

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 1:</b> Introduction	<b>Effective Date:</b> July 1, 2020
	<b>Section 1:</b> Community Child Protection Team (CPT)	<b>Version:</b> 4

**STATEMENTS OF PURPOSE**

The Indiana Department of Child Services (DCS) will establish a countywide, multidisciplinary community Child Protection Team (CPT) comprised of 13 members. The members are specified by Indiana statute [IC 31-33-3](#). Some members are appointed by the DCS Local Office Director (LOD) (see [Related Information](#) for the composition of the CPT).

The members of the CPT are bound by all applicable laws regarding the confidentiality of matters reviewed by the CPT (see [IC 31-33-18](#) for further details).

The CPT has several functions, which include, but are not limited to:

1. The review of any case that DCS has been involved in within the county where the CPT presides;
2. The review of complaints regarding Child Abuse and Neglect (CA/N) cases that are brought to the CPT by a person, agency, or DCS Ombudsman; and

**Note:** The CPT may recommend to DCS that a petition be filed in the juvenile court on behalf of the subject child if the team believes this would best serve the interests of the child.

3. The option to review Child Abuse and/or Neglect (CA/N) reports which have been screened out from DCS.

**Note:** The CPT may recommend the DCS LOD assign the report for assessment if a majority vote agrees with a decision to screen-in a report.

The CPT will elect a Team Coordinator from the team’s membership. The Team Coordinator will supply the CPT with the following:

1. Copies of reports of CA/N under [IC 31-33-7-1](#); and
2. Any other information or reports the coordinator considers essential to the team’s deliberations.

**Note:** See policy [4.25 Completing the Assessment Report](#) for further information.

The CPT will meet:

1. At least one (1) time each month; or
2. At the times the CPT’s services are needed by DCS.

Meetings of the CPT will be called by a majority vote of the members of the team. The Team Coordinator or at least two (2) other members of the team may determine the agenda.

**Note:** Meetings of the CPT are open only to persons authorized to receive information under this article.

The CPT will prepare a periodic report regarding the CA/N reports and complaints the CPT reviews. The periodic report may include the following information:

1. The number of complaints the CPT receives and reviews each month; and
2. The type and number of screen-outs reviewed each month, including the number of screen-outs recommended to the DCS LOD for assignment to be assessed.

**Note:** If the CPT declines to review screen-outs, it should be noted in the Periodic Report.

#### Code Reference

1. [IC 31-33-3: Community Child Protection Team](#)
2. [IC 31-33-7-1: Arrangement for receipt of reports](#)
3. [IC 31-33-18: Disclosure of Reports; Confidentiality Requirements](#)

### **PROCEDURE**

The local management team will develop a plan to forward a copy of any completed assessment with one (1) or more CA/N substantiated allegations to the CPT coordinator for review and input, including recommended action (see policy [4.25 Completing the Assessment Report](#) for further information). The CPT coordinator will then supply the CPT with copies of assessments and any other information or reports to review to assist in the team's deliberations during the CPT. See the [Child Protection Team Manual](#) for additional information about the responsibilities of the CPT coordinator.

The DCS LOD, with the approval of the DCS Agency Director, will appoint to the CPT:

1. Either:
  - a. A public school superintendent or that person's designee, or
  - b. A director of a local special education cooperative or that person's designee.
2. Two (2) persons, each of whom is a physician or nurse, with experience in pediatrics or family practice; and
3. Two (2) citizen members who are residents of the county.

The CPT will ensure accurate minutes are completed and disseminated to members of the team from each meeting. These minutes will be utilized to prepare the periodic report.

The DCS LOD will prepare the periodic report and distribute the report to:

1. The members of the CPT; and
2. The DCS Regional Manager (RM).

The CPT will ensure all new members of the CPT know how to access and have reviewed the [Child Protection Team Manual](#).

#### **CPT Review of Screen-Outs**

The DCS LOD, or his/her designee, will review all screen-outs daily prior to submitting screen-outs to the CPT for review.

The CPT may review screen-outs on a weekly basis telephonically, electronically, or in person.

**Note:** The LOD and/or the CPT screen-out reviews will be determined depending on the local community CPT's decision to review screen-outs. The reports reviewed by the CPT may include, but are not limited to:

1. Only abuse allegations;
2. Only a particular type of abuse or neglect allegation; or
3. Only a particular age category.

## PRACTICE GUIDANCE

N/A

## FORMS

1. [Acknowledgement of Appointment to Child Protection Team \(CPT\) \(SF 45003\)](#)
2. [Certificate for Child Protection Team Members \(SF 44869\)](#)
3. [Confidentiality Agreement \(SF 52736\)](#)
4. [Notice of Review by Child Protection Team \(SF49212\)](#)

## RELATED INFORMATION

### **Composition of the Community Child Protection Team (CPT)**

A community CPT is a countywide, multidisciplinary team. In accordance with [IC 31-33-3-1](#), the CPT must include the following 13 members who reside in, or provide services to residents of the county in which the team is to be formed:

1. The DCS LOD or designee;
2. Two (2) designees of the juvenile court judge;
3. The county prosecuting attorney or designee;
4. The county sheriff or designee;
5. A local government representative who is either:
  - a. The president of the county executive in a county not containing a consolidated city or their designee, or
  - b. The executive of a consolidated city in a county containing a consolidated city or their designee.
6. A director of a Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL) program or the director's designee in the county in which the team is to be formed; and
7. The chief law enforcement officer of the largest Law Enforcement Agency (LEA) in the county (other than the county sheriff) or their designee.

Other members are appointed by the DCS LOD, subject to final approval by the DCS Agency Director. They are as follows:

1. Either:
  - a. A public school superintendent or that person's designee, or
  - b. A director of a local special education cooperative or that person's designee.
2. Two (2) persons, each of whom is a physician or nurse, with experience in pediatrics or family practice; and
3. Two (2) citizen members who are residents of the county.

See the [Child Protection Team Manual](#) for additional information about the responsibilities of the CPT members. The CPT will ensure all new members of the CPT know how to access and have

reviewed the [Child Protection Team Manual](#).

**DCS Administrative Reviews**

The individual identified by DCS to conduct the Administrative Review may, at his or her discretion and subject to the time limits stated herein, refer the request to the local community CPT to review and make a recommendation. See policy [2.2 Administrative Review Process](#) for further details.

ARCHIVED- Effective 7/1/20- 3/31-21- Moved to policy 2.27