

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Hotline	Effective Date: January 1, 2014
	Section 5: Supervisory Review of Child Abuse and/or Neglect Intake Reports	Version: 5

POLICY [REVISED]

All Preliminary Report of Alleged Child Abuse or Neglect (SF 114/CW0310) will undergo supervisory review and approval by the Hotline Intake Supervisor before a recommendation is made to assign for assessment, refer to another state or screen out.

[NEW] Note: Intake reports involving suspected injury to the head or neck of any child will be identified in Management Gateway for Indiana's Kids (MaRK) so local office staff can evaluate the need for a referral to the Pediatric Evaluation and Diagnostic Service (PEDS) Program. This program is available 24 hours a day, seven (7) days a week. (See Practice Guidance)

The Indiana Department of Child Services (DCS) Hotline Intake Supervisor will review the Child Abuse and Neglect (CA/N) intake report as soon as possible, not to exceed 24 hours.

A Hotline Intake Supervisor may overturn a Hotline Intake Specialist's (IS) recommendation to "screen out" a report if the allegations meet the statutory definition of CA/N.

A Hotline Intake Supervisor may overturn an IS's recommendation to "assign for assessment" if the allegations do not meet the statutory definition of CA/N.

For all CA/N assessments that must be initiated within one (1) hour or 24 hours, the Hotline Intake Supervisor will forward the intake report to the appropriate local office.

[REVISED] Exception: Per IC 31-36-3, when a child enters a homeless or emergency shelter without the presence or consent of a parent, guardian, or custodian the shelter must notify DCS within 24 hours. The shelter will provide the name of the child, the location of the shelter, and if the child alleges that he or she was abused and/or neglected. DCS must conduct an assessment no later than 48 hours after receiving notification from the emergency shelter or shelter care facility. However, if the department has reason to believe that the child is a victim of child abuse or neglect, the department will not notify the child's parent, guardian, or custodian as to the specific shelter or facility the child has entered.

The DCS local office will transmit copies of CA/N intake reports to Law Enforcement Agency (LEA), prosecutors, and in the case of fatalities, coroners.

Code References

1. IC 31-33-8-1: Investigations by Local Child Protection Service: Time of Investigation
2. IC 31-33-7-5: Written Reports; Copies Made Available
3. IC 31-33-8-2: Investigations by law enforcement agencies
4. IC 31-36-3: Homeless Children
5. IC 5-26.5-1-3: Domestic Violence

PROCEDURE [REVISED]

For all CA/N intake reports the Hotline Intake Supervisor will:

1. Carefully review the CA/N intake report;
2. **[NEW]** Ensure intake reports involving suspected injury to the head or neck of any child are evaluated for a PEDS referral;
3. **[REVISED]** Agree or disagree with the IS's recommendations as to whether or not the report should be routed and assigned for assessment, referred to another state, or screened out. The Hotline Intake Supervisor will apply the facts reasonably available to DCS and use the criteria contained in the following policies to make this determination: 3.8 Statutory Definition of Child Abuse and/or Neglect (CA/N), and 3.6 Recommending a Child Abuse and/or Neglect (CA/N) Report for Screen-Out.

[NEW] Note: Final recommendation regarding whether or not a report will be assigned for assessment or screened out will be made at the Local Office level. See Chapter 4- Assessment for additional information on completing assessments.

For CA/N intake reports that will be routed and assigned for assessment, the Hotline Intake Supervisor will:

1. Follow any additional procedures for special intakes. See separate policies: 3.10 Institutional CA/N Intake Reports, 2.14 Intentional False Reports, and 4.29 Joint Assessments;
2. Review the response time assigned by the IS and:
 - a. Agree, or
 - b. **[REVISED]** Find that the response time should be changed and disapprove the report or use the override function in Management Gateway for Indiana's Kids (MaGIK) to make the change.

[REVISED] For CA/N fatality and near fatality intake reports, the Hotline Intake Supervisor will immediately contact:

1. DCS Agency Director,
2. Deputy Director of Field Operations,
3. Deputy Director of Communications,
4. Executive Manager,
5. Regional Manager, and
6. DCS Local Office Director (LOD).

If immediate notification is not practical, notification must be given in the same day, regardless of weekends and holidays. Notification will be made via e-mail.

PRACTICE GUIDANCE [REVISED]

[NEW] Pediatric Evaluation and Diagnostic Service (PEDS) and Indiana University Child Protection Program (IUCPP) Referrals

All intake reports with suspected injury to the head or neck of a child will be identified in MaGIK as a child eligible for a PEDS referral, regardless of age. However, it is mandatory for children less than 10 years of age to receive a PEDS referral. Evaluations of all reports identified, should include any information obtained from the child and/or family and reviewed with a FCM Supervisor to determine if a need exists to complete a PEDS referral.

It is mandatory for Intake reports involving bone fractures and/or suspicious burns to children under the age of three (3) to receive a referral to the Indiana University Child Protection Program (IUCPP) for a comprehensive case evaluation. A referral should also be considered, if a child, regardless of age, is unable to provide an explanation for the injury or the explanation for the injury is not convincing and there is reason to believe there is a pattern of repeated abuse.

FORMS AND TOOLS

Preliminary Report of Alleged Child Abuse or Neglect (SF 114/CW0310) – Available in MaGIK

RELATED INFORMATION [REVISED]

[NEW] Notification to department; investigation of a child; notification to parents (IC 31-36-3-3)

1. Except as provided in subsection (d), if a child voluntarily enters an emergency shelter or a shelter care facility, the shelter or facility shall notify the department, not later than 24 hours after the child enters the shelter or facility, of the following:
 - a. The name of the child,
 - b. The location of the shelter or facility, and
 - c. Whether the child alleges that the child is the subject of abuse or neglect.
2. The department shall conduct an investigation concerning the child not later than 48 hours after receiving notification from the emergency shelter or shelter care facility under subsection (a);
3. The department shall notify the child's parent, guardian, or custodian that the child is in an emergency shelter or a shelter care facility, not later than 72 hours after the child enters the shelter or facility. However, if the department has reason to believe that the child is a victim of child abuse or neglect, the department will not notify the child's parent, guardian, or custodian as to the specific shelter or facility the child has entered; and
4. An emergency shelter or a shelter care facility is not required to notify the department of a child who is an emancipated minor.

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