



Region 2

Biennial Regional Services Strategic Plan Child Protection Plan and Service Array Plan

Section 2 – Child Protection Plan

SFY 2013-2014

February 2, 2012

CHILD PROTECTION PLAN

I. Region 2

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

County: <u>Jasper</u>	Code: <u>37</u>
County: <u>LaPorte</u>	Code: <u>46</u>
County: <u>Newton</u>	Code: <u>56</u>
County: <u>Porter</u>	Code: <u>64</u>
County: <u>Pulaski</u>	Code: <u>66</u>
County: <u>Starke</u>	Code: <u>75</u>
County: _____	Code: _____
County: _____	Code: _____
County: _____	Code: _____

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 regional 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.)

- X Public Notice was given by the Local Office Director and Regional Manager
- 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)
- X The following news media were notified that a public hearing was to be held: August 3, 2011

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

- D. Sign-in sheet(s) for the public hearing(s) and a copy of any written testimony presented can be found in the public testimony section of this plan.

IV. **The Staffing and Organization of the Local Child Protection Service**

- A. Describe the number of staff and the organization of the local child protection services (CPS) including any specialized unit or use of back-up personnel.

NOTE: The term CPS refers only to the reporting and assessment of child abuse and neglect

1. 15 Number of Family Case Managers assessing abuse/neglect reports full time.
2. 15 Number of Family Case Managers with dual responsibilities; e.g., 50% CPS assessments 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. 7 Number of Family Case Manager Supervisor IVs supervising both CPS work and ongoing services; e.g., 50% CPS and 50% ongoing services.
5. 6 Number of clerical staff with only CPS support responsibilities.
6. 11 Number of clerical staff with other responsibilities in addition to CPS support.
7. Do any of the Local Office Directors within the region directly supervise CPS?
Yes X No

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

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

2. All calls concerning suspected child abuse and neglect are received through the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556, including all times when the local DCS offices are closed.

- C. Describe your current system of screening calls and reporting allegations of child abuse and neglect. (Attach any tools you presently use if helpful.)

The Indiana Child Abuse and Neglect Hotline (hereinafter "Hotline") receives all calls from inside and outside the state regarding the suspected abuse and neglect of children occurring within the state of Indiana. Intake Specialists, most of whom have been Family Case Managers, gather the information from each caller and make a recommendation to the professional caller. The Intake Specialist bases that recommendation on current laws, policies, and practices regarding abuse or neglect. The Intake Specialist emails the Hotline Supervisor for approval of his or her decision. If the decision is to assess, the Supervisor routes the assessment to the local office via Magik/ICWIS. Local office staff members continuously monitor email for new intakes. If the report is screened out, the Hotline Supervisor will email the screened out report to a second Hotline Supervisor for an additional approval. If the two Hotline Supervisors disagree, the Deputy Director and/or Director of the Hotline become involved in the decision. Finally, Regional Managers can review each screen out within their areas and provide input. The Screen Out Committee, consisting of various DCS central office staff and field staff from across the state, as well as a member of a local CPT review a sample of the screen outs and provide quality control feedback on a weekly basis. The Screen Out Committee rotates weekly and each team serves for three or four sessions over a several month period.

If an immediate response to a report is required, the Intake specialist calls the local office via telephone during regular business hours. After hours, the Intake Specialist provides the on call designee essential information needed to immediately initiate the assessment. The written documentation is then forwarded via Magik/ICWIS as well as through email to the distribution list for that county.

From 4:30-9:30p, Sunday-Thursday, the on-call designee is notified via telephone of all 24 hour response time reports. Upon Hotline Supervisor approval, 24 hour response time reports will also be emailed to the unassigned caseload for the county, as well as to the people on the identified distribution list for that county. From 9:30p-7:00a, the Hotline will contact the on-call designee **ONLY** for reports requiring an immediate initiation. This process is effective for Sunday, Monday, Tuesday, Wednesday and Thursday overnights. Beginning Friday at 4:30 PM, the Hotline will resume using the after hour communication process for 24 hour reports, and Information/Referrals. The Hotline staff will continue that process on Saturdays, Sundays and Holidays for all 24 hour reports and Information/Referrals. The Information/Referrals will include all information regarding wards.

