

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 3:</b> Hotline	<b>Effective Date:</b> January 1, 2014
	<b>Section 10:</b> Institutional Child Abuse and/or Neglect Intake Reports	<b>Version:</b> 3

<b>STATEMENTS OF PURPOSE</b>
------------------------------

The Indiana Department of Child Services (DCS) Hotline will receive reports of Institutional Child Abuse and/or Neglect (CA/N).

The Institutional Child Protection Services Unit (ICPS) will investigate institutional reports of CA/N if the allegations state the incident of CA/N occurred while the child was in the care of any of the following:

1. Residential Facility (i.e. DCS licensed Child Caring Institutions, Group Homes and Private Secure Facilities);
2. School;
3. Hospital;
4. Juvenile Correctional Facility;
5. Bureau of Developmental Disabilities (BDDS) Certified Group Home;
6. Licensed Childcare Home or Center; or
7. Unlicensed Registered Child Care Ministries.

The ICPS Unit will not assess CA/N reports on foster homes or fatalities/near fatalities. The local offices will assess these reports.

Code References

N/A

<b>PROCEDURE</b>
------------------

The Hotline Intake Specialist will:

1. Gather as much information as possible to create a thorough Preliminary Report of Alleged Institutional Child Abuse or Neglect (SF 49549) (310A). See policy [3.02 Creating and Evaluating a Child Abuse and Neglect \(CA/N\) Intake Report](#) for additional information;
2. Select "Institutional" in the case management system;
3. Create separate institutional CA/N intake reports in the case management system if multiple alleged victims are identified;
4. Document the name and location of the institution where the alleged CA/N took place; and
5. Evaluate the report for the statutory definition of CA/N. See policy [3.02 Creating and Evaluating a Child Abuse and Neglect \(CA/N\) Intake Report](#) for further information.

The Hotline Intake Specialist will:

1. Gather as much information as possible to create a thorough CA/N intake report. See policy [3.02 Creating and Evaluating a Child Abuse and Neglect \(CA/N\) Intake Report](#) for additional information;
2. Utilize [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) to determine if the institution that is the subject of the report is an unlicensed registered child care ministry;
3. Select the 'Institution' icon in the case management system, if the agency is an active ministry;
4. Create the resource for the intake with the 'Resource Type' entered as 'Registered Child Care Ministry' and proceed with the intake, if the agency does not exist in the case management system and is verified from [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov); and
5. Evaluate the report for the statutory definition of CA/N. See policy [3.02 Creating and Evaluating a Child Abuse and Neglect \(CA/N\) Intake Report](#) for further information.

## **PRACTICE GUIDANCE**

### **Examples of institutions include but are not limited to:**

1. Residential Facility (i.e. DCS licensed Child Caring Institutions, Group Homes and Private Secure Facilities);
2. School;
3. Hospital;
4. Juvenile Correctional Facility;
5. Adult Correctional Facility that houses juvenile offenders;
6. Bureau of Developmental Disabilities (BDDS) Certified Group Home;
7. Licensed Child Care Home or Center; or
8. Unlicensed Registered Child Care Ministry.

## **FORMS AND TOOLS**

Preliminary Report of Alleged Institutional Child Abuse or Neglect (SF 49549) (310A)-  
available in the case management system

## **RELATED INFORMATION**

N/A