**Complete Report Prior to calling CPS. CPS Phone number: 866-363-4276**

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| --- | --- | --- | --- |
| **Site/HV#:** |  | **Date of Report:** |  |
| **Child Name:** |  | **Date of Birth:** |  | **Race:** |  |
| **Physical Address:** |  |
| **Name of Parent(s):** | **Relationship to Child:** | **Phone Number(s):** |
|  |  |  |
|  |  |  |
| **Name Others in Household:** | **Relationship to Child:** | **Type of Concern:**[ ]  Physical Abuse[ ]  Sexual Abuse[ ]  Neglect |
|  |  |
|  |  |
|  |  |
|  |
| **Description of Concern Add any indicators of abuse or neglect (physical, behavioral, what did you see or hear?)** |
|  |
| **Staff Member Making Report:** | **Name of Person Receiving Report:** | **Priority of Report:**[ ]  Information Only[ ]  24 Hours[ ]  72 Hours |
| **Additional Agencies Reported To:** | **Was Parent/Family Notified?** |

* After completing reporting requirements, this document must be given to the direct Supervisor who will review it and then place in Records folder in the manager’s office. **A copy is NOT to be kept on site.**
* Follow up must be reported to direct Supervisor who will inform the appropriate Program Manager.
* The staff making the report will put an event in the Communication Log with the description labeled “CPS Report” and include who they spoke to and next steps (if known).