

Gathering Information from the Reporter

☞ About the report and reporter:

- Date and time of the report;
- Name, address, and phone number of the reporter;
- How the reporter obtained knowledge of the allegation;
- The relationship of the reporter to the alleged victim;
- The length of time the reporter has known of the alleged abuse or neglect;
- Whether any action has already been taken; whether the child has received medical attention or been removed from the home; whether law enforcement has been notified; or if other professionals are involved;
- Reporter's willingness to participate further in the assessment process; and
- Names, addresses, and phone numbers of other persons with first-hand information about the allegation.

☞ About the alleged child victim(s):

- Name of the child;
- Date of birth, gender, school grade level, ethnicity or culture, and child's primary language;
- Name of school the child attends;
- Child's behavior and level of functioning; child's ability to protect himself or herself;
- Where and when the alleged maltreatment occurred; the type, extent, severity, duration, and frequency of the alleged maltreatment, and the child's current condition;
- Current location of the child; specific address;
- Whether there have been prior suspected or documented incidents of maltreatment in the family; when, and of what nature;
- The circumstances or cause of the alleged maltreatment in the referral; and
- Whether there have been any interventions by the family to reduce the risk to the child, either within the home or in an out-of-home setting.

☞ About the child's parent or primary caregiver:

- Name of parent or caregiver (note if name is different from alleged child victim's name);

Gathering Information from the Reporter (continued)

- Aliases or "Also Known As" (AKAs) of adults in family;
- Parent or caregiver's ethnicity, culture, primary language; whether the parent or caregiver can understand and converse in English;
- Behavior and functioning level of the parent or caregiver;
- Other adults living in the home, and their relationship to family members;
- Parent or caregiver's employment information;
- Whether parent or caregiver is aware of referral; and
- List and location of extended family members, friends, or neighbors, who may be helpful in intervening, or who may have relevant information about the allegation; their role in the family system.

☞ About the alleged perpetrator:

- Name, address, telephone number, and aliases or "AKAs";
- Relationship to alleged child victim;
- Age, gender, general level of functioning;
- Access of perpetrator to alleged child victim;
- Whether the alleged perpetrator has victimized other children inside or outside the home;
- Whether the alleged perpetrator is known to abuse drugs or alcohol; and
- Whether the alleged perpetrator is known to be violent.

☞ About the other children in the home:

- Names of other children in the home, ages, gender, and relationship to alleged child victim.

☞ Safety issues for the intake assessment worker:

- Whether there are guns, knives, or other weapons in the home;
- Whether family members are known to have engaged in assaultive or violent behavior;
- Whether the family is known to have engaged in domestic violence;
- Whether family members are known to use drugs or alcohol;
- Whether family members are believed to be involved in crack/cocaine dealing, or other criminal activity; and
- Whether there are animals in the home that might pose a danger to the worker.

Source: *Field Guide to Child Welfare* by Judith S. Rycus and Ronald C. Hughes