

Child Protective Services: Intake

2103.12 Form 453 (Child Abuse/Neglect Intake Worksheet)

Requirement

Except for I & R's, document all report information and all actions taken by the intake case manager on Form 453 (Child Abuse/Neglect Intake Worksheet).

Procedures/Practice Issues

Process the report quickly, as the response time for meeting time requirements begins at the moment the report is received.

Record additional reports and any information received prior to assignment/screen out, on the Form 453.