



COLORADO

Office of Children,
Youth & Families

Division of Child Welfare

COLORADO INFORMATION GATHERING AND REFERRAL PROCESS

Demographics			
RP Name:		Phone:	
Email:		Fax:	
Agency:			
Address:			
Relationship to Child:			
Child Name:		DOB:	
Race:		Ethnicity:	
		Primary Language:	
Home Address:			
All Phone Numbers for Child:			
Grade/School:			
Where is the child now:			
Child Information/ Functionality/Vulnerability:			
SIBLINGS			
Child Name:		DOB:	
Race:		Ethnicity:	
		Primary Language:	
Home Address:			
All Phone Numbers for Child:			
Grade/School:			
Child Information/ Functionality/Vulnerability:			
MOTHER OF CHILD			
Name:		DOB:	
Race:		Ethnicity:	
		Primary Language:	
Home Address:			
All Phone Numbers for Adult:			
School/Employer:			
Adult Information/ Functionality/Vulnerability:			
FATHER OF CHILD			
Name:		DOB:	
Race:		Ethnicity:	
		Primary Language:	
Home Address:			
All Phone Numbers for Adult:			
School/Employer:			
Adult Information/ Functionality/Vulnerability:			
ANY OTHER CAREGIVER			
Name:		DOB:	
Race:		Ethnicity:	
		Primary Language:	

Home Address:						
All Phone Numbers for Adult:						
School/Employer:						
Adult Information/Functionality/Vulnerability:						
PRAN						
Name:				DOB:		
Race:		Ethnicity:		Primary Language:		
Home Address:						
All Phone Numbers for Adult:						
School/Employer:						
Adult Information/Functionality/Vulnerability:						
<i>WHO ELSE LIVES IN THE HOME?</i>						
Name:				DOB:		
Race:		Ethnicity:		Primary Language:		
Home Address:						
All Phone Numbers for Adult:						
School/Employer:						
Where is the child/adult now:						
Child/adult Information/Functionality/Vulnerability:						
<i>OTHER PARTIES INVOLVED</i>						
Name:				DOB:		
Race:		Ethnicity:		Primary Language:		
Home Address:						
All Phone Numbers for Adult:						
School/Employer:						
Where is the child/adult now:						
Child/adult Information/Functionality/Vulnerability:						
Family Structure / Custody Arrangements:						
Screening Topics						
<i>(The following topics and questions should be explored on all referrals)</i>						
<ul style="list-style-type: none"> • What: Nature of the abuse or neglectful environment. • When were the children last seen? (by the reporting party) • How long has this been occurring? Have things stayed about the same, become worse, or improved? • Tell me about any concerns regarding the interactions between the caretakers? • Tell me about any police involvement with the family. • Tell me about any weapons in the home. • Tell me if there is any drug use by family or household members? • Are there any other environmental hazards in the home (vicious animals, meth labs, criminal activity, hazardous material, etc.)? 						
Narrative:						

Safety/Maltreatment	
<i>(The following topics and questions are specific to the referral type)</i>	
Neglect	
<ul style="list-style-type: none"> • What specifically did you see? (If not firsthand knowledge, how does the reporter know this information?) • Describe the environment and who saw it? When did they see it? • Age of children and what have they been exposed to? • Regarding the appearance of the child, what did you see (clothing not appropriate for season, in poor condition, etc.)? • How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident? 	
Narrative:	
Medical Neglect	
<ul style="list-style-type: none"> • What are you concerned about? • What specifically did you see? (If not firsthand knowledge, how does the reporter know this information?) • Describe the environment and who saw it? When did they see it? • Age of children and what have they been exposed to? • Regarding the appearance of the child, what did you see? • How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident? 	
Narrative:	
Educational Neglect	
<ul style="list-style-type: none"> • What are you concerned about? • Why do you feel that the child's educational needs are being neglected? • How often is the child absence/tardy? How many absences/tardies does the child have for the current school year? • Is the child currently involved with truancy? • What have you done to try and address your concerns with the parents? • Where is this child enrolled in school? • Has the family recently moved? • Do you know if this child is home schooled? • Has the school tried to contact the parents/caretakers? • Are there any developmental or behavioral concerns? • Does this child have an IEP? • Do you know the last date the child attended school? • How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident? 	
Narrative:	
Emotional Abuse	
<ul style="list-style-type: none"> • What is being said to the child or what did they witness? • When, where and how often does this occur? • If this is not firsthand information, how do you know this information? • How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident? 	
Narrative:	
Domestic Violence	
<ul style="list-style-type: none"> • Where were the children during the incident? Were the police called? • Who called 9-1-1 and at what time? Were any charges filed or was either parent incarcerated? Was the child (ren) physically injured? • Are there any restraining orders? • Did child (ren) make any statements about how they "feel" regarding what occurred? • How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident? 	
Narrative:	

Lack of Supervision

- How often and what time of day does it occur?
- How long is the child (ren) left alone? Are they alone now?
- Do you know where the parent goes at these times?
- What is the child's maturity level? Does the child know what to do in different emergency situations? Are there rules that the children have to follow when they are home alone?
- How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident?

