

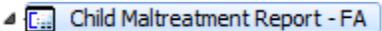
here's info needed to....

Police Report - Child Protection Summary Report

The easiest way to meet the 24-hour cross-reporting law enforcement statutory deadlines is to have the agency intake worker(s) open the Police Report - Child Protection Report Summary after creating a new Child Maltreatment report and emailing it to the appropriate law enforcement agency. This report lists all of the intake information, maltreatment screening information, current allegations, names and demographics of persons involved, and contact information. If the local agency is interested in receiving information in return regarding the alleged offenders listed in the maltreatment report, print off the report, complete the Information Request form at the end of the report, and fax it to the appropriate law enforcement agency.

When SSIS incorporated Adult Protection/CEP into SSIS, the Child Maltreatment Report was separated from intake and the location of the Police Report - Child Protection Report became accessible only under the Child Maltreatment node. When that occurred, some agencies (not realizing this shift) began using the Child Protection Intake Summary report instead for reporting purposes. One of the differences between the Child Protection Intake Summary report and the Police Report - Child Protection Summary report is whether the historical workgroup information is included. As the Child Protection Intake Summary report is often used as a child maltreatment screening tool within agencies, it includes all workgroups associated with the participants of the current intake. On the other hand, for statutory reporting purposes, the Police Report - Child Protection Summary only includes timely information from the current child maltreatment report. This allows privacy protection for clients who may have received chemical or mental health services from the local agency.

Navigation to Police Report - Child Protection Summary Report:

1. Access the Action menu from the Child Maltreatment Report node.

2. Select Print and Police Report - Child Protection Summary.
3. The report displays.

Police Report - Child Protection Summary

Intake Information

SSIS Intake #: 199547688
Intake Workgroup #: 199547680
Intake Workgroup name: CP Intake 10/11/2012
Intake Type: Child maltreatment report
Intake Method: Phone
Date and Time Intake Received: 10/11/2012 08:34 am
Source: Anonymous
Caller:
Presenting Problem: Alleged child maltreatment
Description of Need: child protection report - police report vs. child protection summary report
Program: Child Protective Services
Close Reason:
Close Date and Time:
Comments:
Staff Warning:
Primary Worker: litchfield, lisa

Maltreatment Screening

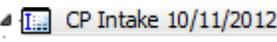
Report Status: Screened in for assessment
If screened out; Screen out reason:
Number of alleged victims:

4. Click the email  or print  icon in the Print Preview toolbar.

Since the Police Report – Child Protection Summary includes a request from the law enforcement agency to provide information back to the County or Tribe, workers may consider specifying in their email who the information should be returned to, e.g., Attn: Intake Worker Name.

If mailing or faxing the report is the local agency business practice, handwrite the law enforcement information request sheet and send.

Navigation to Child Protection Intake Summary Report:

1. Access the Action menu from the CP Intake node.

2. Select Print and Child Protection Intake Summary.
3. The report displays.

Child Protection Intake Summary

Intake Information

SSIS Intake #: 199547688
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Intake Type: Child maltreatment report
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