**DCS Reporting Procedures**

* **Call 1-800-800-5556**
	+ You will be asked for your name and phone number, please leave your name. It helps DCS as they can call back for more information.
	+ You will then be asked to provide demographic information on the child (name, address, date of birth etc.)
		- If there are siblings in the home that attend our school, you will need to provide their names and dates of birth as well.
	+ You will then be asked what concerns you are reporting.
		- Speak slowly and pause after each thought, as the intake worker is typing a report as you speak.
	+ After you have finished listing your concerns, you will be asked a series of safety related questions (ie. Are there any concerns for domestic violence?)
		- It is okay to say “ Not that I am aware of, or I don’t know”
	+ The intake worker will then review the report with you to check for accuracy.
	+ You will then be told whether or not the report was recommended for assessment, or recommended for a screen-out. Write this down on the attached form.
	+ Lastly, **make sure you ask for the report number and write this down**. Also ask for the intake worker’s name and write this next to the report number.
* **Complete the Corporation form with as much detail as possible**.
	+ If you are reporting a physical injury, make sure you complete the section where you identify where on the body an injury was observed ( top of page 2). If there was not a physical injury, you can put an “X” over that section.
	+ Please fill out the bottom of the front page of the form as follows
		- Write *Fayette County* in the blank before “Indiana Offices of Child Services”
		- Put *your name* next to “Was notified by”
		- Carla will sign the “Signature of School Administrator/Designee”
	+ An electronic version of the form has been shared with you in Google Drive, this can be opened in DocHub so you can type on the form if you desire
* **Give completed form to Kathy**

**Please do not hesitate to call the counselor/social worker if you have any questions or want us to sit in while you make the call.**

**Making Reports to the Hotline**

***Who is required to report child abuse or neglect?***

Under Indiana law any individual who has a reason to believe a child is a victim of abuse or neglect has the duty to make a report; therefore, each citizen of Indiana is considered a “mandated reporter.” While reporting child abuse is everyone’s responsibility, Indiana law requires some in certain occupations to do so. These professional reporters are staff members in a medical or other public or private institution, school, facility, or agency. These reporters are legally obligated by their profession to report alleged child abuse or neglect.

Everyone has an important role and responsibility to prevent child abuse and neglect. Children need everyone to stand up for their safety when they may be in harm's way or when families in crisis or turmoil need support from those close to them. By contacting the Indiana Child Abuse and Neglect Hotline if you suspect a child is a victim of abuse or neglect, you can play your part in protecting a child and/or making it possible for a family in crisis to get the help and support they need.

**Can the person making the report remain anonymous?**

State law requires DCS to protect the identity of those reporting abuse or neglect allegations. DCS keeps the name and contact information of all report sources confidential. While DCS accepts child abuse and neglect allegations from persons who wish to remain anonymous, DCS encourages individuals to provide contact information to Intake Specialists. Providing your contact information is helpful because it allows the Family Case Manager who is assigned the report to follow up with you to ask additional questions or to seek clarification when more information is needed.

**What will I need to provide when making a report?**

If you call to make a report, an Intake Specialist will ask you for information about the circumstances creating a risk of harm to the child including who was involved, what occurred, when and where it occurred, the extent of any injuries sustained, and any other relevant information.

When you contact the Hotline, Intake Specialists will ask you for information about the parties involved (victim, parent(s)/guardian(s), perpetrator) and the specific allegations giving rise to the call. Information you will be asked to provide may include:

1. Child Information: name, age, address, current location, person caring for child, and need/receiving medical treatment

2. Parent/Guardian Information: name, address, phone number as well as any domestic violence, substance abuse, criminal history, mental health issues, or past CPS history

3. Alleged Perpetrator Information: name, address, phone number, relation to the child, behavioral issues, and other children who may be at risk

4. Physical abuse, sexual abuse, or neglect allegations: what happened, when, where, timeframe, and specific conditions

Even if you are unable to provide all of the information above, please contact the Hotline to make a report if you suspect a child is a victim of abuse or neglect. An Intake Specialist will review the information you are able to provide to determine whether it meets the statutory requirements for DCS to initiate an assessment. Please do not wait for someone else to make the call – your call may be the critical first step in protecting a child.

**How is a recommendation on a report determined?**

**Decision Making and Processing Reports at the Hotline**

* Intake Specialist’s input the information received from the caller into MaGIK.
* The Intake Specialist makes a recommendation decision to the local office utilizing the Structured Decision Making (SDM) Tool.
* All Intake Specialist’s reports are reviewed for both report quality and decision appropriateness by a Hotline Supervisor. If corrections or clarification is needed, the Hotline Supervisor sends the report back to the worker for corrections and or clarification so the Intake Specialist can make the changes themselves.
* Once a report is approved by the Hotline Supervisor, the field office then reviews the report and decides whether to agree or disagree with the Hotline recommendation. The field office may change any Hotline recommendation to assess or screen out as they feel appropriate.

**What if I call the Hotline and I have to wait?**

There are times when all Intake Specialists are taking calls or entering reports. If you find yourself on hold please be patient and do not hang up. Your call will be answered by the next available Intake Specialist. The Intake Specialists are trained to handle each call as quickly as possible while ensuring quality reports are completed. If you are calling regarding an emergency situation and/or if you believe the victim is in imminent danger please dial 911 immediately.