|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| REPORT OF ACTUAL OR SUSPECTED CHILD ABUSE OR NEGLECT | | | | | | | | | | | | | | | | | | | | | | | |
| Michigan Department of Health and Human Services | | | | | | | | | | | | | | | | | | | | | | | |
| Was complaint phoned to MDHHS? | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Yes |  | No | ⏵ | If yes, Log # | |  | | ⏵ | | If no, contact Centralized Intake (855-444-3911) immediately | | | | | | | | | | | |
|  | |  |  |  |  |  | |  | |  | | |  | | | | | | | | | | |
| **INSTRUCTIONS:** REPORTING PERSON: Complete items 1-19 (20-28 should be completed by medical personnel, if applicable). Send to Centralized Intake at the address list on page 2. | | | | | | | | | | | | | | | | | | | | 1. Date | | | |
|  | | | | | | | | | | | | | | | | | | | |  | | | |
| 2. List of child(ren) suspected of being abused or neglected (Attach additional sheets if necessary) | | | | | | | | | | | | | | | | |  | | | | | | |
| NAME | | | | | | | | | | | BIRTH DATE | | | SOCIAL SECURITY # | | | | | SEX | | | RACE | |
|  | | | | | | | | | | |  | | |  | | | | |  | | |  | |
|  | | | | | | | | | | |  | | |  | | | | |  | | |  | |
|  | | | | | | | | | | |  | | |  | | | | |  | | |  | |
|  | | | | | | | | | | |  | | |  | | | | |  | | |  | |
| 3. Mother’s name | | | | | | | | | | |  | | |  | | | | |  | | |  | |
|  | | | | | | | | | | |  | | |  | | | | |  | | |  | |
| 4. Father’s name | | | | | | | | | | |  | | |  | | | | |  | | |  | |
|  | | | | | | | | | | |  | | |  | | | | |  | | |  | |
| 5. Child(ren)’s address (No. & Street) | | | | | | | | | | | 6. City | | | 7. County | | | | | 8. Phone No. | | | | |
|  | | | | | | | | | | |  | | |  | | | | |  | | | | |
| 9. Name of alleged perpetrator of abuse or neglect | | | | | | | | | | | 10. Relationship to child(ren) | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | |
| 11. Person(s) the child(ren) living with when abuse/neglect occurred | | | | | | | | | | | 12. Address, City & Zip Code where abuse/neglect occurred | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | |
| 13. Describe injury or conditions and reason for suspicion of abuse or neglect | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 14. Source of Complaint (Add reporter code below) | | | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 01 Private Physician/Physician’s Assistant | | | | | | | 11 School Nurse | | | | | | | | 42 MDHHS Facility Social Worker | | | | | | | | |
| 02 Hosp/Clinic Physician/Physician’s Assistant | | | | | | | 12 Teacher | | | | | | | | 43 DMH Facility Social Worker | | | | | | | | |
| 03 Coroner/Medical Examiner | | | | | | | 13 School Administrator | | | | | | | | 44 Other Public Social Worker | | | | | | | | |
| 04 Dentist/Register Dental Hygienist | | | | | | | 14 School Counselor | | | | | | | | 45 Private Agency Social Worker | | | | | | | | |
| 05 Audiologist | | | | | | | 21 Law Enforcement | | | | | | | | 46 Court Social Worker | | | | | | | | |
| 06 Nurse (Not School) | | | | | | | 22 Domestic Violence Providers | | | | | | | | 47 Other Social Worker | | | | | | | | |
| 07 Paramedic/EMT | | | | | | | 23 Friend of the Court | | | | | | | | 48 FIS/ES Worker/Supervisor | | | | | | | | |
| 08 Psychologist | | | | | | | 25 Clergy | | | | | | | | 49 Social Services Specialist/Manager (CPS, FC, etc.) | | | | | | | | |
| 09 Marriage/Family Therapist | | | | | | | 31 Child Care Provider | | | | | | | | 56 Court Personnel | | | | | | | | |
| 10 Licensed Counselor | | | | | | | 41 Hospital/Clinic Social Worker | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 15. Reporting person’s name | | | | | | | | | Report Code (see above) | | 15a. Name of reporting organization (school, hospital, etc.) | | | | | | | | | | | | |
|  | | | | | | | | |  | |  | | | | | | | | | | | | |
| 15b. Address (No. & Street) | | | | | | | | | | | 15c. City | | | | | 15d. State | | 15e. Zip Code | | | 15f. Phone No. | | |
|  | | | | | | | | | | |  | | | | |  | |  | | |  | | |
| 16. Reporting person’s name | | | | | | | | | Report Code (see above) | | 16a. Name of reporting organization (school, hospital, etc.) | | | | | | | | | | | | |
|  | | | | | | | | |  | |  | | | | | | | | | | | | |
| 16b. Address (No. & Street) | | | | | | | | | | | 16c. City | | | | | 16d. State | | 16e. Zip Code | | | 16f. Phone No. | | |
|  | | | | | | | | | | |  | | | | |  | |  | | |  | | |
| 17. Reporting person’s name | | | | | | | | | Report Code (see above) | | 17a. Name of reporting organization (school, hospital, etc.) | | | | | | | | | | | | |
|  | | | | | | | | |  | |  | | | | | | | | | | | | |
| 17b. Address (No. & Street) | | | | | | | | | | | 17c. City | | | | | 17d. State | | 17e. Zip Code | | | 17f. Phone No. | | |
