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:

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

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: