

Child Protective Services: Intake

2103.21 Child Protective Services Log

Requirement

Maintain a log of **all** reports received by CPS.

Procedures/Practice Issues

Include on the log:

- Date report received;
- Name of staff member receiving report;
- Name of case;
- Case number, if assigned;
- Type of reported maltreatment;
- Reporter code;
- Disposition:

Accept/assign: Report accepted for assessment (investigation).

Accept/add to pending or open case: Already active in the county.

Screen-out/referred elsewhere: Referred to another resource for services. Complete IDS (Form 590).

Screen-out only: Report is screened out. Components of a CPS report are missing. Complete Form 590.

- Date of written referral to law enforcement.