appear in court prior to that date. The subpoena will provide you with the date, time and location of the hearing as well as the name and telephone number of the attorney who issued the subpoena. You should contact that person before the scheduled date to find out what is needed from you and exactly what date and time you are needed. **You should never appear in court without knowing what is needed from you.**
3. Call to confirm the scheduled date one week before. Cases are often continued, pled or otherwise disposed of prior to the scheduled date. Usually you will be notified prior to trial if a case is continued, but to avoid any problems, you should contact the attorney to verify the court date.
4. However, if you receive a subpoena and have verified the date, **you are to appear in court on that date.** It is helpful to confirm it again the day of the trial. If you fail to appear you can be held in contempt of court. **Call the court in which the case is pending to confirm that the case is in fact going to be heard that day.**

COURT APEARANCE

1. Be prompt. In the event that you are running late, call the court in which the case is being held and have them inform the attorney that you are running late.
2. Court decorum requires that you address the judge as "Your Honor"
3. Dress as if you were attending an important meeting. Avoid wearing T-shirts, jeans, or any flashy clothing.
4. Do not bring any food or drink into the courtroom. Do not chew gum, eat mints, etc. while testifying.
5. When you are testifying, address the jury. They are the finders of fact and the persons to whom you are speaking. Speak clearly and loudly.
6. Be natural in responding to questions but serious.
7. Be honest. Listen carefully to the questions asked. If you do not understand a question, ask for clarification. If you do not know the answer to a question, say so. Don't fake it! Never be afraid to say "I don't know" or "please repeat the question."
8. Answer questions directly. Do not say "I guess" or "I think."
9. Take your time in answering questions. Do your best to give a complete and Accurate response without rushing.
10. Answer questions briefly and clearly. Don't offer more information than is requested.

11. Be calm. While you may be nervous, your job is simply to listen to the questions and respond truthfully. There is nothing for you to fear as long as you answer honestly.
12. Don't argue with the opposing attorney. She or he may try to bait you with their questions or misstate what you have said. Do not be afraid to restate, politely, what they have misstated, but don't argue with them. It's their job to question and challenge you.
13. Be confident.
14. If an attorney objects to a question, don't answer that question until the judge tells you what to do. Wait for a judge to make rulings.
15. If you get tired or need a break, just say so.

CHILD ABUSE WITHIN THE SCHOOL

If a child reports that he/she is being sexually, physically, or even emotionally abused by school personnel, the educator should remember that it takes courage for an abused child to talk to someone. Any verbal disclosure of abuse must be taken seriously and must be reported immediately. Only Child Protection Services and law enforcement have the responsibility to determine the truthfulness of the allegation. **School personnel should not attempt to determine the truthfulness of an allegation.** Follow the steps outlined in the next section.

Certainly the school administration must be notified in case appropriate personnel action is deemed necessary, but the situation should not be discussed among the other staff. The school administration should determine what action must be taken with regard to any school employee suspected of abusing a student, both in the short term and long term, to protect the student population and to enforce the district's internal employment rules.

Never ask the child to tell their stories in front of the accused. There is significant difference in power and resources between teachers and students. If children have been abused by an adult in the system, we must insure that the system does not intimidate, minimize or victimize the child again when they report abuse by a staff member.

Schools are mandated reporters whether the abuser is an outsider or a school employee. Under state child abuse and neglect reporting statutes, educators have the same liabilities for failure to report suspected incidents perpetrated by colleagues as they would in incidents from interfamilial abuse or neglect. If you have reason to believe the abuse occurred, call Child Protection Services or law enforcement. Close, sufficient

communication between law enforcement, the prosecutor's office and the schools is very important to aid the school in taking appropriate actions as quickly as possible.

REPORTING CHILD ABUSE AND MOLESTATION POSSIBLY INVOLVING SCHOOL PERSONNEL

When any staff member becomes aware of alleged abuse or molestation of a student by a school employee, that staff member is to immediately notify the principal or school designee. The principal or school designee should elicit enough information from the reporter (not the student) to determine: 1) the name of the alleged perpetrator; 2) the name(s) of the alleged victim(s); 3) the approximate time and duration of the alleged abuse; 4) the general nature of the abuse. **The principal should not discuss the matter with the alleged perpetrator until the following steps are taken, which should be done immediately.**

1. Telephone the Brown County Child Protection Services at 812-988-0972, or 24 hour Hotline at 1-800-800-5556. As directed by CPS, you may also be asked to contact the Central Office Institutional Child Protection Service Hotline at 1-800-562-2407
2. If unable to reach Child Protection Services and the child is believed to be at risk contact law enforcement; Nashville Police 812-988-0341, Brown County Sheriff 812-988-6655, or Indiana State Police 812-332-4411.
3. Contact any one of the following personnel for further instructions. They will make sure the appropriate individuals are contacted.
 - a. School principal or designees
 - b. Superintendent of Schools
 - c. School Corporation Attorney

The Child Protection Service and/or appropriate law enforcement agency will respond immediately to all reports in which the alleged perpetrator has continued access to the alleged victim. While the prosecutor works cooperatively with the Child Protection Service and the law enforcement agencies it may become necessary for the administrator to take some appropriate personnel action.

Due to the sensitive nature of such allegations, these matters must be treated with the utmost confidentiality. Great care must be taken to protect the reputations of staff members, students, and their families.

CHILD ABUSE OR NEGLECT REPORT GUIDELINE (DPW 310)

Completing this guideline before calling Child Protection Service (CPS) at 812-988-0972 to report your suspicions will greatly facilitate the process. This report is made in

compliance with IC 31-33-1-1 through 31-33-22-3, which provides for the protection of abused or neglected children/youth. By reporting the case you are acting in good faith on behalf of the protection of the child listed below.

DO NOT INTERVIEW THE CHILD to gather this information. Doing so at this time may place the child or siblings in greater danger and may interfere with the investigation.

DO NOT CALL THE PARENTS!!

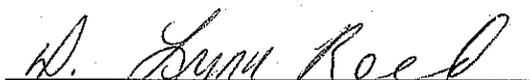
Please provide as much of the following information as possible.

1. Name, address and phone number of parent, guardian or other person responsible for child(ren)
2. Full name of child(ren)
3. Date of birth and social security number of child(ren), if available
4. Names of other children in the home along with their date of birth and social security number if available.
5. Name, address and phone number of alleged perpetrator (if other than parent or guardian), if available
6. A brief description of the nature and extent of the abuse or neglect

CHILD PROTECTION TEAM

The public school superintendent or the superintendent's designee, agrees to serve as a member of the community Child Protection Team under IC 31-33-3-1(a)(3).

So agreed:


School Superintendent or Designee


Debbie Dailey, Director
Brown Co. Office of Family and Children

1/13/07
Date

1/15/07
Date

**Brown County Child Protection Plan
Public School Protocol**

Designee for Schools

Helmsburg Elementary	Laura Hammack, Principal	812-988-6651
Nashville Elementary	Jim Morrison, Principal	812-988-6605
Sprunica Elementary	Abby Nichols , Principal	812-988-6625
Van Buren Elementary	Lucy McGrayel, Principal	812-988-6658
Brown County High School	Matt Stark, Principal	812-988-6606
Brown County Junior High	Shane Killinger, Principal	812-988-6607

Attachment 8D

Child Protection Service Agreement
between
Brown County Probation Department
and
Brown County Department of Child Services

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected cases of child abuse and/or neglect, to collaborate in the effectuation of Juvenile Code as it relates to protecting children and to provide services to Brown County families. This agreement is incorporated in the Brown County Department of Child Services' Child Protection Service plan for 2007-2008.

An individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by IC 31-33-5. Said individual shall immediately make an oral report to :

- (1) the local child protection service; or
- (2) the local law enforcement agency

The local child protection service shall arrange for receipt, on a twenty four (24) hour, seven day a week basis, of all reports of suspected child abuse and/or neglect.

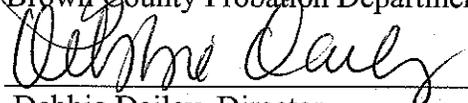
By execution of this interagency agreement, information is to be exchanged for purposes of providing services to the families and children through Brown County Community Corrections and the Brown County Department of Child Services. All information exchanged is considered confidential.

So agreed:



Jennifer Acton, Chief Probation Officer
Brown County Probation Department

1-18-07
Date



Debbie Dailey, Director
Brown County Department of Child Services

1/15/07
Date

Child Protection Service Agreement
between
Brown County Victims' Assistance Program
and
Brown County Department of Child Services

Attachment 8

RECEIVED
JAN 19 2007
BROWN CO. D.F.R.

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected cases of child abuse and/or neglect, to collaborate in the effectuation of Juvenile Code as it relates to protecting children and to provide services to Brown County families. This agreement is incorporated in the Brown County Department of Child Services' Child Protection Service plan for 2007-2008.

An individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by IC 31-33-5. Said individual shall immediately make an oral report to :

- (1) the local child protection service; or
- (2) the local law enforcement agency

The local child protection service shall arrange for receipt, on a twenty four (24) hour, seven day a week basis, of all reports of suspected child abuse and/or neglect.

By execution of this interagency agreement, information is to be exchanged for purposes of providing services to the families and children through Brown County Victims' Assistance and the Brown County Department of Child Services. Release of information requires an authorization from that individual to be held by one of the agencies unless as required by IC 31-33-5 as mentioned above. All information exchanged is considered confidential.

So agreed:


Erin Kean, Victim Assistance Program

1/18/07
Date


Debbie Dailey, Director
Brown County Department of Child Services

1/15/07
Date

RECEIVED

JAN 19 2007

BROWN CO. D.F.R.

Attachment 8F

Child Protection Service Agreement
 between
 Brown County Community Corrections
 and
 Brown County Office of Family and Children

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected cases of child abuse and/or neglect, to collaborate in the effectuation of Juvenile Code as it relates to protecting children and to provide services to Brown County families. This agreement is incorporated in the Brown County Office of Family and Children's Child Protection Service plan for 2005-2006.

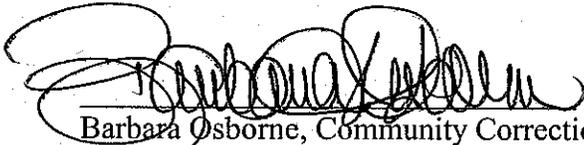
An individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by IC 31-33-5. Said individual shall immediately make an oral report to :

- (1) the local child protection service; or
- (2) the local law enforcement agency

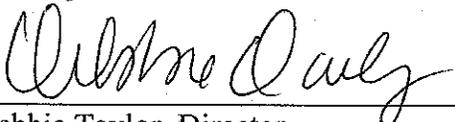
The local child protection service shall arrange for receipt, on a twenty four (24) hour, seven day a week basis, of all reports of suspected child abuse and/or neglect.

By execution of this interagency agreement, information is to be exchanged for purposes of providing services to the families and children through Brown County Community Corrections and the Brown County Office of Family and Children. All information exchanged is considered confidential.

So agreed:


 Barbara Osborne, Community Corrections

1/18/07
 Date


 Debbie Taylor, Director
 Brown County Office of Family and Children

4/15/07
 Date

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CHILD PROTECTION SERVICE AGREEMENT Attachment 8 CAN 25 2007

BROWN CO. D.F.R.

BETWEEN

THE OFFICE OF BROWN COUNTY PROSECUTOR

AND

THE BROWN COUNTY DEPARTMENT OF CHILD SERVICES

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected cases of child abuse and/or neglect and to collaborate in the effectuation of Juvenile Code as it relates to protecting children, petitions and protective orders. This agreement is incorporated in the Brown County Department of Child Services' Child Protection Service Plan for 2007-2008.

Reporting: The local child protection service shall arrange for receipt, on a twenty-four (24) hour, seven day a week basis, of all reports of suspected child abuse and/or neglect.

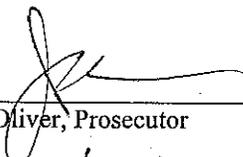
All substantiated child abuse and neglect investigation reports shall be forwarded to the Prosecutor. All reports made which involve the death of a child due to alleged abuse and/or neglect shall be forwarded immediately to the Prosecutor.

The Department of Child Services shall establish and maintain a centralized, computerized child abuse registry for the purpose of organizing and accessing data regarding substantiated reports of child abuse and neglect. All reports entered into the state central registry (SCR) must be substantiated reports. A substantiated report is to be entered into the SCR within five (5) working days after the circumstances occur only if at least one of the following applies: (1) an arrest of the alleged perpetrator of the child abuse or neglect is made (2) criminal charges are filed in state or federal court against the alleged perpetrator of the child abuse or neglect (3) a court determines that a child is a child in need of services based on a report of child abuse or neglect (4) a court approves a program of informal adjustment relating to the child abuse or neglect report under IC 31-34-8 (5) a person does not substantially comply with the terms of a service referral agreement under IC 31-33-13.

No later than 30 days after CPS enters a substantiated child abuse or neglect report into the registry, CPS will notify 1) the parent, guardian, or custodian of the child who is named in the report as the victim of the abuse or neglect; and 2) the alleged perpetrator, if other than the child's parent, guardian or custodian named in the report. Upon request a person or an organization as defined under IC31-33-17-6 may have access to a substantiated reported listed in the SCR.

Child Protection Team: The Brown County Prosecutor or his designee, agrees to serve as a member of the community Child Protection Team. IC 31-33-3-1 9 (a)(3)

So Agreed:



Jim Oliver, Prosecutor



Debbie Dailey, Director
Brown Co. Department of Child Services

1/23/07

Date

1/15/07

Date

Child Protection Service Agreement Attachment

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JAN 25 2007

BROWN CO. ILL.

between
Brown County Family Access
and
Brown County Department of Child Services

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected cases of child abuse and/or neglect, to collaborate in the effectuation of Juvenile Code as it relates to protecting children and to provide services to Brown County families. This agreement is incorporated in the Brown County Department of Child Services' Child Protection Service plan for 2007-20068.

An individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by IC 31-33-5. Said individual shall immediately make an oral report to :

- (1) the local child protection service; or
- (2) the local law enforcement agency

The local child protection service shall arrange for receipt, on a twenty four (24) hour, seven day a week basis, of all reports of suspected child abuse and/or neglect.

By execution of this interagency agreement, information is to be exchanged for purposes of providing services to the families and children through Brown County Family Access and the Brown County Department of Child Services. Release of information requires an authorization from that individual to be held by one of the agencies unless as required by IC 31-33-5 as mentioned above. All information exchanged is considered confidential.

So agreed:



Cara Zogoski, Family Access

1/15/07
Date



Debbie Dailey, Director
Brown County Department of Child Services

1/15/07
Date

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Child Protection Service Agreement

Attachment 81

JAN 25 2007

between

BROWN CO. D.F.R.

Quinco Behavioral Health Systems

and

Brown County Department of Child Services

Purpose: The purpose of this agreement is to establish protocol for furthering the investigation of suspected cases of child abuse and/or neglect, to collaborate in the effectuation of Juvenile Code as it relates to protecting children and to provide services to Brown County families. This agreement is incorporated in the Brown County Department of Child Services' Child Protection Service plan for 2007-2008.

An individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by IC 31-33-5. Said individual shall immediately make an oral report to :

- (1) the local child protection service; or
- (2) the local law enforcement agency

The local child protection service shall arrange for receipt, on a twenty four (24) hour, seven day a week basis, of all reports of suspected child abuse and/or neglect.

By execution of this interagency agreement, information is to be exchanged for purposes of providing services to the families and children of Brown County through Quinco Behavioral Health Systems and the Brown County Department of Child Services. Release of information requires an authorization from that individual to be held by one of the agencies unless as required by IC 31-33-5 as mentioned above. All information exchanged is considered confidential.

So Agreed:

Robert Fulford, MA, LMHC
Quinco

1-24-07
Date

Debbie Dailey, Director
Brown County Department of Child Services

Date

CPS ANNUAL SALARY COMPUTATION

Attachment 9

	2005	2006
FCM Annual Gross Salary	\$33,286	\$33,969
	<u>@20%</u>	<u>@20%</u>
	\$ 6,657	\$ 6,794
Director Annual Gross Salary	\$42,451	\$43,309
	<u>@20%</u>	<u>@20%</u>
	\$ 8,490	\$ 8,662
Homemaker Annual Gross Salary**	\$21,118	\$21,547
	<u>@5%</u>	<u>@15%</u>
	\$ 1,056	\$ 1,077

** Homemaker providing some clerical support.

Abandoned Infants Protocol
Between
Van Buren Township Volunteer Fire Department
And
Brown County Department of Child Services

RECEIVED
MAR 05 2007
BROWN CO. D.F.R.

Van Buren Township Volunteer Fire Department - Emergency Medical Services
Provider Responsibilities

1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express an intent to return for the child.
2. The EMS provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an EMS provider takes custody of an abandoned infant, the provider will notify the Brown County Department of Child Services (DCS) by:
 - (1) calling the Brown County DCS, Monday through Friday 8AM-4:30PM at 988-2239, or
 - (2) after hours calling the the 24 Hour Child Abuse Hotline at 1-800-800-5556 or Brown County Sheriff's Department at 988-6655 and requesting CPS be contacted

Brown County Department of Child Services Responsibilities

1. The Brown County Department of Child Services (DCS) will assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS will be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.
2. The DCS will advise the DCS' attorney to request that the juvenile court do the following:
 - (1) authorize the filing of a petition alleging that the child is a child in need of services;
 - (2) a detention hearing be held concurrently with the initial hearing;
 - (3) hold an initial hearing under IC 31-34-10 not later than the next business day after the child is taken into custody except as provided under 31-34-10-2.5
3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

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MAR 05 2007

4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant. BROWN CO. D.F.R.

The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.

Debbi Ouley
Director, Brown County Department of Child Services

1/11/07
Date

Cindy Suits, Chief
Van Buren Township Volunteer Fire Department

2/17/2007
Date

Due to the fact we have no one on station 24 hours a day, seven days a week.

If necessary, I can provide individual names and locations of fire personnel that are able to provide medical attention also.

Please contact me at:

988-8577

or

343-1350

Sellie

Abandoned Infants Protocol
Between
Jackson Township Volunteer Fire Department
And
Brown County Department of Child Services

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MAR 06 2007

BROWN CO. D.F.R.

