

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 3: Hotline	Effective Date: October 1, 2021
	Section 06: Recommending a Preliminary Report of Alleged Child Abuse or Neglect (310) for Screen-Out	Version: 5

POLICY OVERVIEW

A Preliminary Report of Alleged Child Abuse or Neglect (310) is “screened-out” and is not recommended by the Indiana Department of Child Services (DCS) to be assigned as an assessment when the report:

1. Does not meet the statutory definition of CA/N;
2. Contains insufficient information to either identify or locate the child and/or family to initiate an assessment; or
3. Occurred out-of-state and there is no current risk of harm in Indiana.

Note: Reports where the alleged CA/N occurred in another state will be referred to the appropriate child welfare agency in that state.

PROCEDURE

The Hotline Intake Specialist (IS) will:

1. Recommend a 310 for screen-out if:
 - a. The statutory definition of CA/N has not been met,
 - b. There is not enough information in the 310 to either identify or locate the child and/or family to initiate an assessment, or
 - c. The alleged CA/N occurred out-of-state and there is no current risk of harm in Indiana.

Note: 310s that involve a homeless unaccompanied minor receiving shelter from an emergency shelter, shelter care facility, or program that provides shelter to homeless individuals without the presence or consent of a parent, guardian, or custodian, may not be screened out.

2. Document the specific reason for the screen-out;
3. Recommend the report be referred to a Law Enforcement Agency (LEA) if the allegations are of a criminal nature; and
4. Forward the 310 and the results of the records search to a Hotline Intake Supervisor for review and approval of the recommendation to screen-out.

The Hotline Intake Supervisor will:

1. Review the 310 and the results of the records search; and
2. Evaluate the content of the report and subsequently agree or disagree with the IS’ recommendation to screen out.

Note: For a fatality or near fatality, if the Hotline Intake Supervisor does not agree with the IS’ recommendation to screen out, the report may be staffed with either the Hotline

Director or the Hotline Deputy Director to make the final recommendation. The final recommendation regarding whether or not a report will be assigned for assessment or screened out will be made at the DCS local office level. See Chapter 4 – Assessment for additional information on completing assessments.

LEGAL REFERENCES

- [IC 31-9-2-14: "Child abuse or neglect"](#)
- [IC 31-33-8-1: Investigations by the department of child services; time of initiation; investigations of child care ministries](#)
- [IC 31-36-3: Homeless Children](#)

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

- [Chapter 4 – Assessment](#)