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Date: September 20, 2021
To: All DCS Staff
From: Sarah Sailors, Deputy Director of Field Operations
Donald Travis, Deputy Director of Juvenile Justice Initiatives and Support
Subject: Replacement of Limited Criminal History (LCH) Checks
DCS-21-13

The Indiana Department of Child Services (DCS) strives toward continuous quality improvement. We have heard your voices in regards to the struggles encountered in completing Limited Criminal History (LCH) Checks. Therefore, effective immediately the LCH is being replaced by a search of www.MyCase.in.gov. This search will provide the same information as the LCH while improving access to the information by DCS staff. Refer to [Conducting Local Criminal Court Records Checks](#) for guidance on utilizing MyCase.

Exception: A limited number of Indiana Counties are not yet live with all records in MyCase. Counties affected are listed on the main MyCase page. It is projected that all Indiana Counties will be live in MyCase by the end of 2021. For criminal history results in affected counties only, a search may be conducted at www.DoxPop.com. Prior to using DoxPop for the first time, the user must:

1. Send an email to support@doxpop.com;
2. Provide the users DCS email address; and
3. Indicate in the email that the user is a DCS employee.

LCH accounts for DCS staff who currently have only LCH access will be disabled in approximately one (1) week following the date of this letter. LCH accounts for FCM Supervisors and above who currently have Enhanced Bureau of Motor Vehicle (BMV) access will remain active.

Policies [4.03 Conducting the Assessment – Overview](#), [11.25 Collaborative Care Host Homes](#), and [13.09 Conducting Background Checks for Foster Family Home Licensing](#) require the completion of an LCH Check. These policies will be revised soon to remove reference to the LCH Check and require a search of MyCase. All other requirements outlined in the policies remain effective.



Exception: Policy [13.15 Fingerprint-Based Checks](#) requires the use of LCH when there is an exception to fingerprinting. LCH will continue to be used by the Central Office Background Check Unit (COBCU) for this purpose as required by [IC 31-9-2-22.5](#).

Questions regarding background checks and the use of MyCase or DoxPop should be directed first to your local office management. Management may direct additional questions to COBCUInquiry@dcs.in.gov.

Sincerely,



Sarah Sailors, Deputy Director of Field Operations



Donald Travis, Deputy Director of Juvenile Justice Initiatives and Support

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