

TIP SHEET FOR MANDATED REPORTERS SUBMITTING REPORTS ON THE WEB INTAKE

- Start at the top of the page with this question: Are you reporting an incident that happened to an adult or a child? required
- Alleged perpetrator refers to the person suspected to have caused harm to a child or adult.
- Alleged victim refers to the child or adult suspected to be harmed.
- In a child report, please add parents or care givers of the child in the “Other Possible Participant Information” section.
- It improves the readability of the final printed report if all the text entered by the reporter is in ALL CAPITAL LETTERS.
- The web intake information must be completed in 90 minutes or the information will be lost.
- Please do not use abbreviations.
- In the “Incident Information” section, the 8 questions with narrative boxes have a limit of 600 characters.
- The web intake will not allow attachments added to be. Please see the directions for sending attachments on the “welcome page” above the warning banner.

GUIDE FOR ANSWERING QUESTIONS

“What are the circumstances surrounding the suspected abuse/neglect/exploitation?”

- How did the injury occur (i.e., were any objects or instruments used?)
- Has this happened before? (If yes, please describe including when it occurred.)

“What information do you have on the victim's functioning on a day-to-day basis?” (For child reports only)

- Does this child have any disabilities, mental health, communication, behavioral, or any special needs?
- How does this child function according to his or her age?
- How is this child doing in school?

“What information do you have about the parent's discipline approaches?” (For child reports only)

- How are the children in the home disciplined?
- What is the purpose of the discipline? (Child guidance, teaching, or power and control)
- When is the discipline used?

“What information do you have about how the caregiver functions on a day-to-day basis?” (For child reports only)

- Is the caregiver experiencing significant stress or are they overwhelmed? (If yes, what is causing the stress and how are they coping?)
- Does this caregiver have any disabilities, mental health, alcohol or substance abuse or any special needs?