**Hotline Call Checklist for Mandated Reporters**

**CASA Kane County**

**1-800-25-ABUSE**

1. **Alleged Victim(s) – most of this information can be found in Optima so it is good practice to have your case file open so you can reference this detail**
   1. Name(s) of victim(s)
   2. Birthdate(s) of victim(s) or approximate age
   3. Address (or approximate address)
   4. Gender
   5. Race
   6. Child Description
2. **Alleged Perpetrator(s) – if known**
   1. Name(s)
   2. Birthdate(s) or Age(s) or some approximation so role of DCFS can be determined
   3. Relationship to Victim(s)
   4. Address
3. **Harms to Victim(s):**
   1. Physical Abuse

NOTE: The Hotline worker will be able to put the allegation in the proper sub-category such as physical abuse, cuts/bruises, welts, etc.

* 1. Sexual Abuse
  2. Risk of Harm
  3. Neglect
  4. Death

1. **Description of Incident(s)**
   1. Be prepared to give a brief description of the incident(s) of abuse. This description should include:
      * as much detail as you have about the actual incident
      * indication of intention (especially in physical abuse)
      * description of the time and place of the incident
      * information, if any, about possible witnesses to the abuse
      * evidence of abuse (physical evidence, behavioral indicators, disclosure by the victim, etc.)
2. **Date and time of when Hotline call is made**
3. Name of Hotline worker taking the call
4. Document the report number
5. What action, if any, will be taken by DCFS
   * + is the report being taken for investigation or information only
6. **Provide CASA office address and your first name and last initial**

CASA Kane County

Attn: CASA/GAL (insert your first name and last initial here)

100 S 3rd Street, Suite 460

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