|  | | | | | | | | | | |  | | | | |  | |  | | |  | | |
| 18. Reporting person’s name | | | | | | | | | Report Code (see above) | | 18a. Name of reporting organization (school, hospital, etc.) | | | | | | | | | | | | |
|  | | | | | | | | |  | |  | | | | | | | | | | | | |
| 18b. Address (No. & Street) | | | | | | | | | | | 18c. City | | | | | 18d. State | | 18e. Zip Code | | | 18f. Phone No. | | |
|  | | | | | | | | | | |  | | | | |  | |  | | |  | | |
| 19. Reporting person’s name | | | | | | | | | Report Code (see above) | | 19a. Name of reporting organization (school, hospital, etc.) | | | | | | | | | | | | |
|  | | | | | | | | |  | |  | | | | | | | | | | | | |
| 19b. Address (No. & Street) | | | | | | | | | | | 19c. City | | | | | 19d. State | | 19e. Zip Code | | | 19f. Phone No. | | |
|  | | | | | | | | | | |  | | | | |  | |  | | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TO BE COMPLETED BY MEDICAL PERSONNEL WHEN PHYSICAL EXAMINATION HAS BEEN DONE | | | | | | | | | | | |
| 20. Summary report and conclusions of physical examination (Attach Medical Documentation) | | | | | | | | | | | |
|  |  | | | | | | | | | |  |
|  |  | | | | | | | | | |  |
| 21. Laboratory report | | | | | 22. X-Ray | | | | | | |
|  | | | | |  | | | | | | |
| 23. Other (specify) | | | | | 24. History or physical signs of previous abuse/neglect | | | | | | |
|  | | | | |  | | YES | |  | NO | |
| 25. Prior hospitalization or medical examination for this child | | |  | | | | | | | | |
| DATES | | PLACES | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
| 26. Physician’s Signature | | 27. Date | | | | 28. Hospital (if applicable) | | | | | |
| The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability. | | | | | | | | AUTHORITY: P.A. 238 of 1975.  COMPLETION: Mandatory.  PENALTY: None. | | | |
|  | | | |  | |  | | | | | |
|  | | | | | | | | | | | |
| INSTRUCTIONS | | | | | | | | | | | |
|  | | | | | | | | | | | |
| GENERAL INFORMATION:  This form is to be completed as the written follow-up to the oral report (as required in Sec. 3 (1) of 1975 PA 238, as amended) and mailed to Centralized Intake for Abuse & Neglect. Indicate if this report was phoned into MDHHS as a report of suspected CA/N. If so, indicate the Log # (if known). The reporting person is to fill out as completely as possible items 1-19. Only medical personnel should complete items 20-28.  Mail this form to:  Centralized Intake for Abuse & Neglect  5321 28th Street Court S.E.  Grand Rapids, MI 49546  OR  Fax this form to 616-977-8900 or 616-977-8050 or 616-977-1158 or 616-977-1154  OR  email this form to [MDHHS-CPS-CIGroup@michigan.gov](mailto:MDHHS-CPS-CIGroup@michigan.gov)   1. Date – Enter the date the form is being completed. 2. List child(ren) suspected of being abused or neglected – Enter available information for the child(ren) believed to be abused or neglected. Indicate if child has a disability that may need accommodation. 3. Mother’s name – Enter mother’s name (or mother substitute) and other available information. Indicate if mother has a disability that may need accommodation. 4. Father’s name – Enter father’s name (or father substitute) and other available information. Indicate if father has a disability that may need accommodation.   5.-7. Child(ren)’s address – Enter the address of the child(ren).   1. Phone – Enter phone number of the household where child(ren) resides. 2. Name of alleged perpetrator of abuse or neglect – Indicate person(s) suspected or presumed to be responsible for the alleged abuse or neglect. 3. Relationship to child(ren) – Indicate the relationship to the child(ren) of the alleged perpetrator of neglect or abuse, e.g., parent, grandparent, babysitter. 4. Person(s) child(ren) living with when abuse/neglect occurred – Enter name(s). Indicate if individuals have a disability that may need accommodation. 5. Address where abuse / neglect occurred. 6. Describe injury or conditions and reason of suspicion of abuse or neglect – Indicate the basis for making a report and the information available about the abuse or neglect. 7. Source of complaint – Check appropriate box noting professional group or appropriate category.   **Note:** If abuse or neglect is suspected in a hospital, also check hospital.  **MDHHS Facility** – Refers to any group home, shelter home, halfway house or institution operated by the Department of Health and Human Services. Refers to any institution or facility operated by the Department of Health and Human Services.  15.-19 - Reporting person’s name - Enter the name and address of person(s) reporting this matter. | | | | | | | | | | | |