

Intake Information Collection Guide



WHO?

Who is the referral source? Who are they worried about? Who was involved?

- Identity of the referral source (name, phone, address, relationship to child, method of contact, source of contact)
- Identity of the child/ren (name, sex, DOB, present location, school/daycare, name of person living with, relationship, ethnicity)
- Identity of parent/guardian, current caregiver, foster parent (name, phone, address, relationship to child, marital status, ethnicity, DOB)
- Identity of other witnesses/sources of information (name, address, relationship to child, agency, phone)
- First Nation or other Indigenous identity



WHAT?

What is the referral source worried about? (specific detail)

- Type of maltreatment
- Severity of maltreatment: results, injuries, conditions (sustained or likely, size, color, location on body, when inflicted, by whom, with what)
- Description of child's emotional and/or physical symptoms
- Description of what the parent is or is not doing and how it impacts the child
- Description of child's environment
- Description of events, what happened, why it happened
- Medical attention or immediate mental health services required
- Were services already provided? (Diagnosis, results)



WHEN?

When did the incident occur? When is the threat to safety active?

- Description of when the incident occurred
- Specific detailed dates, times, frequency, duration
- Multiple occurrences
- Specific timeframes



WHERE?

Where did the alleged incident occur? Where is the family now?

- Description of child's environment
- Description of where the parents were during alleged incident
- Description of where the family is now
- Jurisdiction



WHY?

Why did the referral source choose to make the referral today? Why did this happen?

- Surrounding circumstances that led to the alleged maltreatment
- Was the alleged abuser impaired by substances, mental health, or otherwise out of control when incident occurred?
- Alleged abuser's intent
- Why did the referral source choose to report the information now?



HOW?

How long has this been occurring? How did the parents respond?

- Maltreatment history, similar incidents, patterns
- Information on parental knowledge and response
- Does the parent know about the maltreatment? What was their response?
- Did the child make a disclosure to anyone other than the reporter? If so to who?
- Custody order in place