



Nathan Deal, Governor

Keith Horton, Commissioner

Georgia Department of Human Services • Family & Children Services • Sharon Hill, Division Director  
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## Georgia Child Protective Services Mandated Reporter Form

*We strongly recommend that you participate in the brief Georgia Mandated Reporter Training @ <https://www.gocftrainingonline.com/> prior to making your initial child maltreatment report. This Mandated Reporter Training was developed in conjunction with The Governor's Office for Children and Families and provides in-depth information for all Mandated Reporters who are required under GA Law to report any suspicion of child maltreatment.*

**Mandated Reporters have the choice of two options for submitting this completed form electronically.**

**Option One:** E-mail to [cpsintake@dhr.state.ga.us](mailto:cpsintake@dhr.state.ga.us). You will receive an auto-reply stating that the CPS report has been received.

**Option Two:** Fax to 229-317-9663. Faxed reports convert to a PDF (Adobe) format and are automatically forwarded to the [cpsintake@dhr.state.ga.us](mailto:cpsintake@dhr.state.ga.us) e-mail box. Once the report is opened by a designated Intake Case Manager, you will receive an e-mail stating that the CPS report has been received, if you provide an e-mail address. Please indicate an e-mail address here at which you can receive a confirmation e-mail \_\_\_\_\_.

*Please note that you may be called for additional information regarding this report if there is insufficient information.*

DATE: \_\_\_\_\_

Time: \_\_\_\_\_ County where child resides: \_\_\_\_\_

Location of child at time of report: \_\_\_\_\_

Reporter's Name, Title, Telephone, & e-mail address: \_\_\_\_\_

Reporter's Organization and Organization address: \_\_\_\_\_

Primary Caretaker of Child: \_\_\_\_\_

Address of Primary Caretaker: \_\_\_\_\_

Reporter's relationship to Child: \_\_\_\_\_

**Additional person (and contact information) who can be contacted if you, the reporter, are not available and additional information is needed: \_\_\_\_\_**

*If you are the designated reporter for your agency (i.e. school counselor, law enforcement dispatch...), please indicate the primary staff-person in your organization who has firsthand knowledge of the suspected child maltreatment and/or knows the child and family. DFCS's ability to speak directly with those having firsthand knowledge of the suspected child maltreatment and/or knows the child and family is critical for assessment of short and long term safety and well-being of the alleged victim child.*

**Name, Contact Information and Best Time to Reach Staff-person with firsthand knowledge of child/family: \_\_\_\_\_**

Family Name/Who has custody of child(ren): \_\_\_\_\_

Mother's Name: \_\_\_\_\_ RACE: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Mother's Residence: \_\_\_\_\_

Mother's Employment: \_\_\_\_\_

Mother's Telephone Number: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Father's Name: \_\_\_\_\_ RACE: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Father's Residence: \_\_\_\_\_

Father's Employment: \_\_\_\_\_

Father's Telephone Number: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Language: \_\_\_\_\_ ALT Contact Info: \_\_\_\_\_

If a school reporter, please indicate all Emergency Contact information on file with the school and date this information was obtained from family: \_\_\_\_\_

**CHILDREN:**

Child's Name	Victim	Sex	Race	DOB	SSN	Grade Level

**OTHER HOUSEHOLD MEMBERS:**

Name	RELATIONSHIP To Primary Caretaker	LANGUAGE	MARITAL STATUS	Race	DOB	SSN

**OTHER ADULTS OF SIGNIFICANCE NOT RESIDING IN HOME:**

Name	RELATIONSHIP To Primary Caretaker	LANGUAGE	MARITAL STATUS	Race	DOB	SSN

The following information is critical to ensuring that we respond appropriately to this report of suspected child maltreatment. The importance of your supplying as much and as detailed information as possible for each of these areas cannot be stressed enough. (The sections will expand to accommodate as much information as you enter.)

**Specific Concern** (What are your specific concerns about the child(ren)? Has something happened to the child? If so, what happened? When and where did it occur and who was involved? Was an object used and if so, what type of object? How serious is the harm to the child?) Provide a detailed description of your specific concern.

\_\_\_\_\_

**Circumstances surrounding your concern:** (What was going on with the family before, during and after the specific circumstance/event/alleged child maltreatment you are concerned about? Where were the children at the time and where are they now? What did the child say happened? What is the caregiver’s explanation? How do you know about this circumstance/event/alleged maltreatment? Is your concern an ongoing concern with the children? Has this specific concern, or any other concerns about this child, come to your attention previously? If so, please provide an explanation of prior concerns you have. Who else knows about this? Were the police called? If so what is the officer’s name?)

\_\_\_\_\_

**Child Functioning** (Describe each child’s day to day functioning in relation to other children their age. What is the child’s overall appearance, health and wellbeing? Does the child(ren) have any behavioral, mental, emotional, intellectual or physical disabilities? If so what and how does it affect their functioning? Is child(ren) receiving services from any agency? If so who and what for? Are they on any medications? Do they get meds regularly? If school age what grade? On grade level? Describe attendance/discipline issues/general performance. How do the child(ren) interact with their peers? Has child(ren) expressed concerns about going home? If so what concerns and why?)

\_\_\_\_\_

**Parenting Discipline** How do the parents manage the child’s behaviors? What do the parents do when the child gets in trouble? How do they view the purpose of discipline? Do they have house rules for the children and if so, what are they? What kind of things does the child get in

trouble for? Is the caregiver ever out of control when disciplining the child? If so, explain when and the circumstances.

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**General Parenting** (What is the overall parenting style of the parents—structured, strict, laid-back....? How do the parents/child(ren) interact? Do parents seem to understand the child(ren's) needs? Are they able to meet these needs? Why or why not? Does the caregiver have realistic expectations of child(ren) given the child's age/functioning? Explain. Describe how caregiver accesses and uses available resources to provide basic needs for the children. Who usually cares for the child(ren)? Are the parents living in the same home? If not, is the non-residential parent involved with the child? Describe how caretakers react to bad behavior. Describe how they show love and nurturing.

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**Adult Functioning** (What is the overall functioning of each parent on a personal level-- rather than as a parent?) How does the caretaker care for themselves? Are they employed? If so what shift? Stable employment? Who cares for child when they are at work? Do caregivers have a steady source of income? Stable housing? Are there any concerns relating to mental health, substance abuse, domestic violence? If yes, what frequency? How do the parents respond when you approach them with concerns?

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**Additional Comments Section**-Anything else you feel we need to know about this family.

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rmm/12-05-13