The 24 hour reports will also be emailed to the people on the email distribution list and the Information and Referrals will continue to be emailed to the appropriate individuals during all shifts. All other practices with regard to contacting the local offices for reports will remain the same.

If an immediate response is required, the Intake specialist calls the local office on call designee (Family Case Manager) via telephone. The Intake Specialist provides the on call designee essential information needed to immediately initiate the assessment. The written documentation is then forwarded via Magik/ICWIS.

Upon Hotline Supervisor approval, twenty four hour response time reports are emailed to the unassigned caseload for the county, as well as to the people on the identified distribution list for that county. This process is effective for Sunday, Monday, Tuesday, Wednesday and Thursday overnights. Beginning Friday at 4:30 PM, the Hotline will resume using the after hour communication process for 24 hour reports, and Information/Referrals. The Hotline staff will continue that process on Saturdays, Sundays and Holidays for all 24 hour reports and Information/Referrals. The Information/Referrals will include all information regarding wards.

The 24 hour reports will also be emailed to the people on the email distribution list and the Information and Referrals will continue to be emailed to the appropriate individuals during all shifts. All other practices with regard to contacting the local offices for reports will remain the same.

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. See Chapter 3, Section 9 of the Child Welfare Manual (Initiation Times for Assessment).

Yes x No

b. Immediately, but not later than one hour if the child is in imminent danger of serious bodily harm.

Yes x No

2. Please indicate who will assess abuse complaints received during and after working hours. (Check all that apply)

a. X CPS

b. X CPS and/or Law Enforcement Agency (LEA)

c. LEA only

3. Please indicate when neglect assessments will be initiated. See Chapter 3, Section 9 of the Child Welfare Manual (Initiation Times for Assessment).

a. Immediately, but not later than one hour if the safety or well-being of the child appears to be endangered.

Yes x No

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

Yes x No

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

a. X CPS only

b. X CPS and/or 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 x No

F. Describe the policy and procedure you follow when receiving complaints of institutional child abuse/neglect from the Hotline. State assessments: Please describe procedures for reporting allegations in state institutions and facilities. Refer to Indiana Child Welfare Manual Chapter 4, Section 30 Institutional Assessments:

1. Statewide Assessments: The Indiana Department of Child Services Hotline receives and processes reports of possible Child Abuse and/or Neglect (CA/N) that occurred in an institution setting located within the state.

Licensed residential placement providers are mandated reporters and are required to report CA/N incidents and allegations. The Hotline staff will determine if the incident/allegation rises to the level of legal sufficiency to warrant further assessment. If the CA/N report is screened in for further assessment, the newly formed ICPS unit will assess allegations of abuse and neglect in group homes, residential treatment centers, and emergency shelter care centers, as well as licensed day care center, schools, and correctional facilities. Foster Homes will continue to be assessed by the local DCS office staff where the alleged incident occurred.

New CA/N allegations that involve the above listed institutional types are assigned to the ICPS unit by the Hotline. The ICPS Director will assign the new report to the ICPS assessor in the respective Super Region for follow up. There are currently ten (10) ICPS Family Case Managers based in local DCS offices throughout the state. The ICPS unit handles the 24 hour and 5 day response times. In cases where immediate attention is warranted, ICPS staff works in tandem with the Hotline and DCS local offices to ensure one hour response times are achieved and child safety is established. All reports that are assigned but after assessment do not rise to the level of substantiation will be refer to the Residential Licensing unit for further review.

Institutions include:

- Licensed childcare homes and centers,
- Public and private schools,
- Hospitals,
- Group homes,
- Residential treatment centers,
- Emergency shelter care centers,
- Correctional facilities, and
- Unlicensed registered child care ministries.