**Jackson Township Volunteer Fire Department - Emergency Medical Services
Provider Responsibilities**

1. An emergency medical services(EMS) provider will, without a court order, take custody of a child who is, or who appears to be, not more than forty five (45) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express an intent to return for the child.
2. The EMS provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an EMS provider takes custody of an abandoned infant, the provider will notify the Brown County Department of Child Services (DCS) by:
 - (1) calling the Brown County DCS, Monday through Friday 8AM-4:30PM at 988-2239, or
 - (2) after hours calling the the 24 Hour Child Abuse Hotline at 1-800-800-5556 or Brown County Sheriff's Department at 988-6655 and requesting CPS be contacted

Brown County Department of Child Services Responsibilities

1. The Brown County Department of Child Services (DCS) will assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS will be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.
2. The DCS will advise the DCS' attorney to request that the juvenile court do the following:
 - (1) authorize the filing of a petition alleging that the child is a child in need of services;
 - (2) a detention hearing be held concurrently with the initial hearing;
 - (3) hold an initial hearing under IC 31-34-10 not later than the next business day after the child is taken into custody except as provided under 31-34-10-2.5
3. The DCS will notify the EMS provider of the initial hearing for the abandoned infant.

4. In addition to parties already identified under IC 31-34-21-4, the DCS will notify the EMS provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

The parties, having read and understood the responsibilities of this Protocol, do, by their respective signatures below, agree to the terms and conditions.

Christie Ouley

Director, Brown County Department of Child Services

4/11/07

Date

Boul M. Colvin

Jackson Township Volunteer Fire Department

3/5/07

Date

Greene County Protocols

Protocol

Between

The Greene County Office of Family and Children

The Greene County Prosecutor

The Greene County Sheriff's Office

The Greene County Coroner

The Bloomfield Police Department

The Linton Police Department

The Jasonville Police Department

The Worthington Police Department

The Lyons Police Department

Indiana State Police, Bloomington Post

1. The **Greene County Office of Family and Children (GCOFC)** shall notify the **Greene County Prosecutor** of any investigations of criminal activity. These shall be conducted in full cooperation with the **Law Enforcement Agency (LEA)** and the department having jurisdiction when possible. In addition, the Greene County OFC agrees to make all required entries into the State Central Registry, listing abuse and neglect offenders. The **GCOFC** will provide access to registry information to appropriate individuals and advisement of registry entry to parents and alleged perpetrators.
2. The **Prosecutor** shall receive copies of all reports associated with investigations of alleged abuse and neglect. The **Prosecutor** will also receive any information requested in respect to Child Protection Service Investigations.
3. The **GCOFC** will cooperate fully with the **LEA** in joint investigations of child abuse and neglect complaints indicating that a criminal act has been committed. Expenses for photographs or x-rays incurred by law enforcement as part of such investigations shall be reimbursed by the **GCOFC**. Written reports of such

investigations shall be shared between law enforcement and the **GCOFC** for eventual submission to the **Greene County Prosecutor**.

4. Whenever there is reason to believe that a child is in imminent danger of serious bodily harm and the **LEA** has reason to believe that an offense has been committed, a joint investigation by **LEA** and the **GCOFC** shall begin immediately.
5. In the event that the **LEA** encounters an emergency constituting immediate danger of bodily harm to a child at the hands of a parent or caretaker, it is understood that under the provisions of IC 31-34-2-2 & IC 31-34-2-3 a **Law Enforcement Officer** may take a child into protective custody and that an alleged perpetrator may be taken into custody if the person's presence in the home constitutes an immediate threat to the child's safety.
6. The **Greene County Sheriff** agrees to accept calls on the "Child Protection Service Hot Line" and forward reports of suspected abuse or neglect of a child to the on-call **Child Protection Worker** when the **GCOFC** is closed. The **GCOFC** agrees to provide the **Sheriff's Office** with a current listing of on-call workers on a monthly basis.
7. Whenever a suspicious child fatality occurs, The **LEA**, the **County Coroner**, and the **GCOFC** will make immediate telephone contact to assure all parties are aware of the death. The **GCOFC** will complete a written report (310) of alleged child abuse or neglect and will make a copy available to the **LEA**. The **GCOFC** and the **LEA** will discuss whether or not the **GCOFC** needs to be involved in the investigation to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect. **LEA** and the **County Coroner** will submit copies of the respective investigative findings to the **GCOFC**. The **GCOFC's** written report of the investigation (311), will be made available to the **LEA**, **County Coroner**, and **County Prosecutor**.

Suspicious child fatalities include, but are not limited to the following:

- homicide with an alleged perpetrator in a caregiver role;
 - accidental death where questions of caregiver negligence are raised;
 - natural death (including SIDS) where the condition of the body or the autopsy suggests abuse or neglect;
 - suicide, if abuse or neglect may be a contributing cause;
 - death from undetermined or no definite cause; and
 - death of a child being supervised by the **GCOFC**.
8. The **GCOFC** will always consider relative placements for children in custody and will make such placement recommendations to the **Greene County Juvenile Circuit Court** when appropriate.

9. The Greene County Child Abuse Hotline number, 1-812-384-8722 is a 24 hour telephone service that is answered “Child Protection Services”.
 1. From 8:00 A.M. to 4:30 P.M., Monday through Friday, except state holidays, the hotline is answered by the **Greene County Office of the Division of Family and Children** staff.
 2. At all other times the hotline is answered by the **Greene County Sheriff’s Office**.
 3. Collect calls are to be accepted on the hotline number. The person on intake is responsible for asking the operator to ask the caller if he is calling to report a case of child abuse or neglect. If he/she is, the collect call is to be accepted.
 4. Intake includes gathering all available information from the reporting source.
 5. Reports may come in by other means and the same information should be gathered.
 6. During the hours that the CPS line is answered by the **Greene County Sheriff’s Office**, a staff member from the sheriff’s office is responsible for getting the name and phone number of the caller and contacting the on-call FCM. All calls regarding abuse or neglect are to be referred to **CPS** immediately.

10. 24 HOUR RESPONSE

Child Protection Services can be reached via pager 24 hours per day, 7 days per week. The schedule listing the worker on call will be delivered monthly to the sheriff’s office with additional updates as they occur. In accordance with the case manager union contract, only the worker on call has the authorization to work in response to being paged.

The following are valid reasons for paging the worker on call:

A child’s life or health is in danger

There is physical abuse perpetrated by a parent, a caretaker or a legal guardian who lives in the house with the child victim

There is sexual abuse perpetrated by a parent, caretaker or legal guardian that lives in the home with the child victim.

There is a neglectful situation where the child's life or health is seriously endangered. The younger the child, the greater the risk.

The law enforcement officer deems it necessary to protect the child

A foster parent request to speak to an on-call worker.

11. COMPLAINTS THAT ARE NOT CHILD PROTECTION

Cases of abuse or neglect that do not involve a parent, a caretaker, or a guardian should be referred to law enforcement for investigation. Under Indiana law **CPS** does not have probable cause to investigate a complaint unless the perpetrator falls under the role of parent, guardian or custodian. A CPS neglect investigation could be initiated if the parent fails to protect the child from the perpetrator. The only exception to this is for cases of sexual abuse where it is suspected that a criminal act has occurred. In these situations it is the role of **CPS** to assist law enforcement with the investigation and to ensure safety of the child.

12. INVESTIGATIONS AND TAKING CUSTODY OF A CHILD

When a report alleges that a child may be a victim of child abuse, Indiana law requires that the investigation must be initiated within 24 hours of receipt or **immediately** if the child's life or health is endangered. The primary consideration is the safety and well being of the child. A joint decision by **law enforcement and CPS** shall be made regarding the initial assessment of "imminent danger of serious bodily harm" necessitating an "immediate onsite investigation" and the need for a joint investigation.

When a report alleges a child may be a victim of neglect, the investigation must be initiated within 5 days of receipt of the report or **immediately** if the child's life or health is endangered. A joint decision by law enforcement and CPS shall be made regarding the initial assessment of "imminent danger of serious body harm" necessitating an "immediate onsite investigation" and the need for a joint investigation.

Per Indiana Code 31-34-2 , if a law enforcement officer may take a child into custody if the officer is acting with probable cause to believe the child is a child in need of services:

if it appears that the child's physical or mental condition will be seriously impaired or seriously endangered if he is not taken immediately into custody and

there is not a reasonable opportunity to obtain an order of the court;
and

consideration for the safety of the child precludes the immediate use of family services to prevent the removal of the child.

A CPS case manager may take a child into custody only if the circumstances make it impractical to obtain assistance from a Law Enforcement Officer.

In accordance with IC 31-33-8-13, the local child protection service and the local law enforcement agency shall transmit investigation information to the state central registry. Upon substantiation of child abuse and neglect, entry to the registry shall be done in accordance with the statute. Entry will be done by the local county director. Written notification of entry to the registry shall be done in accordance with statute. In addition the local child protection service and law enforcement shall share registry information as determined necessary to protect a child in order to complete child abuse and neglect investigations.

13. ABANDONED INFANT

Emergency Medical Services Provider Responsibilities:

1. An emergency medical services provider will, without a court order, take custody of a child who is, or who appears to be, not more than thirty (30) days of age if:
 - (1) the child is voluntarily left with the provider by the child's parent; and
 - (2) the parent does not express intent to return for the child.
2. The **EMS** provider will perform any act necessary to protect the child's physical health or safety.
3. Immediately after an **EMS** provider takes custody of an abandoned infant, the provider will notify **Greene County Office, Division of Family and Children Child Protection Services** via the Child Protection Hotline at 1-812-384-8722. After business hours this number will be answered by the Greene County Sheriff's Office who will page the CPS worker on call.

Greene County Office Division of Family and Children Child Protection Service Responsibilities:

1. The **Greene County OFC** will assume the care, control, and custody of the child immediately after receiving notice from the **EMS** provider of the abandoned infant. The person designated by **Greene County OFC** will be responsible for taking custody of the child from the **EMS** provider at the provider's location and delivering the child to the caretaker selected and approved by **Greene County OFC**.

2. **Greene County OFC** will advise their attorney to request that the juvenile court do the following:

- (1) authorize the filing of a petition alleging that the child is a child in need of services;
- (2) hold a detention hearing concurrently with the initial hearing;
- (3) hold an initial hearing under IC 31-34-10 not later than the next business day after the child is taken into custody except as provided under 31-34-10-2.5

3. **Greene County OFC** will notify the **EMS** provider of the initial hearing for the abandoned infant.

4. In addition to parties already identified under IC 31-34-21-4, the **Greene County OFC** will notify the **EMS** provider, at least 10 days in advance, of a Periodic Case Review hearing and a Termination of Parental Rights hearing involving the abandoned infant.

14. OTHER AGREEMENTS

Local law enforcement and CPS further agree:

protective orders may be used to remove the alleged perpetrator in abuse investigations upon agreement of both **LEA and CPS** and in accordance with Indiana statute.

LEA and CPS agree to share with each other, the juvenile court, the prosecutor and the Child Protection Team any completed reports and any pictures.

15. DRUG RELATED INVESTIGATIONS

The **Greene County OFC** will forward a written tip sheet to the **Indiana State Police Drug Task Force** concerning any information that is reported to them as illegal drug use or manufacturing of illegal substances. Upon **CPS** responding to an investigation where it is believed that a methamphetamine lab exists, the local law enforcement agency will authorize when it is safe to enter the premise. If an immediate risk is known, **CPS** will make all efforts to have the children removed from the home and immediately taken to the local hospital for a medical evaluation. **CPS** agrees to report immediately to **LEA** any knowledge of precursors or drug paraphernalia found or seen during a home visit. **CPS** will report to **LEA** the findings of the medical examinations concerning the children exposed to a methamphetamine lab or a drug related condition of a child.

Signatories:

Mr. David Powell
Prosecutor, County Of Greene **Date**

Mr. William Leon Allen
Sheriff, County Of Greene **Date**

Mr. Bob Richardson
Police Chief, City Of Bloomfield **Date**

Mr. Keith McDonald
Police Chief, City Of Linton **Date**

Mr. Rick VanHorn
Police Chief, City Of Jasonville **Date**

Mr. Dennis Conaway
Police Chief, City Of Worthington **Date**

Mr. Ron Sparks
Lyons Town Marshall **Date**

Lt. Michael Saltzman
Indiana State Police

Date

Dr. William Powers
Coroner, County Of Greene

Date

Mr. William F. Walker
Director, Greene County OFC

Date

Lawrence County Protocols

LAW ENFORCEMENT AND DEPARTMENT OF CHILD SERVICES**PROTOCOL FOR****LAWRENCE COUNTY CHILD PROTECTIVE SERVICES****2007-2008**

Lawrence County has a system to provide twenty-four (24) hour protection for children. The Lawrence County Department of Child Services, in cooperation with the law enforcement agencies (LEA) in this county, has instituted the following plan for intake and investigation. This plan covers all children who are in the county, whether they reside here or are just here temporarily. The most helpful tools for us to remember are to communicate on an on-going basis, never assume, and document thoroughly.

INTAKE:

There will be twenty-four (24) hour telephone services for Child Protection Services. The numbers are 277-2044, 279-9706 (which gives instructions regarding after hours), and 1-800-800-5556.

From 8:00 a.m. to 4:30 p.m., Monday through Friday, our office numbers, 279-9706 and 277-2044 are answered. After hours, people who call 279-9706 are given voice mail instruction as to how they may access the Lawrence County Sheriff's Department. Additionally, if they dial the other two numbers, they will be connected to the Lawrence County Sheriff's Department.

The Department of Child Services will accept collect calls on a very limited, screened basis. The person answering the phone is responsible for asking the operator to ask the caller if he/she is calling to report a case of child abuse or neglect. If the caller is doing so, the collect call is to be accepted; all other collect calls are refused.

Intake forms are to be completed by the DCS staff member taking the report of child abuse or neglect. This will be done either via the Indiana Child Welfare Information System (ICWIS) or on paper. If the LEA receives the initial report, the LEA shall immediately call the DCS or the Family Case Manager on call, depending upon the time of the day or night, whether or not the LEA has reason to believe there exists an imminent danger to the child's health or welfare. LEA is to send a copy of the police report by mail or FAX to the DCS as soon as possible. The DCS FAX number is 279-6950.

Information of child abuse or neglect may come in by other means and the same procedures should still be followed, as well as the completion of Intake forms or police reports.

INVESTIGATIONS:

A. TIME FRAMES

The DCS person completing the Intake functions will decide if an immediate investigation (on-site, within one (1) hour) is necessary. If the DCS Intake worker is unavailable to make the decision, he/she will staff the report with the director, the Supervisor, or another DCS worker. The procedure for after hours is to call the "On-Call" Family Case Manager who will initiate the investigation.

When information is received that alleges that the immediate safety or well being of a child appears to be endangered, an investigation shall be initiated regardless of the time of day. If information is received that the child is in imminent danger of serious bodily harm, a Family Case Manager shall initiate investigations within one (1) hour with an on-site investigation.

When information is received that alleges a child may be a victim of child abuse, the investigation shall be initiated within twenty-four (24) hours of the receipt of the report by the LEA of jurisdiction and a Family Case Manager, with an on-site investigation, if there is reason to believe that an offense has been committed. LEA shall investigate the alleged child abuse or neglect in the same manner that LEA conducts any other investigation.

When information is received that alleges child neglect, the investigation shall be initiated by a Family Case Manager within a reasonably prompt time, but no later than five (5) days, with the primary consideration being the well-being of the children who is the subject of the report.

B. PHOTOS/X-RAYS

Color photographs shall be taken of the areas of trauma visible on a child who is subject to a report and, if medically indicated, radiological examinations shall be performed. If LEA participates in the investigation, LEA shall cause the color photograph to be taken. The expense of X-rays shall be billed to the Department of Child Services on State Form 175, mailed to the Lawrence County Department of Child Services, 918 16th Street, Suite 100, Bedford 47421. The Department of Child Services shall reimburse LEA for all color photographs taken in child abuse situations.

C. CUSTODY OF ADULT

LEA shall comply with IC 31-6-4-4.

If this is not an option, the child may be removed under the next section (Section D).

D. CUSTODY OF CHILD

If LEA action under the previous topic, Custody of Adult, will not adequately protect the safety of the child, the child may be taken into custody by the LEA, a probation worker, or a Family Case Manager acting with probable cause to believe the child is a CHINS if:

1. It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody.
2. There is no reasonable opportunity to obtain an order of the court; and
3. Consideration for the safety of the child precludes the immediate use of family services to prevent removal of the child.
4. The child is a missing child. (IC-10-1-7-2)

A Family Case Manager or probation officer can take a child into custody only if there is no reasonable opportunity to obtain an order of the Court and LEA is not available.

E. DETENTION OF CHILD

If a child alleged to be a CHINS is taken into custody under an order of the court, LEA shall take him/her to a place designated in the order to await a detention hearing.

If a child is taken into custody without an order of the court, the person taking him/her to a safe place and promptly notify the

1. Child's parent, guardian, or custodian and
2. DCS Family Case Manager "On-Call" that the child is being held and the reason for the detention.

The Family Case Manager shall investigate the reason for detention. The Family Case Manager shall release the child to his/her parent, guardian, or custodian upon the persons written promise to bring the child before the juvenile court at a time specified OR the Family Case Manager may place the child in detention if the Family Case Manager reasonably believes the child is a CHINS AND that

1. Detention of the child is necessary to protect the child.
2. The child is unlikely to appear before the juvenile court for subsequent proceedings.
3. The child has a reasonable basis for requesting that he/she not be released; or
4. The parent, guardian, or custodian cannot be located or is unable or unwilling to take custody of the child.

If a child is detained, the Family Case Manager or LEA shall decide if the child is in need of medical treatment. If so, the child is to be taken to the Emergency Room at Dunn Memorial Hospital or Bedford Regional Medical Center. Explain that the child is in police protective custody. Request that the child receive medical attention.

The child may be placed with "an appropriate family member" who is "suitable", a licensed foster home, or a licensed shelter facility that is appropriate for the child's age and development. It is extremely important that all efforts shall be taken to place siblings together.

The Family Case Manager shall notify the DCS attorney the next working day of the detention and supply all information to initiate a detention hearing within forty-eight (48) hours, excluding weekends/holidays, of the detention.

F. REPORTS-COPIES

The investigation is to include all the information on the designated Intake forms. The investigation may include a visit to the child's home, an interview with the subject child, and a physical, psychological, or psychiatric examination of any child in that home. If access is denied, the juvenile court needs to be contacted with good cause shown. If before the investigation is completed, the opinion of the LEA or Family Case Manager is that immediate removal is necessary to protect the child from further abuse or neglect, the juvenile court may issue an order. If after hours, refer to Section D concerning CUSTODY OF CHILD. The Family Case Manager shall complete all designated Intake forms. Whenever LEA participates in an investigation, LEA shall also make a complete, written report of the investigation and forward copies to the prosecutor and the DCS.

Designated Intake forms shall be available to the Court, prosecutor, or LEA upon request. Per IC 31-6-22-18, copies of substantiated reports will be shared with the Child Protection Team upon request.

Upon completion of an investigation, the Family Case Manager shall determine whether the report is substantiated, indicated, or unsubstantiated and will comply with the State Registry requirements.

G. "ON-CALL" CALENDAR

The Lawrence County Department of Child Services has devised an "On-Call" calendar for staff to be available twenty-four (24) hours a day to assist law enforcement officers and to discuss investigations. Family Case Managers will not be at their home phone or office phone numbers at all times. However, they will be carrying a pager at all times after hours. They can be reached through the pager system. If the Family Case Manager does not return the call within ten (10) minutes, please page him/her again. If there are problems with this, please call the supervisor at 275-4045 (home phone number).

H. STATE REGISTRY

Protocol established by the Indiana Department of Child Services will be used to access the State Registry via the Indiana Child Welfare Information System (ICWIS).

SIGNATURE PAGE

Lawrence County Sheriff

Mitchell Police

Bedford Police

Indiana State Police

Lawrence County Prosecutor

Oolitic Police

Lawrence County Department of Child Services

Protocol Between Lawrence County Department of Child Services (DCS) and Local Law Enforcement Agency and the County Coroner Concerning the Report of Child Fatalities

Whenever a suspicious child fatality occurs, the officer in charge of the investigation will make immediate contact with the Lawrence County Department of Child Services to assure that the office is aware of the death. The DCS and the LEA will discuss whether or not the DCS needs to be involved in the investigation to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect.

The DCS will complete a written report, SF114/FPP0310 (FPP 310) Preliminary Report of Alleged Child Abuse or Neglect, and will make a copy available to the law enforcement agency (LEA).

If the Coroner's examination reveals that a child's death was suspicious, the Coroner will immediately inform the Lawrence County Department of Child Services. The DCS will evaluate the need for further investigation of abuse and neglect, and assess the risk to siblings and other children in the home.

When the police investigation is complete, LEA will forward a copy of the investigation report to the DCS. The DCS's written report of the investigation, SF113/FPP0311 (FPP311) Investigation of Alleged Child Abuse or Neglect, will be made available to LEA and the Coroner.

Suspicious child fatalities include, but are not limited to the following:

- homicide with an alleged perpetrator in a caregiver role;
- accidental death where questions of caregiver negligence are raised;
- natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- suicide, if abuse or neglect may be a contributing factor;
- death from undetermined or no definite cause; and
- death of a child being supervised by the Division, either as a Child in Need of Services or by Informal Adjustment or by a Services Referral Agreement.

Entered into this _____ day of _____, 2007, between the Lawrence County Department of Child Services, Bedford Police Department, Lawrence County Sheriff, and the County Coroner.

County Director, DCS

Bedford Police Department

Lawrence County Coroner

Lawrence County Sheriff

Mitchell Police Department

Indiana State Policde

Monroe County Protocols

**WORKING AGREEMENT BETWEEN THE
MONROE COUNTY DEPARTMENT OF CHILD SERVICES AND
THE BLOOMINGTON POLICE DEPARTMENT**

PURPOSE:

- A. The Monroe County Department of Child Services is mandated by Public Law IC 31-6-4-3, Subsection A1-7 to provide 24 hour telephone service to receive child abuse and neglect reports on a 7 days a week basis. In order to meet this mandate of the above mentioned Public Law on a continuous basis, agencies that are open and available to the public must be utilized to meet the 24 hour, 7 days a week service requirements.

- B. The Monroe County Department of Child Services is mandated by House Enrollment Act 1650 to develop protocol for implementation by the local department of child services, law enforcement agencies and the Prosecutor to ensure agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC 31-6-4-4 ©], to assure the appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6.5(d)], to agree on the handling of the initial assessment of "imminent danger of serious bodily harm" necessitating an "immediate, on-site investigation" and the need for joint investigation [IC31-6-11-11 (d)], to share completed reports among county department of child services, law enforcement agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)], to agree on procedures for taking color photographs [IC31-6-11-11(e)], and to agree on procedures for registry entry and access to registry information and advisement of registry entry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)].

- C. The Monroe County Department of Child Services is directed by Policy Directive 1-C-006 to develop a protocol for the implementation by the county Department of Child Services, law enforcement agencies and the local Coroner to ensure agreement on reporting and investigating child fatalities resulting from suspected child abuse or neglect.

OBJECTIVE:

- A. To ensure that telephone reports of child abuse or neglect are received in accordance with the Public Law, and to ensure that the Department of Child Services is notified of such reports in a timely and prompt manner.

- B. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the Prosecutor is established in accordance with House Enrollment Act 1650.
- C. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the County Coroner is established in accordance with the Department of Child Services Policy Directive 1-C-006.

PROCEDURES:

A. 24 hour telephone service

1. During normal working hours (Monday through Friday 8:00 a.m. to 4:30 p.m.) the Department of Child Services shall receive telephone reports of child abuse and neglect.
2. After normal working hours, weekends and holidays, the Bloomington Police Department will receive telephone reports of child abuse and neglect. Police will page the "on call" case manager for the Department of Child Services by calling 336-6641.
3. Telephone reports received by the Bloomington Police Department shall be recorded and contain the following information: Date and time the report was received, name, address and phone number of the complainant, (report must be taken even if the complainant will not give this information), name and address of the children involved, current whereabouts of children, name and address of the perpetrator, and nature of the complaint. The Bloomington Police Department will then page the "on call" case manager for the Department of Child Services by calling 336-6641.
4. When requested, the Bloomington Police Department will provide a police officer to accompany the Department of Child Services case manager when making contact with parents of the abused or neglected child and/or the alleged perpetrator if other than the parents.

B. House Enrollment Act 1650 Requirements

1. Agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC31-6-4-4 ©]- See Attachment 1.

2. Agreement on procedures to assure that appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6 (b), IC31-6-4-6.5 (d)]- See Attachment 2.
3. Agreement on handling of the initial assessment of “imminent danger of serious bodily harm” necessitating and “immediate, on-site investigation” and the need for a joint investigation [IC31-6-11-11(d)]- See Attachment 3.
4. Agreement on the sharing of completed reports among the local Department of Child Services, Law Enforcement Agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)]- See Attachment 4.
5. Agreement on the procedures for taking color photographs [IC31-6-11-11(n)(o)]- See Attachment 5.
6. Agreement on procedures for registry entry and access to registry information and advisement of registry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)]- See Attachment 6.

C. Department of Child Services Policy directive 1-C-006

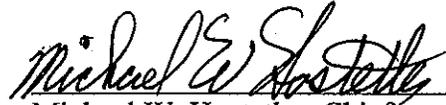
1. Agreement on procedures for the reporting and investigation of child fatalities resulting from suspected abuse or neglect- See Attachment 7.

ADDITIONAL INFORMATION

- D. It is understood that child abuse and neglect information received by the Bloomington Police Department is confidential and will be treated as such.
- E. Periodic meetings will be held by the Monroe County Department of Child Services Director and the Bloomington Police Department to work out any problems that might occur as a result of the agreement.
- F. The agreement is considered to be in force until such time as it is revised.



Lindsey A. Smith, Director
Monroe County Department of
Child Services



Michael W. Hostetler, Chief
Bloomington Police Department

25 Jan 07

Date

1-25-07

Date

**WORKING AGREEMENT BETWEEN THE
MONROE COUNTY DEPARTMENT OF CHILD SERVICES AND
THE ELLETTSVILLE POLICE DEPARTMENT**

PURPOSE:

- A. The Monroe County Department of Child Services is mandated by Public Law IC 31-6-4-3, Subsection A1-7 to provide 24 hour telephone service to receive child abuse and neglect reports on a 7 days a week basis. In order to meet this mandate of the above mentioned Public Law on a continuous basis, agencies that are open and available to the public must be utilized to meet the 24 hour, 7 days a week service requirements.

- B. The Monroe County Department of Child Services is mandated by House Enrollment Act 1650 to develop protocol for implementation by the local department of child services, law enforcement agencies and the Prosecutor to ensure agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC 31-6-4-4 ©], to assure the appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6.5(d)], to agree on the handling of the initial assessment of "imminent danger of serious bodily harm" necessitating an "immediate, on-site investigation" and the need for joint investigation [IC31-6-11-11 (d)], to share completed reports among county department of child services, law enforcement agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)], to agree on procedures for taking color photographs [IC31-6-11-11(e)], and to agree on procedures for registry entry and access to registry information and advisement of registry entry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)].

- C. The Monroe County Department of Child Services is directed by Policy Directive 1-C-006 to develop a protocol for the implementation by the county Department of Child Services, law enforcement agencies and the local Coroner to ensure agreement on reporting and investigating child fatalities resulting from suspected child abuse or neglect.

OBJECTIVE:

- A. To ensure that telephone reports of child abuse or neglect are received in accordance with the Public Law, and to ensure that the Department of Child Services is notified of such reports in a timely and prompt manner.

- B. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the Prosecutor is established in accordance with House Enrollment Act 1650.
- C. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the County Coroner is established in accordance with the Department of Child Services Policy Directive 1-C-006.

PROCEDURES:

A. 24 hour telephone service

1. During normal working hours (Monday through Friday 8:00 a.m. to 4:30 p.m.) the Department of Child Services shall receive telephone reports of child abuse and neglect.
2. After normal working hours, weekends and holidays, the Ellettsville Police Department will receive telephone reports of child abuse and neglect. Police will page the "on call" case manager for the Department of Child Services by calling 336-6641.
3. Telephone reports received by the Ellettsville Police Department shall be recorded and contain the following information: Date and time the report was received, name, address and phone number of the complainant, (report must be taken even if the complainant will not give this information), name and address of the children involved, current whereabouts of children, name and address of the perpetrator, and nature of the complaint. The Ellettsville Police Department will then page the "on call" case manager for the Department of Child Services by calling 336-6641.
4. When requested the Ellettsville Police Department will provide a police officer to accompany the Department of Child Services case manager when making contact with parents of the abused or neglected child and/or the alleged perpetrator if other than the parents.

B. House Enrollment Act 1650 Requirements

1. Agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC31-6-4-4 ©]- See Attachment 1.

2. Agreement on procedures to assure that appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6 (b), IC31-6-4-6.5 (d)]- See Attachment 2.
3. Agreement on handling of the initial assessment of “imminent danger of serious bodily harm” necessitating and “immediate, on-site investigation” and the need for a joint investigation [IC31-6-11-11(d)]- See Attachment 3.
4. Agreement on the sharing of completed reports among the local Department of Child Services, Law Enforcement Agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)]- See Attachment 4.
5. Agreement on the procedures for taking color photographs [IC31-6-11-11(n)(o)]- See Attachment 5.
6. Agreement on procedures for registry entry and access to registry information and advisement of registry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)]- See Attachment 6.

C. Department of Child Services Policy directive 1-C-006

1. Agreement on procedures for the reporting and investigation of child fatalities resulting from suspected abuse or neglect- See Attachment 7.

ADDITIONAL INFORMATION

- D. It is understood that child abuse and neglect information received by the Ellettsville Police Department is confidential and will be treated as such.
- E. Periodic meetings will be held by the Monroe County Department of Child Services Director and the Ellettsville Police Department to work out any problems that might occur as a result of the agreement.
- F. The agreement is considered to be in force until such time as it is revised.


Lindsey A. Smith, Director
Monroe County Department of
Child Services


Ron McGlocklin, Chief
Ellettsville Police Department

23 Jan 07
Date

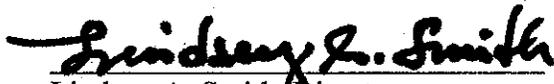
1-18-07
Date

**PROCEDURES FOR REFERRING JUVENILES FROM PROBATION
TO THE MONROE COUNTY DEPARTMENT OF CHILD SERVICES**

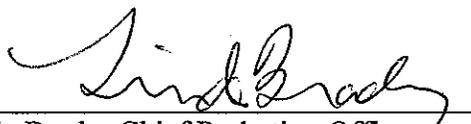
In order to facilitate services for children suspected of being involved in either abuse or neglect situations and to successfully and effectively communicate with the Department of Child Services, the following procedures will be implemented:

1. If, during the course of a Preliminary Inquiry or follow up interview, the Probation Officer either suspects or is made aware that a child is the victim of abuse or neglect, the officer is to immediately contact the Department of Child Services.
2. The officer is to call the Department of Child Services anytime by calling 336-6641 to make a report of abuse or neglect to a Department of Child Services case manager.
3. After receiving the report from the probation officer, the Department of Child Services case manager is to evaluate whether or not the physical and/or mental health of the child is seriously endangered, and the case manager will take action accordingly.

The above mentioned procedures are effective immediately and will be evaluated on an on-going basis with changes made as needed.


Lindsey A. Smith, Director
Monroe County Department of Child
Services

23 Jan 07
Date


Linda Brady, Chief Probation Officer
Monroe County Probation Department

1-16-07
Date

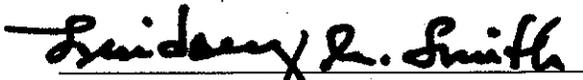
**INTERAGENCY AGREEMENT BETWEEN
MONROE COUNTY DEPARTMENT OF CHILD SERVICES
AND THE MONROE COUNTY PROSECUTOR**

In cases of child abuse and neglect, the MCDCS will:

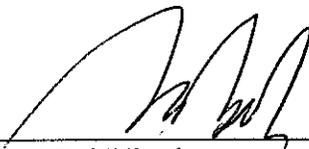
1. Provide the Prosecutor's Office with written reports of all substantiated cases.
2. Notify the Prosecutor immediately by phone in cases where collection of evidence for criminal investigation appears necessary.
3. Provide records otherwise requested by the Prosecutor.

The Monroe County Prosecutor's Office will:

1. Appoint the Victim's Assistance Coordinator as the liaison person to the MCDCS.
2. Communicate their involvement to the MCDCS to prevent the two departments from working at cross purposes on the same case.
3. Assist facilitating investigation of cases where specialized criminal investigation techniques are indicated.
4. Coordinate regular meetings between MCDCS, Prosecutor, Police, Probation, Schools and Center for Behavioral Health.



Lindsey A. Smith, Director
Monroe County Department of Child
Services



Robert "Bob" Beck
Monroe County Prosecutor's Office

23 Jan 07
Date

1/22/07
Date

**WORKING AGREEMENT BETWEEN THE
MONROE COUNTY DEPARTMENT OF CHILD SERVICES AND
THE INDIANA UNIVERSITY POLICE DEPARTMENT**

PURPOSE:

- A. The Monroe County Department of Child Services is mandated by Public Law IC 31-6-4-3, Subsection A1-7 to provide 24 hour telephone service to receive child abuse and neglect reports on a 7 days a week basis. In order to meet this mandate of the above mentioned Public Law on a continuous basis, agencies that are open and available to the public must be utilized to meet the 24 hour, 7 days a week service requirements.
- B. The Monroe County Department of Child Services is mandated by House Enrollment Act 1650 to develop protocol for implementation by the local department of child services, law enforcement agencies and the Prosecutor to ensure agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC 31-6-4-4 ©], to assure the appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6.5(d)], to agree on the handling of the initial assessment of "imminent danger of serious bodily harm" necessitating an "immediate, on-site investigation" and the need for joint investigation [IC31-6-11-11 (d)], to share completed reports among county department of child services, law enforcement agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)], to agree on procedures for taking color photographs [IC31-6-11-11(e)], and to agree on procedures for registry entry and access to registry information and advisement of registry entry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)].
- C. The Monroe County Department of Child Services is directed by Policy Directive 1-C-006 to develop a protocol for the implementation by the county Department of Child Services, law enforcement agencies and the local Coroner to ensure agreement on reporting and investigating child fatalities resulting from suspected child abuse or neglect.

OBJECTIVE:

- A. To ensure that telephone reports of child abuse or neglect are received in accordance with the Public Law, and to ensure that the Department of Child Services is notified of such reports in a timely and prompt manner.

- B. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the Prosecutor is established in accordance with House Enrollment Act 1650.
- C. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the County Coroner is established in accordance with the Department of Child Services Policy Directive 1-C-006.

PROCEDURES:

A. 24 hour telephone service

1. During normal working hours (Monday through Friday 8:00 a.m. to 4:30 p.m.) the Department of Child Services shall receive telephone reports of child abuse and neglect.
2. After normal working hours, weekends and holidays, the Indiana University Police Department will receive telephone reports of child abuse and neglect. Police will page the "on call" case manager for the Department of Child Services by calling 336-6641.
3. Telephone reports received by the Indiana University Police Department shall be recorded and contain the following information: Date and time the report was received, name, address and phone number of the complainant, (report must be taken even if the complainant will not give this information), name and address of the children involved, current whereabouts of children, name and address of the perpetrator, and nature of the complaint. The Indiana University Police Department will then page the "on call" case manager for the Department of Child Services by calling 336-6641.
4. When requested the Indiana University Police Department will provide a police officer to accompany the Department of Child Services case manager when making contact with parents of the abused or neglected child and/or the alleged perpetrator if other than the parents.

B. House Enrollment Act 1650 Requirements

1. Agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC31-6-4-4 ©]- See Attachment 1.

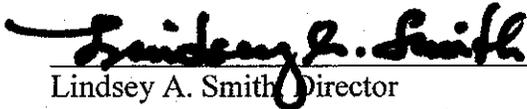
2. Agreement on procedures to assure that appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6 (b), IC31-6-4-6.5 (d)]- See Attachment 2.
3. Agreement on handling of the initial assessment of “imminent danger of serious bodily harm” necessitating and “immediate, on-site investigation” and the need for a joint investigation [IC31-6-11-11(d)]- See Attachment 3.
4. Agreement on the sharing of completed reports among the local Department of Child Services, Law Enforcement Agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)]- See Attachment 4.
5. Agreement on the procedures for taking color photographs [IC31-6-11-11(n)(o)]- See Attachment 5.
6. Agreement on procedures for registry entry and access to registry information and advisement of registry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)]- See Attachment 6.

