

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 4: Assessment	
	Section 35: Transferring Intercounty Preliminary Reports of Child Abuse or Neglect (310)	
	Effective Date: April 1, 2023	Version: 4

- [Procedure](#)
- [Forms and Tools](#)
- [Legal References](#)
- [Definitions](#)
- [Related Policies](#)
- [Practice Guidance](#)

POLICY OVERVIEW

See policy 3.01 Receiving Calls for guidance on transferring a Preliminary Report of Alleged Child Abuse or Neglect (310) to other states.

In order to assess a Preliminary Report of Alleged Child Abuse or Neglect (310) in the Indiana county where the allegations occurred, it is important that the correct DCS local office is assigned. Therefore, a 310 may be transferred if it is discovered the allegations took place in an Indiana county other than the county to which it was originally assigned.

[Back to Top](#)

PROCEDURE

Upon discovering the alleged CA/N reported in the 310 took place in another Indiana county, the FCM will:

1. Ensure each child's safety; and
2. Contact an FCM Supervisor to discuss whether the 310 should be transferred to another DCS local office.

The FCM Supervisor will:

1. Verify the FCM has ensured the safety of each child, regardless of whether the 310 should be transferred to another DCS local office;
2. Staff with appropriate DCS personnel to determine if the 310 should be transferred to another DCS county;
3. Verbally contact the DCS local office (during business hours) where it is believed the CA/N occurred when it is determined the 310 should be transferred, and transfer the 310 within one (1) business day; and

Note: The Hotline does not have access to the county's specific Unassigned Caseload; therefore, transferring a 310 from one (1) county to another is an FCM Supervisor function.

4. Contact the Hotline if it is believed the 310 received during non-business hours should be transferred to another DCS local office.

Note: The DCS local office is only contacted during non-business hours by the Hotline for reports with a response time of two (2) hours, except on holidays. Calls on holidays will be sent according to the response times during normal business hours.

The Local Office Director (LOD) in each DCS county will determine if it is appropriate to transfer a 310 to another DCS county when a DCS local office receives allegations of CA/N that may pose a conflict of interest due to relationships between subjects of the report and DCS local office staff.

Upon notification by an FCM Supervisor, the DCS Hotline will contact the correct DCS local office and advise them of the 310 during non-business hours.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- Preliminary Report of Alleged Child Abuse or Neglect (310) (SF 114) – available in the case management system

Related Policies

- [3.01 Receiving Calls](#)

[Back to Top](#)

LEGAL REFERENCES

N/A

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 4.35

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

N/A

[Back to Top](#)