DCS or an LCPA licensing worker may use the results of the assessment as the basis for revocation of a license if CA/N is substantiated or a rule violation is established. Also, the results of the licensing allegation may be used as the basis for probationary status.

Please see Indiana Child Welfare Policy Manual, Chapter 3, Section 4 Initial Evaluation of Child Abuse and/or Neglect (CA/N) Intake Reports and Chapter 4, Section 1 Reviewing the Child Abuse and/or Neglect Intake Report and Other Records for further information.

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 assessment. Disclosure of this information by design or by neglect shall be considered grounds for disciplinary action.

2. Abandoned infants (IC 31-9-2-0.5, as amended): **Please describe procedures for taking custody of an “abandoned infant,” for purposes of IC 31-34-21-5.6, (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 set out below 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. **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 attached protocols

- 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 Policy Manual Chapter 3, Section 11).**

The Hotline will refer an abuse/neglect report for assessment to the local office where the incident occurred. If it is determined that the incident occurred in another county or additional county to where the Hotline sent the assessment, the local office shall communicate and/or coordinate that information.

If a caller reveals an incident occurred out of state, the Hotline staff will provide the caller with contact information regarding the state where the allegation occurred and may email or fax a copy of any report taken to that agency.

If the Hotline receives a call from another state referencing abuse and/or neglect that allegedly occurred in Indiana, Hotline staff will determine if the report meets legal sufficiency to assign for assessment and determine where the incident occurred prior to emailing the complaint to the local office.

If the Hotline receives a call from another state seeking home study or placement study, that information is documented as a service request and provided to the local office. The local office shall determine whether or not they will respond to the request. The Hotline will also refer the report to the ICPC unit via email.

If the Indiana Child Abuse and Neglect Hotline receives a call from another state requesting a service request to check on children that were placed in Indiana by the calling state, the Hotline will notify the local office to complete a safety check on the placed children and will notify ICPC immediately of the potential illegal placement.

- **Describe special circumstances warranting an inter-county investigation (Refer to Indiana Child Welfare Policy Manual Chapter 3, Section 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 local office may transfer the report to another county or region for assessment.

**I. Describe the manner in which the confidentiality of records is preserved.
(Refer to Indiana Child Welfare Policy Manual Chapter 2, Section 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 abides by Indiana law and shares confidential information with only those persons entitled by law 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 the 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".

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).

J. **Describe the follow-up provided relative to specific Assessments (See Chapter 4, Section 21 of the Indiana Child Welfare Policy Manual) :**

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;
6. Schools
7. Anyone entitled by law to receive such information.
8. A child Caring Institution licensed under IC 31-27
9. A group home licensed under IC 31-27 or IC 12-28-4
10. A secure private facility; or
11. A Child Placing Agency (as defined in IC 31-9-2-17-5)

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).

K. **Describe GAL/CASA appointments in your region.**

Describe how guardian ad litem or court appointed special advocates are appointed in your region. If there are different procedures with the counties in your region, please specify.

What percentages of CHINS cases are able to have advocates assigned?
100 %

L. **Describe the procedure for Administrative Review for Child Abuse or Neglect Substantiation (CAPTA) in DCS (See Indiana Child Welfare Policy Manual, Chapter 2).**

The Administrative Review is a process by which the alleged perpetrator, who has had allegations substantiated on or after October 15, 2006, has the opportunity to have a review of the assessment done by an Indiana Department of child Services (DCS) employee not previously involved in the case. The alleged perpetrator can present information for the Administrative Review with his or her request to unsubstantiate the allegations.

A request for Administrative Review must be submitted by the alleged perpetrator and **received** by the DCS local office within **fifteen (15) calendar days** from the date that the

Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review (State Form 54317) was mailed or hand delivered to the alleged perpetrator.

