

## Mandatory Reporting Checklist

Hotline Number: 800.392.3738

Mandated Reporter's Name:

Type of Report:

Source of information (e.g. observation, child's disclosure, third-party report) :

Did you identify yourself when you made the report as a mandated reporter? Yes  No

Brief Description of report:

Date of Report:      Time:

Hotline Worker's name, ID or Call Number (On-Line): online

Code/Track:

Investigation/Assessment

Response Priority:

Level 1 (Emergency - 3 hrs)     Level 2 (24 hrs)     Level 3 (72 hrs)

X Referral to local office

Documented Call

Resources Provided:

**If report was made on-line, attach a copy of the confirmation email that you received after making the report.**

**Information Collected and forwarded to child abuse hotline:**

***Note: You must make a report even if you don't have all of the information below!***

Child's Name:

Child's Address:

Name, Address and phone number of caretaker(s):

Child's age/date of birth:

Child's Gender :     Male     Female

Child's Ethnicity:

Nature and extent of injuries, abuse or neglect:

Name, age and address of person responsible for injuries (if known):

Family composition (siblings and other members):

Name and address of person making report:

Occupation of person making the report and contact number:

Is it possible that the alleged perpetrator is going to have access to the child in the next 24 hours?

Yes       No

***Note: Attach additional notes of other documentation pertaining to call to this form.***

Call to child abuse hotline **WAS NOT** made.      Reason why: