

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment	Effective Date: June 1, 2008
	Section 21: 30 Day Assessment Reports	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will provide a summary of the information contained in the Assessment Report to the administrator of the following facilities if such a facility reported the Child Abuse and/or Neglect (CA/N) allegations:

1. Hospitals;
2. Community mental health centers;
3. Managed care providers;
4. Referring physicians, dentists;
5. Licensed psychologists; and
6. Schools

[REVISED] DCS will provide this summary 30 days after receipt of the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (CA/N intake report).

Code References

[IC 31-33-7-8: Reports to health care providers and schools](#)

PROCEDURE

[REVISED] At 30 days after the [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) (CA/N intake report) was received the Family Case Manager (FCM) will:

1. Complete the 30 Day Report in the Indiana Child Welfare Information System (ICWIS);
2. Complete the assessment summary by updating any appropriate data fields that are not populated;
3. Print both the 30 Day Report and the summary and submit to the Supervisor for review and approval. Do not attach the [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) as it contains confidential information; and
4. Deliver the approved 30 Day Report to the appropriate facility administrator via United States (U.S.) mail in an envelope marked "Confidential".

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [30 Day Assessment Report](#) – Available in ICWIS
2. [Preliminary Report of Alleged Child Abuse or Neglect \(SF 114/CW0310\)](#) – Available in ICWIS
3. [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) – Available in ICWIS

RELATED INFORMATION

General

Whenever a hospital, community mental health center, managed care provider, referring physician, dentist, licensed psychologist, or school makes a CA/N report to DCS, [IC 31-33-7-8](#) requires child protection service (CPS) to send a report to the **Administrator** of the facility.