Narrative:

Physical Abuse

- Did you see an injury? What does it look like? (Type of injury, size, shape, color)
- Where on the child's body is the injury?
- Is medical intervention necessary? How are you aware of the medical intervention?
- When did the incident occur?
- Where did the incident occur?
- Who was responsible for inflicting the injury?
- Have any siblings ever suffered similar abuse?
- Has this happened before?
- How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident?

Narrative:

Drug Allegation

- How do you know the parent is using illegal drugs, prescription drugs or alcohol?
- What substance is the parent using?
- What does parent's use look like? (how often, where, when, how long, any history of treatment)
- Is the substance accessible to the child?
- Does the parent have a medical marijuana prescription?
- How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident?

Narrative:

Drug-Exposed Child

- Is the mother still at the hospital? Who else is at the hospital?
- Has mecstat been ordered? Types and level of drugs present?
- Does mom and child have a place to go?
- Do they have a car seat and other supplies?
- How long will the child remain in the hospital?
- How are mom and child bonding?
- Any medical complications?
- Who are the Medical Providers for mom and child?
- Is mother breastfeeding or have plans of breastfeeding?
- How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident?

Narrative:

Sexual Abuse

- Describe the incident.
- When did the incident occur?
- Who was involved in the incident? Did anyone else witness the incident?
- Where did the incident occur?
- Is this a one-time incident or an ongoing incident?
- If the alleged PRAN is over age 10, has law enforcement been notified?
- Have the parents been notified?
- Without examining the child, did you observe any physical signs or concerns of sexual abuse?

- Has the child made a direct outcry? If so, what was said?
- Has the child reported any inappropriate touching before this incident? If so, what was said?
- What is the relationship of the perpetrator?
- Does the alleged PRAN have ongoing contact with the child? If so, what type of contact/communication/interaction?
- How has the child's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the child since the incident?

Narrative:

Youth in Conflict

- What specific behaviors have you seen that worry you about this youth?
- How often are these behaviors occurring?
- When was the last time you observed it?
- (If reporter is not the parent) Have you contacted the parents about this? Response?
- Describe what you know about the youth's friends? Gang involvement? Drugs/alcohol?
- Is the youth attending school?
- Has the youth run away? How many times? How long are they gone when they run away?
- Are there other agencies involved such as the courts or therapists?
- How are the youth's behaviors affecting the family?
- Does the youth have any informal supports such as mentors and/or close friends or family?
- How has the youth's behavior and/or demeanor been impacted by the incident? Have you noticed any changes with the youth since the incident?

Narrative:

Family Coping and Community Support

Tangible Supports

- How long has the family lived in the community? How long at the current address?
- Does the family have a telephone, transportation, car seats etc.?
- Are the adults in the home employed?
- Is the family receiving any public assistance (cash assistance, food stamps, Medicaid)?

Narrative:

Child Information

- How would you describe the child (happy, sad, worried, tired, fun loving)?
- Does the child have any developmental delays or physical handicaps?
- How does the child do in school and do they express any fear/apprehension of going home?
- Does the child have friends?
- What does the parent say about the child – how would they describe the child?

Narrative:

Family/Community Supports

- Does the family call on others to help solve problems? Who do they call upon?
- Are you familiar with any of the extended family?
- Who are they and how is their relationship with the family? What do they say?
- Are there aspects of your relationship with the family that, in conjunction with our intervention, might help to influence them for the better?

Narrative:

Family Coping/Strengths

- Are the parents concerned about these problems? How did they react to you expressing concern?
- How do family members usually solve this problem? What have you seen them doing?
- What would you say is good about mom's/dad's parenting? What would the child say about the same?
- Based on what you know, who is in charge of the family?
- Has the family had any previous involvement with the law/courts? Have any children been previously removed from the home?
- Are there times when the mother/father is attentive rather than neglectful? Can you tell me more about those times? What did the parent and child do instead?
- What do you think contributed to the parent's responding differently?

- According to what you know, how did the non-offending parent react to what occurred?
- If this has happened before – how has the family addressed the situation?

Narrative:

Culture

Please tell me about anything that would be important for us to know about this family's culture.

Narrative:

Intervention

- Have you taken any other action in addressing this problem, other than making this call?
- Have you talked about these concerns with anyone else who knows the family?
- Did you tell the parents you would be calling? How did they react?

Narrative:

Solutions

- What action would you like to see from the department?
- What do you think is the cause of the problem?
- What convinced you to make this call?
- What would it take to make the child safer?
- How will you know when this problem has been solved?
- What are you hoping to see our agency do to address your concerns? How do you think our agency can help this family/these children?
- What else happened? Is there anything else you can think of that you would like to add to this report?

Narrative:

Wrap-Up

If this situation remained unchanged how would you rate the level of safety in the home on a scale from 0 to 10, 10 being very safe with no concerns and 0 being very dangerous?

0 ----- 10

If the information that the RP is reporting is third hand information does the RP have contact information for the party or parties who have direct knowledge of the situation?

Narrative: