

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 4: Assessment</b>	<b>Effective Date: July 2, 2007</b>
	<b>Section 7: Locating the Subjects</b>	<b>Version: 1</b>

**POLICY**

The Indiana Department of Child Services (DCS) will make good faith efforts to locate all required contacts when conducting a child abuse/neglect (CA/N) assessment.

See related policy, [4.20 Good Faith Efforts](#)

Code References

N/A

**PROCEDURE**

The FCM will:

1. Attempt to locate the subjects of all required interviews by consulting a variety of resources. See separate policy, [4.4 Required Interviews](#).

**Note:** Diligent efforts should be made in requesting information pertaining to the absent parent or parents of any child who is alleged to be a victim of child abuse and/or neglect.

2. In cases where the whereabouts of a child are unknown, contact the child's parent/guardian/custodian and request to be notified when the child appears.
3. Document the **inability** to locate and interview any required contact along with the efforts made. See separate policy, [4.20 Good Faith Efforts](#).

The FCM Supervisor will assist the FCM as necessary by using creative problem-solving techniques to help locate the subjects.

**RELATED INFORMATION**

**Locating the Subjects**

Several avenues are available to obtain assistance with locating the required contacts.

Examples include, but are not limited to:

1. Relatives who may have recent information concerning the subjects' whereabouts;
2. Law enforcement (e.g. - can run a search on license plate numbers, social security numbers, etc.);
3. Local branch of U.S Post Office;
4. Local utility companies;
5. Bureau of Motor Vehicles (BMV);
6. School records;
7. Internet search engines (i.e. [www.google.com](http://www.google.com)); and,
8. Telephone directories and information (i.e., dial 4-1-1).

See separate policy, [5.6 Locating Absent Parents](#) for assistance with locating absent parents.

<b>FORMS AND TOOLS</b>
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N/A

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