Note: If the request for an Administrative Review deadline is on a day that the DCS local office is closed, the deadline is extended to the next business day.

If the substantiation is against a minor, the request for Administrative Review must be submitted by at least one (1) of the child's:

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

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 DCS Local Office Division Manager in the county responsible for the assessment; or
4. The Regional Manager in the region responsible for the assessment.

If the DCS Local Office Director, Deputy Director, Division Manager or Regional Manager was the person who approved the initial Assessment of Child Abuse or Neglect (SF113/CW0311) determination, or was otherwise involved in the assessment, preparation of the report, or has a conflict of interest, he or she will not conduct the Administrative Review. The Administrative Review will be conducted by someone who does not have a conflict.

The individual identified by DCS to conduct the Administrative Review may at his or 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.

DCS will require that the Administrative Review decision is made by the appropriate DCS Local Office Director, Regional Manager, Local Office Deputy Director or Division Manager. Community CPT's are prohibited from making the decision.

The objectives of an Administrative Review are to:

1. Provide an internal review of the assessment by DCS at the request of the perpetrator; to determine whether or not the assessment provides a preponderance of evidence to support the conclusion to substantiate the allegation(s);
2. Provide an opportunity for the alleged perpetrator to submit documentation (not testimony) regarding the allegation(s) substantiated to challenge the substantiation;
3. Comply with due process requirements that mandate DCS to offer a person identified as a perpetrator the opportunity to challenge allegations classified as

substantiated. An Administrative Review is one step in the DCS administrative process.

If a Court's finding(s) support the substantiation, DCS **will not conduct** an Administrative Review, the person will remain on the Child Protection Index (CPI) and any request for Administrative Review will be denied. Findings of this type can be found in a Child in Need of Services (CHINS) or criminal/juvenile delinquency case orders.

1. A court in a Child in Need of Services (CHINS) case may determine that the report of child abuse and/or neglect is properly substantiated, child abuse and/or neglect occurred or a person was a perpetrator of child abuse and/or neglect. The determinations made by the court are binding.
2. A criminal (or juvenile delinquency) case may result in a conviction of the person identified as an alleged perpetrator in the report (or a true finding in a juvenile delinquency case). If the facts of substantially similar facts that provided a necessary element for the conviction also provided the basis for the substantiation, the conviction supports the substantiation and is binding.

If a CHINS Court orders a finding that the alleged child abuse or neglect identified in the report did not occur; or the person named as a perpetrator in a report of suspected child abuse or neglect was not a perpetrator of the alleged child abuse or neglect, DCS **will not conduct** an Administrative Review. The finding of the court is binding and the report will be unsubstantiated consistent with the court's finding. The DCS local office will notify the alleged perpetrator of the assessment conclusion, whether or not an Administrative Review occurs based on the court's finding.

The individual identified by DCS to conduct the Administrative Review may deny the Administrative Review, uphold the classification of the allegation(s) as substantiated, reverse the allegations classified as substantiated or reopen the assessment so that additional information can be obtained. The individual identified by DCS to conduct the Administrative Review may not stay the administrative review process.

Note: For those Administrative Reviews that were stayed before the effective date of this policy, the administrative review process must be reactivated in accordance with the stay letter provided to the alleged perpetrator.

DCS will complete the Administrative Review and will notify the DCS local office of the decision so that appropriate action can be taken consistent with the decision. The individual identified by DCS to conduct the Administrative Review will also notify the alleged perpetrator in writing of the outcome within **fifteen (15) calendar days** from the DCS local office receipt of the alleged perpetrator's request.

If the DCS Local Office Director, Regional Manager, Local Office Deputy Director, or Division Manager, determines that further assessment and reconsideration of the Assessment of Child Abuse and Neglect (SF113/CW0311) is necessary, the above named person that made the determination, will notify the DCS Local Office Director or designee of the decision and will:

1. Notify the alleged perpetrator by sending the Notice of Administrative Review Decision and Right to Administrative Appeal (State Form 54319) informing the alleged perpetrator 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) is to be 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 and licensed resource parents. See separate policy, 2.3 Child Care Worker Assessment Review Process.

