

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 4: Assessment</b>	<b>Effective Date:</b> July 1, 2007
	<b>Section 27: Child Protection Index (CPI)</b>	<b>Version:</b> 1

**POLICY [NEW]**

When a report of Child Abuse and/or Neglect (CA/N) is substantiated, the Indiana Department of Child Services (DCS) will enter all appropriate information into the Child Protection Index (CPI).

No later than 30 days after DCS enters a substantiated CA/N report into the CPI, DCS shall notify the parent, guardian, or custodian of the victim/child who is named in the report and any substantiated perpetrator, that DCS has entered the report into the CPI.

DCS will release information contained in the CPI only in accordance with Indiana law. Refer to separate policy, [2.6 Sharing Confidential Information](#).

Code References

1. [IC 31-33-26-8 \(b\): Child Protection Index; notification of entry of substantiated report](#)
2. [IC 31-33-26-16 \(a\): Child Protection Index; access to information](#)

**PROCEDURE**

The Family Case Manager (FCM) will mail the [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#) to all perpetrators. Non-Offending parent(s), guardian, or custodians will receive [Notice of Substantiation of Report of Child Abuse or Neglect \(SF 53252/2324\)](#).

**PRACTICE GUIDANCE**

N/A

**FORMS**

1. [Request by a Person or Organization for a Search of the CPI \(SF 49214\)](#)
2. [Request From a Potential Employer for Release of Information Contained in CPI \(SF 49215\) In REVISION](#)
3. [Notice of Child Abuse and/or Neglect Assessment Outcome and Right to Administrative Review \(CAPTA080802AOR\)](#)

4. [Notice of Substantiation of Report of Child Abuse or Neglect \(SF 53252/CW2324\)](#)

<b>RELATED INFORMATION</b>
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**Perpetrator Right to Appeal**

All persons named as perpetrators are entitled to request first an Administrative Review by the DCS Local Office Director and then a hearing by an Administrative Law Judge (ALJ) of the decision to substantiate a report of CA/N except if a Child in Need of Services (CHINS) case or a criminal case has been filed. In those instances, a court will have final authority. Refer to separate policies, [2.1 Requests for Administrative Review](#), [2.2 Administrative Review Process](#), [2.3 Child Care Workers Assessment Review Process](#), [2.4 Assessment and Review of DCS Staff Alleged Perpetrators](#), and [2.5 Administrative Appeal Hearings](#).

**Changing the State Central Registry (SCR) and Central Client Index (CCI) into the CPI**

The 2006 legislative session called for a merging of the SCR and CCI into one registry now known as the CPI. The merging of these two databases will take the child protection service information housed in the CCI and the notice requirements of the SCR and incorporate them into the new CPI. This will allow outside agencies conducting child protection services checks on their employees or volunteers to have access to all substantiated information instead of the limited information previously available in the SCR. All information housed in the old CCI will be accessible to DCS staff in the CPI.