

## Checklist: Information to Be Obtained from the Reporter

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- \_\_\_\_\_ Name of child
- \_\_\_\_\_ Name of parent
- \_\_\_\_\_ Age of child
- \_\_\_\_\_ Sex of child
- \_\_\_\_\_ Permanent address of child
- \_\_\_\_\_ Present location of child (if different from above)
- \_\_\_\_\_ Location where incidents occurred
- \_\_\_\_\_ Name and address of person or institution responsible for child's welfare
- \_\_\_\_\_ Name and address of person alleged to be responsible for abuse or neglect
- \_\_\_\_\_ Primary language of family
- \_\_\_\_\_ Ability of parents to converse in English
- \_\_\_\_\_ Family composition
- \_\_\_\_\_ Nature and extent of suspected abuse or neglect
- \_\_\_\_\_ History of prior injuries
- \_\_\_\_\_ Action taken by the reporter to protect the child (protective custody, emergency shelter)
- \_\_\_\_\_ Reporter's name, address, and telephone number
- \_\_\_\_\_ Type of report; mandatory, permissive, anonymous
- \_\_\_\_\_ Reporter's relationship with child and family
- \_\_\_\_\_ Reporter's willingness to have his/her name revealed to the family
- \_\_\_\_\_ Reporter's willingness to participate in the assessment process (yes, no, unsure)
- \_\_\_\_\_ Witnesses to incident(s) that caused the child's condition (Name, address)
- \_\_\_\_\_ CPS comments regarding the reporter's motives for reporting
- \_\_\_\_\_ Date and time of report