This policy does not apply to CA/N substantiated cases involving DCS employees. See separate policy, 2.4 Assessment 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 the alleged perpetrator to request an Administrative Appeal Hearing if substantiated allegations of Child Abuse and/or Neglect (CA/N) are upheld in the DCS Administrative Review. The process outlined herein will apply to all substantiated of CA/N determinations made on or after October 15, 2006.

If the substantiated assessment is against a minor perpetrator, the request for an Administrative Appeal Hearing must be made by the child's parent, guardian, custodian, attorney, Guardian ad Litem (GAL), or Court Appointed Special Advocate (CASA).

DCS requires that all requests for Administrative Appeal Hearing by an alleged perpetrator utilize the Request an Administrative Appeal Hearing for Child Abuse and/or Neglect Substantiation (CAPTA081003AAH) and that the request be received by DCS Hearings and Appeals within **thirty (30) calendar days** (if request hand delivered) or **thirty-three (33) calendar days** (if request mailed) from the date identified on the Notice of Administrative Review Decision and Right to Administrative Appeal (State Form 54319).

Note: If the request for an Administrative Appeal is received on a day that the DCS Hearings and Appeals is closed, the next business day is considered the receipt date. If the request deadline is on a day that the DCS local office is closed, the deadline is extended to the next business day.

If the substantiated assessment is against a DCS Employee or a child care worker as defined in DCS policies Chapter 2, Section 3 Child Care Worker Assessment Review (CCWAR) Process and Chapter 2, Section 4 Assessment and Review of DCS Staff Alleged Perpetrators, the Administrative Appeal Hearing will be held within twenty (20) calendar Days of the date the request is received by Hearings and Appeals, unless the alleged perpetrator (appellant) requests an extension of time for hearing preparation or other good cause as outlined in 470 IAC 1-4.

Note: If the alleged perpetrator is a DCS employee or a child care worker, DCS cannot ask for a continuance. For other alleged perpetrators, DCS can request a continuance but must follow the same requirements as the alleged perpetrator.

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

Yes x No _____

The above reviews will occur regardless of the attendance of the alleged perpetrator. DCS will require that the CCWAR occur prior to supervisory approval of the assessment finding.

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

Yes x No _____

V. Community Child Protection Team (CPT)

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

County	Yes	No
Jasper	Yes	
LaPorte	Yes	
Newton	Yes	
Porter	Yes	
Pulaski	Yes	
Starke	Yes	

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

County	Weekly	Monthly	Telephone	As necessary, but at least bi-monthly	Date of last meeting
Jasper		X			6/20/2011
LaPorte		X			7/12/2011
Newton		X			6/21/2011
Porter		X			6/17/2011
Pulaski		X			6/06/2011
Starke		X			6/15/2011

C. How many meetings were held in:

1. SFY 2010 64
2. SFY 2011 33

D. Are emergency CPT meetings held?

Yes No

If yes, how many:

- a. in SFY 2010? N/A
- b. in SFY 2011? N/A

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

1. in SFY 2010? 9

2.in SFY 2011? 9

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

1. in SFY 2010? 463
2. in SFY 2011? 294

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

1. in SFY 2010? 0
2. in SFY 2011? 0

H. Please list **names 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 DCS or director's designee
- 2-3 Two (2) designees of juvenile court judge
4. County prosecutor or prosecutor's designee
5. County sheriff or sheriff's designee
6. **Either** president of county executive or president's designee **or** executive of consolidated city or executive's designee
7. Director of CASA or GAL program or director's designee (*See note after #11.)

