



Child Protective Referral Process

If you are the first person to hear about **abuse or neglect** you must contact **Child Protective Services** at DCYF as a mandated reporter, and in our county, you also contact the Longview Police Department. School counselors can assist staff with reporting services to CPS, if needed.

CPS/DCYF Report: Complete the electronic CPS REPORT OF CHILD ABUSE/NEGLECT FORM using notes from your student interview. Staff must contact CPS and Law Enforcement agencies within 48 hours from the date and time the staff member becomes aware of the abuse or neglect.

ONCE REPORT IS COMPLETE:

- Call law enforcement dispatch 360.577.3049 and let them know this is a non-emergency incident (if an emergency, call 911). Advise dispatch that this is a mandatory reporter informational report for child abuse/neglect. Ask for a case number.
- Call Child Protective Services (DCYF) 866.764.2233 obtain DCYF tracking number:
 - Provide law enforcement event number to DCYF (this phone call report meets the reporting requirements for DCYF)
- Get a principal/designee signature on the completed form and fax it to:
 - Child Protective Services (CPS): FAX# 360-577-2382
- Email this completed document to the appropriate law enforcement agency based on the address/location of the suspected neglect/abuse.
 - City limits of Longview- Longview Police- referrals@ci.longview.wa.us
 - Non incorporated areas- Cowlitz County Sheriff's Office- patrol@co.cowlitz.wa.us
 - City limits of Kelso - fax 360.423.0577
 - *Electronically sending the completed document meets the reporting requirements for law enforcement.*
- Email this completed document to Grayson Yanez at gyanez@longviewschools.org

For emergency mental health services, contact the **Columbia Wellness Mobile Crisis Team** at 360-425-6064 or toll free at 800-803-8833. If a student is suicidal, parents/guardians must also be contacted and you must notify a building administrator. It is also recommended that you notify your school counselor regarding student child/abuse neglect or suicidal concerns.

REMEMBER, it is not up to the mandated reporter to determine severity or authenticity regarding abuse, neglect or suicidal ideation, contacted agencies will take the report and provide the appropriate response.

Mandated reporters do not contact parents regarding a CPS report, agencies including CPS, the Longview Police Department, or the Cowlitz County Sheriff's office will follow up with parents. All CPS reporting should remain confidential except for reporting to the building administrator and school counselor.