

## Intake Guidance Tool

### Questions for the Reporter/Referral Source

Basis for making the report

Guess     Suspicion     Belief     Knowledge     Observed physical evidence

Describe what happened to the child(ren):

Has this happened to other children? If so, describe.

When did the allegation/incident occur?

Where did the allegation/incident occur?

When is the last time the reporter saw the child(ren)?

Are there other people who may have knowledge of the situation or were a witness to the incident?

Is there anything the reporter can do to help the child and/or family?

Does the person responsible for the alleged abuse have access to the child?

Is the child afraid to go home?

Are there any problems with the DHS worker going to the home?