

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment	Effective Date: July 1, 2011
	Section 21: Report of Assessment or Investigation	Version: 3

POLICY

[REVISED] The Indiana Department of Child Services (DCS) shall send the [Report of Assessment or Investigation](#) no later than 30 days after receiving the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#) from a:

1. Hospital;
2. Community mental health center;
3. Managed care provider (as defined in IC 12-7-2-127(b));
4. Referring physician;
5. Dentist;
6. Licensed psychologist;
7. School;
8. Child caring institution licensed under IC 31-27;
9. Group home licensed under IC 31-27 or IC 12-28-4;
10. Secure private facility; or
11. Child placing agency as defined in IC 31-9-2-17.5.

DCS shall send the [Report of Assessment or Investigation](#) to:

1. The administrator of the hospital;
2. The community mental health center;
3. The managed care provider;
4. The referring physician;
5. The dentist;
6. The principal of the school;
7. A licensed psychologist;
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 planning agency (as defined in IC 31-9-2-17.5).

Note: The administrator, director, referring physician, dentist, licensed psychologist, or principal may appoint a designee to receive the report.

The [Report of Assessment or Investigation](#) must contain these items that are known at the time the report is sent:

1. The name of the alleged victim of CA/N;
2. The name of the alleged perpetrator and the alleged perpetrator's relationship to the alleged victim;
3. Whether the assessment is closed;
4. Whether the department has made an assessment of the case and has not taken any further action;
5. The Family Case Manager's name and telephone number;

6. The date the report is prepared;
7. Other information that DCS may prescribe.

The [Report of Assessment or Investigation](#) is confidential and may be made available only to the agencies named above and the personal and agencies listed in IC 31-33-18-2.

Code References

[IC 31-33-7-8: Reports after initiation of assessment or investigation; contents; confidentiality](#)

PROCEDURE

[REVISED] No later than 30 days after the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#) is received, the FCM will:

1. Complete the Report of Assessment or Investigation in the Indiana Child Welfare Information System;
2. Complete the [Report of Assessment or Investigation](#) by updating any appropriate data fields that are not populated;
3. Print the [Report of Assessment or Investigation](#) and submit to the Supervisor for review and approval.
Note: Do not attach the [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#); and
4. Deliver the approved [Report of Assessment or Investigation](#) to the appropriate person via United States (U.S.) mail in an envelope marked "Confidential".

PRACTICE GUIDANCE

[NEW] Linking an assessment report may eliminate the ability to automatically generate each [Report of Assessment or Investigation](#) in the Indiana Child Welfare Information System. If more than one report is received by DCS from the agencies listed above, it is the responsibility of the FCM to generate a Report of Assessment or Investigation for each professional report source and include the statutorily required information outlined in this policy.

FORMS AND TOOLS

1. [Report of Assessment or Investigation](#) – Available in the Indiana Child Welfare Information System
2. [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114\)](#) – Available in the Indiana Child Welfare Information System
3. [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) – Available in the Indiana Child Welfare Information System

RELATED INFORMATION

N/A