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To: Regional Managers
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director
Angela Green, Deputy Director of Practice Support
Department of Child Services

Subject: Communicating Substantiated Assessment Reports to Local Prosecutor's Office
DCS-08-01

The Indiana Department of Child Services (DCS) continues to strive to improve methods of communication with the local Prosecuting Attorney's Office. As a result, DCS has established a new procedure for informing the Prosecutor's Office when assessment reports (311's) are substantiated.

This administrative letter outlines the change in the requirement for sending substantiated assessment reports (311's) to the Prosecutor's Office. Below is a summary of the change effective February 15, 2008.

As of February 15, 2008, the Supervisor will email every substantiated assessment report (311) to the local Prosecutor's Office. Each DCS local office must establish a contact individual at the Prosecutor's Office to ensure successful delivery of the assessment report (311). This is a change from the January 1, 2008 requirement. The change impacts policy 4.25 – Completing the Assessment Report.

If you have any questions regarding this change please address them to the DCS policy mailbox.

Sincerely,

James W. Payne, Director
Department of Child Services



Protecting our children, families and future