

## Child Abuse and Neglect Reporting Checklist and Documentation Form

The teacher or staff member filing a report must complete this checklist to verify comprehensive and appropriate reporting of the known or suspected incident of abuse/neglect.

### **PART 1 - Reporting Checklist**

The following section must be completed by the teacher or staff member making the report to the D.C. Child and Family Services Agency (CFSA).

- Read Part 1 and complete Part 2 (Child Abuse and Neglect Documentation) of this form to the best of your ability.
- Immediately call the D.C. Child and Family Services Agency (CFSA) 24-hour child abuse reporting hotline at **202-671-SAFE** (7233) to make a report.
  - Remind CFSA that they should contact the main number for KDES or MSSD when they know their planned visit time interpreters can be scheduled.
    - KDES Front Office Phone Number: 202-250-2761 VP/voice
    - MSSD Front Office Phone Number: 202-250-2152 VP/voice

**Please note:** The school social worker can be with you to support you when you make the call to CFSA. However, if the school social worker is unavailable, that does not justify any delay in reporting. You must still make the report.

- Complete the reporting checklist (Part 1) and then make a copy of the entire completed form.
- Give the original form to the school social worker in person (or put in an envelope and put under the social worker's door).
  - KDES social work interim POC, Christen Szymanski: KDES 2313 and 202-640-8409 (text)
  - MSSD social worker, Georgia Weaver: MSSD 218 and 202-905-6249 (text)
- Give the copy of this form to the KDES/MSSD manager of instructional programs or the director of Student Life (MSSD, after school hours) in person (or put in an envelope and put under the manager of instructional programs or director of Student Life's door).
  - KDES manager of instructional programs, Jessica Stultz, KDES 2101 and 904-234-5967 (text)
  - MSSD manager of instructional programs, Stephen Farias, MSSD 108A and 317-979-1640 (text)
  - MSSD director of Student Life: Deb Skjeveland, MSSD 232 and 317-755-8019 (text)
- Text the social worker and the MIP/director of student life and inform them that a report has been made and the form has been submitted.
- Inform your supervisor that a child abuse report has been made.

Reporter

Today's Date

Time

Reporter's Contact Information

**PART 2 – Child Abuse and Neglect Report Documentation**

Date & Time of You Received Notice of or Suspected Abuse or Neglect:

\_\_\_\_\_

CFSA Agent Identification Number: \_\_\_\_\_

Date & Time You Contacted CFSA: \_\_\_\_\_

**Student/Parent/Guardian Information (fill in as much information as you can):**

Student's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**School:**  KDES  MSSD

**Incident Details:** (Attach additional pages, if necessary.)

Date & Time of Incident: \_\_\_\_\_

What happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommended Action by CFSA (check all that apply):**

Student Interview with CFSA: <input type="checkbox"/> YES <input type="checkbox"/> NO  _____ Date & Time  *Interpreter needed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Home Visit by CFSA: <input type="checkbox"/> YES <input type="checkbox"/> NO  _____ Date & Time  *Interpreter needed: <input type="checkbox"/> YES <input type="checkbox"/> NO
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**PART 3 – Follow up by Social Worker and/or School Administrator**

**The following section must be completed by the KDES or MSSD social worker.**

- Immediately call the CFSA hotline to confirm report received and to give CFSA any other necessary information about the student, the parent/guardian, etc.
- Immediately contact GIS via normal interpreting booking procedures, but call via VP in time-sensitive situations: (202) 250-2115 (videophone) to make interpreter requests.
  - If CFSA has not yet determined the date/time of the visit, inform GIS that this request is coming and inform the school's front desk to make sure will immediately submit an interpreting request to GIS once CFSA contacts them.
- Make arrangements for onsite interview by CFSA (room reservation, etc.)
- Conduct follow-up
- File original copy of the form in social worker's office

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Social Worker	Date	Time
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**Results of CFSA investigation:**

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**School interventions (if any):**

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**Home interventions (if any):**

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**Additional information (if any):**

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**The following section must be completed by the KDES/MSSD manager or director of Student Life.**

- If social worker is unavailable:
  - Immediately call the CFSA hotline to confirm report received (see above)
  - Contact GIS (see above)
- Inform DPS that CFSA may be soon coming to campus
- Contact GIS and arrange for an interpreter for onsite CFSA interviews
- Arrangements made for transportation (if applicable)
- Arrangements made for residence hall (if applicable)
- Arrangements made for teacher/staff coverage
- Additional information (if any): \_\_\_\_\_
- File duplicate copy of form in manager of instructional programs' office

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Administrator	Date	Time
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