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

8. **Either** public school superintendent or superintendent's designee **or** director of local special education cooperative or director's designee
- 9-10. Two (2) persons, each of whom is a physician or nurse experienced in pediatrics or family practice

11. One (1) citizen of the community

12. Other (Crisis Center)

County- Jasper	Name of CPT Member	Title of CPT Member
	Sharon Mathew	Local Office Director
	Monica Oliver	FCM Supervisor
	Michael Sinks	Chief Probation Officer
	Michael Spangler	Probation Officer
	Stacy Montemeyer	Probation Officer
	Cindy Urbano	Juvenile Court Designee
	Kathryn O'Neall **	Prosecutor
	Christine Haskell	Deputy Prosecutor
	Pat Williamson	Sheriff's Designee
	Chad Hammond	Rensselaer Police
	Katie Hall	CASA
	Claudia Earnest	DeMotte Elementary School
	Cheryl Querry	Nurse
	Danielle Warren	Citizen

County – LaPorte	Name of CPT Member	Title of CPT Member
	Michelle Goebel	Local Office Director
	Desiree Nichols	Juvenile Court Designee
	Krista MacLennon	Juvenile Court Designee
	Gail Boss	Prosecutor Designee
	Jen Rhine-Walker	Sheriff's Designee
	Lynn Swanson	County Commissioner Designee
	Karen Biernacki	CASA
	Elizabeth Stahl	School Designee
	Melissa Morse	School Nurse
	Christy Moss	Nurse
	Angie Marsh **	Citizen
	Sue Harrison	Michigan City Police

County – Newton	Name of CPT Member	Title of CPT Member
	Ron Fisher	Local Office Director
	Lois Hensell **	Nurse
	Linda Drinski	Court Designee

	Katie Hall	CASA
	Jeff Drinski	Prosecutor
	Todd Strain	Sheriff's Deputy
	Cathy Ticen	Mental Health
	James Pistello	County Commissioner
	Kathi Wilson	School Counselor
	Michelle Dresbaugh	Probation Officer
	Linda Anderson	School Counselor
	Paula McCarthy	School Nurse
	Scott McCord	Coroner

County – Porter	Name of CPT Member	Title of CPT Member
	Brian Gensel	Prosecutor Designee
	Trista Hudson	Prosecutor Designee
	Nancy Adams	County Commissioner Designee
	Tamara Barnes	Nurse
	Chris Buyer	Juvenile Court Designee
	Jade Palin	Juvenile Court Designee
	John Ross	Valparaiso Police
	Lois Felton	Public School Designee
	Julie Harvey	Citizen
	Claudia Clark	CASA
	Gene Hopkins	Sheriff's Designee
	Louella Richey **	Local Office Director

County – Pulaski	Name of CPT Member	Title of CPT Member
	Ramona Gebert **	Local Office Director
	Chris Allen	Juvenile Court Designee
	Sherry Landrum	Juvenile Court Designee
	Stacy Mrak	Prosecutor
	Scott Taylor	Sheriff's Designee
	Michael Buchanan	County Commissioners Designee
	Marie Roth	CASA
	John King	School Designee
	Jean Widup	Nurse
	Vicky White	Nurse
	Theresa Hansen	Citizen

County – Starke	Name of CPT Member	Title of CPT Member
	Ronald Henigsmith **	CASA
	Dave Combs	Knox Police
	Kris Rannells	Coroner
	John Thorstad	Probation Officer
	Kristi Nolcheff	Probation Officer
	Kathy Norem	County Commissioner Designee
	Pat Kreicher	Nurse
	Bill Dulin	Sheriff's Designee
	Dr. Alexander	Physician
	Suzie Matzat	School Social Worker
	Nick Bourff	Prosecutor
	Larry Keiser	Citizen
	Doug Vessley	North Judson Police

***Note:** If #7 was left blank because that county in your region 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. Regional Child Protection Service Data Sheet

A. 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	Salary X (1.1953) + \$10,444
FCM Supervisor	\$42,392.64	“
Local Office Director	\$51,390.09	“
Clerical	\$25,211.30	“

