

Reporting

Suspicion of Child Abuse Process



SOP 5.9.2

All Suspicion of Child Abuse Reports must also have an Unusual Incident Report (UIR) completed. See "Unusual Incidents/Accidents" SOP 5.3.26

1

Inform your Supervisors



Inform your direct Supervisor and Team Supervisor that you will be making a report to CFS.

Shasta County Fax:
(530) 245-6939

2

Make the call to CFS



Shasta County:
(530) 225-5650

Siskiyou County:
(530) 841-4200

Trinity County:
(530) 623-1314

3

Create Suspected Child Abuse Report



(See SOP 5.9.2 for the Report)

Follow all instructions found on page 2 of the Suspected Child Abuse Report.

Siskiyou County Fax:
(530) 841-4238

4

Scan to CFS scan folder



Scan the completed Suspected Child Abuse Report to the "CFS" Folder. The Family Services Manager will review the written report prior to the staff submitting to CFS.

Trinity County Fax:
(530) 623-1488

5

Fax reviewed Report to CFS



After reviewed by the Family Services manager, fax report to Children and Family Services/Child Protective Services. (See fax numbers below)