CHILD ABUSE AND NEGLECT REPORT

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

Site/HV#: _____ **Date of Report:** _____

Child Name: _____ **Date of Birth:** _____ **CPID#:** _____

Race: _____ **Hispanic/Latino:** (Yes/No)

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:**	**Screening Decision:** ☐ Information Only ☐ 24 Hours ☐ 72 Hours ☐ To Be Assessed
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).
- Then, email direct team serving the family that a report was made to CPS.