

Checklist: Information to Be Obtained from the Reporter

- Name of child
- Name of parent(s)
- Age of child
- Gender 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
- What is the citizenship status of each family member?
Ex: Citizen of U.S., Naturalized Citizen, documented or undocumented immigrant status, etc.
- What is the race and ethnicity of each family member?
Caucasian, American Indian, African American, Etc. . .
- 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

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Checklist: Information to Be Obtained from the Reporter (continued)

- 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



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