C. Department of Child Services Policy directive 1-C-006

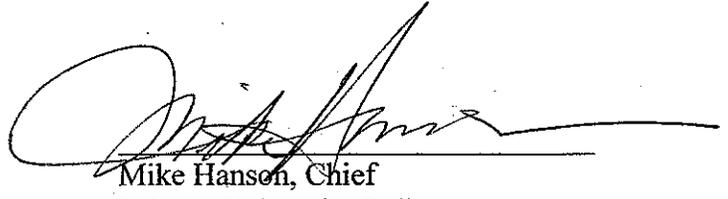
1. Agreement on procedures for the reporting and investigation of child fatalities resulting from suspected abuse or neglect- See Attachment 7.

ADDITIONAL INFORMATION

- D. It is understood that child abuse and neglect information received by the Indiana University Police Department is confidential and will be treated as such.
- E. Periodic meetings will be held by the Monroe County Department of Child Services Director and the Indiana University Police Department to work out any problems that might occur as a result of the agreement.
- F. The agreement is considered to be in force until such time as it is revised.



Lindsey A. Smith, Director
Monroe County Department of
Child Services



Mike Hanson, Chief
Indiana University Police
Department

23 Jan 07

Date

01.22.07

Date

**WORKING AGREEMENT BETWEEN THE
MONROE COUNTY DEPARTMENT OF CHILD SERVICES AND
THE MONROE COUNTY SHERIFF'S DEPARTMENT**

PURPOSE:

- A. The Monroe County Department of Child Services is mandated by Public Law IC 31-6-4-3, Subsection A1-7 to provide 24 hour telephone service to receive child abuse and neglect reports on a 7 days a week basis. In order to meet this mandate of the above mentioned Public Law on a continuous basis, agencies that are open and available to the public must be utilized to meet the 24 hour, 7 days a week service requirements.
- B. The Monroe County Department of Child Services is mandated by House Enrollment Act 1650 to develop protocol for implementation by the local department of child services, law enforcement agencies and the Prosecutor to ensure agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC 31-6-4-4 ©], to assure the appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6.5(d)], to agree on the handling of the initial assessment of "imminent danger of serious bodily harm" necessitating an "immediate, on-site investigation" and the need for joint investigation [IC31-6-11-11 (d)], to share completed reports among county department of child services, law enforcement agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)], to agree on procedures for taking color photographs [IC31-6-11-11(e)], and to agree on procedures for registry entry and access to registry information and advisement of registry entry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)].
- C. The Monroe County Department of Child Services is directed by Policy Directive 1-C-006 to develop a protocol for the implementation by the county Department of Child Services, law enforcement agencies and the local Coroner to ensure agreement on reporting and investigating child fatalities resulting from suspected child abuse or neglect.

OBJECTIVE:

- A. To ensure that telephone reports of child abuse or neglect are received in accordance with the Public Law, and to ensure that the Department of Child Services is notified of such reports in a timely and prompt manner.

- B. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the Prosecutor is established in accordance with House Enrollment Act 1650.
- C. To ensure that a protocol involving the local Department of Child Services, Law Enforcement Agencies and the County Coroner is established in accordance with the Department of Child Services Policy Directive 1-C-006.

PROCEDURES:

A. 24 hour telephone service

1. During normal working hours (Monday through Friday 8:00 a.m. to 4:30 p.m.) the Department of Child Services shall receive telephone reports of child abuse and neglect.
2. After normal working hours, weekends and holidays, the Monroe County Sheriff's Department will receive telephone reports of child abuse and neglect. Police will page the "on call" case manager for the Department of Child Services by calling 336-6641.
3. Telephone reports received by the Monroe County Sheriff's Department shall be recorded and contain the following information: Date and time the report was received, name, address and phone number of the complainant, (report must be taken even if the complainant will not give this information), name and address of the children involved, current whereabouts of children, name and address of the perpetrator, and nature of the complaint. The Monroe County Sheriff's Department will then page the "on call" case manager for the Department of Child Services by calling 336-6641.
4. When requested the Monroe County Sheriff's Department will provide a police officer to accompany the Department of Child Services case manager when making contact with parents of the abused or neglected child and/or the alleged perpetrator if other than the parents.

B. House Enrollment Act 1650 Requirements

1. Agreement on the use of protective orders to remove the alleged perpetrator in abuse investigations [IC31-6-4-4 ©]- See Attachment 1.

2. Agreement on procedures to assure that appropriate family members are given consideration in any emergency placement of a child alleged to be a child in need of services (CHINS) [IC31-6-4-6 (b), IC31-6-4-6.5 (d)]- See Attachment 2.
3. Agreement on handling of the initial assessment of “imminent danger of serious bodily harm” necessitating and “immediate, on-site investigation” and the need for a joint investigation [IC31-6-11-11(d)]- See Attachment 3.
4. Agreement on the sharing of completed reports among the local Department of Child Services, Law Enforcement Agencies, Prosecutor, Court and Child Protection Team [IC31-6-11-11 (f)(j)(k)(l)]- See Attachment 4.
5. Agreement on the procedures for taking color photographs [IC31-6-11-11(n)(o)]- See Attachment 5.
6. Agreement on procedures for registry entry and access to registry information and advisement of registry to parents and the alleged perpetrator [IC31-6-11-11(n)(o)]- See Attachment 6.

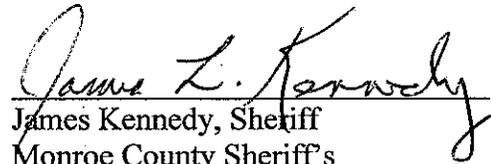
C. Department of Child Services Policy directive 1-C-006

1. Agreement on procedures for the reporting and investigation of child fatalities resulting from suspected abuse or neglect- See Attachment 7.

ADDITIONAL INFORMATION

- D. It is understood that child abuse and neglect information received by the Monroe County Sheriff's Department is confidential and will be treated as such.
- E. Periodic meetings will be held by the Monroe County Department of Child Services Director and the Monroe County Sheriff's Department to work out any problems that might occur as a result of the agreement.
- F. The agreement is considered to be in force until such time as it is revised.


Lindsey A. Smith, Director
Monroe County Department of
Child Services


James Kennedy, Sheriff
Monroe County Sheriff's
Department

23 Jan 07
Date

1-23-07
Date

**INTERAGENCY AGREEMENT BETWEEN
MONROE COUNTY DEPARTMENT OF CHILD SERVICES AND
MONROE COUNTY CASA**

In the cases in which a CASA has been assigned, the Monroe County Department of Child Services will:

1. Invite the CASA staff and appropriate CASA to attend case conferences which review individual cases, and make files and records available to CASA.
2. Respond promptly (within 48-72 hours) to communication from the CASA.
3. Consult with the CASA in decision-making regarding visitation, placement and so on.
4. Notify the CASA about specific disposition and emergency changes in visitation and placement as they occur.
5. Support the CASA program and help educate families as to the role of the CASA.
6. Promote cooperation and a team effort in the disposition of cases.
7. Be available if at all possible when the CASA staff comes to the Department of Child Services for monthly staffing of cases.

The Monroe County CASA Program will:

1. Require the attendance of the CASA at case conferences, and when they are unavailable to attend, send a representative from the office to attend in their place.
2. Require that the CASA be in contact with the case manager involved in the case on a monthly basis.
3. Respond promptly (within 48-72 hours) to communication from the case manager.
4. Promote cooperation and team effort in the disposition of cases.
5. Require the CASA to keep the case manager informed of his/her position and recommendations as the case progresses and particularly in preparation for court hearings (no later than 7-10 days prior to the hearing).
6. Send a staff representative to participate in joint meetings of CASA and case managers, and CASA and foster parents as needed or requested.
7. Provide staff supervision of the CASA in each case.

Lindsey A. Smith
Lindsey A. Smith, Director
Monroe County Department of Child
Services

Jill M. Joliff
Jill Joliff, Director
Monroe County CASA

23 Jan 07
Date

1/19/07
Date

**INTERAGENCY AGREEMENT BETWEEN
MONROE COUNTY DEPARTMENT OF CHILD SERVICES AND
FAMILY SERVICES OF MONROE COUNTY**

Family Services Association of Monroe County will:

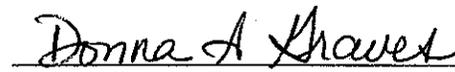
1. Accept referrals from Monroe County Department of Child Services and recommend an appropriate method of treatment.
2. Meet with Monroe County Department of Child Services as needed to discuss cases.
3. Provide written reports on a quarterly basis for children and families in treatment.

Monroe County Department of Child Services will:

1. Refer appropriate families and individuals to Family Services Association for use of Title XX or Medicaid funded programs.
2. Meet with clinical staff as needed to discuss treatment goals and changes in the case plan.



Lindsey A. Smith, Director
Monroe County Department of Child
Services



Donna Graves, Executive Director
Family Services Association

23 Jan 07
Date

1-18-07
Date

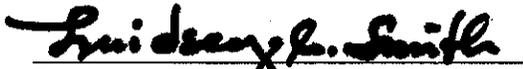
**INTERAGENCY AGREEMENT BETWEEN
MONROE COUNTY DEPARTMENT OF CHILD SERVICES
AND FAMILY SOLUTIONS**

Family Solutions will:

1. Accept referrals from Monroe County Department of Child Services and recommend an appropriate method of treatment.
2. Meet with Monroe County Department of Child Services as needed to discuss cases.
3. Provide written reports as needed for children and families in treatment.

Monroe County Department of Child Services will:

1. Refer appropriate families and individuals to Family Solutions for use of the IV-B or county funded programs.
2. Meet with clinical staff as needed to discuss treatment goals and changes in case plan.


Lindsey A. Smith, Director
Monroe County Department of Child
Services


Nancy Hughes, Executive Director
Family Solutions

23 Jan 07

1-16-07

**INTERAGENCY AGREEMENT BETWEEN
MONROE COUNTY DEPARTMENT OF CHILD SERVICES
AND THE
MONROE COUNTY COMMUNITY SCHOOL CORPORATION**

The procedural policy has been developed and reduced to writing so that the Monroe County Community School Corporation and the Department of Child Services will be in compliance with Chapters 4 and 11 of the Juvenile Code.

General

The School Social Service Department of the Monroe County Community School Corporation shall be the designated agent to whom all cases of suspected child abuse or neglect will be immediately reported within the Monroe County community School Corporation.

Child Abuse

1. Upon receipt of a report of suspected child abuse, the school social worker shall immediately go to the school to talk with the student and appropriate school personnel. The school nurse will assist in the determination of suspected abuse. In cases of suspected sexual abuse the school nurse may or not be involved in the initial screening. In order to minimize trauma to a child due to repeated questioning of the child, and to avoid potential legal problems with cases that may be prosecuted, the purpose of the initial involvement of the school social worker and school nurse should be that of a preliminary screening rather than a full investigation. The full investigation will be the task of the Department of Child Services case manager. The procedures to be followed and the roles of school and DCS personnel will be explained to the student.
2. The school social worker will work cooperatively with a representative of the Department of Child Services in the initial investigation including, where appropriate, interviewing the student and parent. The school social worker shall assist in obtaining the full cooperation of other school personnel in completing the investigation of suspected child abuse.
3. The school social worker will be kept apprised of the subsequent development of a treatment plan in all cases that have been referred because of abuse. This will enable the school social worker to provide supportive services to the student and school personnel as well as to promote communication with the primary therapist.

Child Neglect

1. The services of the school nurse will be utilized where appropriate.

2. In cases of neglect, the nurse or school social worker will contact the Department of Child Services at 336-6641 to make the report of possible neglect. The Monroe County Community School Corporation Social Worker and the personnel of the Department of Child Services will work cooperatively in following up on cases of neglect to promote ongoing communication and coordination of services.

Lindsey A. Smith
Lindsey A. Smith, Director
Monroe County Department of Child
Services

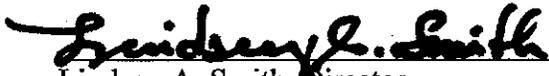
Gary Plaford
Gary Plaford, Coordinator
MCCSC Social Services

23 Jan 07
Date

January 19, 2007
Date

**INTERAGENCY AGREEMENT BETWEEN
MONROE COUNTY DEPARTMENT OF CHILD SERVICES AND
RICHLAND-BEAN BLOSSOM SCHOOL CORPORATION**

1. Richland-Bean Blossom School Corporation shall report all suspected incidents of child abuse and neglect in accordance with IC.31-6-11-3.
2. All reports of suspected child abuse and neglect shall be directed by school staff to the school principal or designee.
3. The principal shall serve as the conduit to the Department of Child Services by calling 336-6641 and will be responsible to report all alleged child abuse or neglect directly to the Department of Child Services.
4. Interviews or contact with students at school for the purposes of investigation of reports of alleged child abuse or neglect will be arranged by the Department of Child Services case manager communicating the request to the principal or designee.
5. All school principals or designee shall cooperate in permitting the Department of Child Services case managers contact with students without prior notification to the parents. Contact with the students will include an interview and the photographing of evidence of physical injury to the child, if any. The Department of Child Services will be responsible for informing the parents that the child has been interviewed.
6. School principals or designee may be present during the interview between the child and the Department of Child Services case manager if the case manager deems it appropriate and the child does not disagree.
7. All required written follow up reports of the Department of Child Services investigation shall be directed to the principal. These follow up reports will be handled discreetly and confidentially by the principal.
8. The principal or designee shall serve as the contact or liaison with the Department of Child Services in other related matters (e.g informing the school of legal action taken on behalf of the child).


Lindsey A. Smith, Director
Monroe County Department of Child
Services


Dr. Tom Eddington, Superintendent
Richland Bean Blossom
School Corporation

23 Jan 07
Date

January 18, 2007
Date

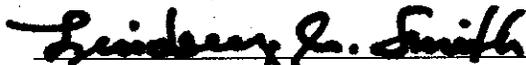
**INTERAGENCY AGREEMENT BETWEEN THE
MONROE COUNTY YOUTH SERVICES BUREAU/SHELTER
AND THE
MONROE COUNTY DEPARTMENT OF CHILD SERVICES
FOR PROVISION OF EMERGENCY SERVICES**

The Youth Services Bureau/Shelter will:

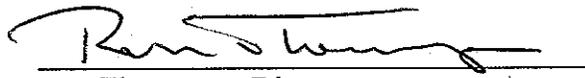
1. Provide emergency shelter to MCDCS referrals ages 8 through 17.
2. Services provided include room and board and transportation to and from school. Other transportation is provided on staff available basis. Counseling for the youth and/or family members is provided if requested by the department, on a staff-available basis.
3. Consult with the Department of Child Services staff as needed concerning cases.
4. Provide written reports when requested for youth in shelter.

The Monroe County Department of Child Services will:

1. Refer appropriate youth to the shelter as needed.
2. Consult with Youth Services Bureau staff as needed concerning cases.
3. Pay a per diem to the Youth Services bureau for youth placed in the shelter and provide for the cost of services not included to the per diem. These other costs will include medical care, school expenses, clothing, and counseling services not provided by the Youth Services Bureau Staff.
4. Make every effort to secure an alternative living arrangement for the youth within 30 days of admission to the shelter.


Lindsey A. Smith, Director
Monroe County Department of Child
Services

23 Jan 07
Date


Ron Thompson, Director
Monroe County Youth Services
Bureau/ Youth Shelter

1/19/07
Date

Owen County Protocols

RECEIVED

OCT 02 2008

OWEN COUNTY DEPT. OF CHILD SERVICES
AND DIVISION OF FAMILY RESOURCES

**Protocol between Owen County Local Office of the Department of Child Services
and Law Enforcement Agencies for Owen County**

Pursuant to IC 31-33-8-2 and 8-9, the local office of the Indiana Department of Child Services (DCS) must make information on reported child abuse and neglect available to local Law Enforcement Agencies when a joint investigation of abuse or neglect is needed.

There are options for the delivery of this reported information. Delivery may be:

as a soft copy, via electronic means, i.e. email

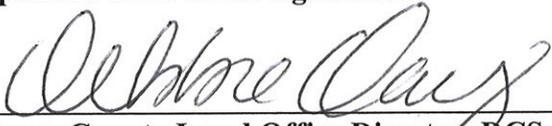
as a hard copy, sent via facsimile (FAX)

as a hard copy, hand delivered by DCS staff members (an itemized list will be attached with a signature line to verify receipt of reports)

By marking an above option, the Law Enforcement Agency and the Owen County Local Office of the Department of Child Services agrees to use that specified delivery option.

DCS will need to make the information available to law enforcement as immediately as is possible, so that investigations are not prolonged unnecessarily, waiting upon information.

Agreement with this protocol is acknowledged by signatures below and effective upon the dates of the signatures.



Owen County Local Office Director, DCS

10/7/08
Date



Owen County Law Enforcement Agency

09/30/08
Date

greg.dunny@owencounty.in.gov

Protocol between Owen County Local Office of Department of Child Services and the Prosecutor for Owen County

Pursuant to IC 31-33-8-5, the local office of the Indiana Department of Child Services (DCS) must deliver to the County Prosecutor all substantiated investigations of child abuse or neglect.

There are options for the delivery of the substantiated investigations. They may be delivered:

___ as a soft copy, via electronic means, i.e. email

___ as a hard copy, sent via the United States Postal Service (an itemized list will be attached with a signature line to verify receipt of substantiated reports to be faxed or mailed back to DCS).

as a hard copy, hand delivered by DCS staff members (an itemized list will be attached with a signature line to verify receipt of substantiated reports)

By marking an above option, the Owen County Prosecutor and the Owen County Local Office of Department of Child Services agrees to use that specified delivery option.

Prosecutors and local DCS staff may wish to agree on the frequency of delivery of the substantiated investigations and may choose one of the following timelines or specify the timeline that works for the County:

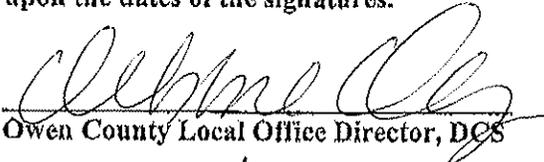
___ daily, as substantiated investigations are approved in the local office

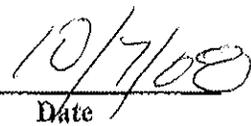
___ weekly, on Friday

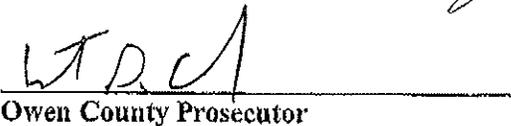
monthly, on the last day of month

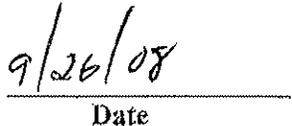
___ other planned frequency: _____

Agreement with this protocol is acknowledged by signatures below and is effective upon the dates of the signatures.


Owen County Local Office Director, DCS


Date


Owen County Prosecutor


Date