INTAKE REPORT 2011
QA DATA COLLECTION INSTRUMENT

1. Reviewer _____ 2. Date Reviewed _____

3. Intake Number _____ 4. Intake Family Name _____

5. Source of Report:
   - ☐ Phone call (1)
   - ☐ Law enforcement report (2)
   - ☐ Fax/letter (3)
   - ☐ Court order (4)
   - ☐ Face-to-face (5)
   - ☐ Email (6)

SECTION I

1. Was the report classified as the appropriate type (APS vs APS Info/Referral, CPS vs. CPS info/Referral)?
   - ☐ Yes (1)
   - ☐ No (2)

If the answer to #1 is NO, CONTINUE	**If the answer to #1 is "YES", SKIP TO #3.**

2. Mark what should have been the type assigned?
   - ☐ APS (1)
   - ☐ C/AN (2)
   - ☐ APS Info/Referral (3)
   - ☐ CPS Info/Referral (4)

IF INTAKE TYPE IS JUDGED TO BE CLASSIFIED INAPPROPRIATELY, STOP

3. Was the Intake type changed (APS to APS Info/Referral or vice versa and CPS vs. CPS info/referral and vice versa)?
   - ☐ Yes (1)
   - ☐ No (2)

If the answer to question #3 is "Yes", CONTINUE	**If the answer to question #3 is "No", SKIP to SECTION II**

4. Consider each of the following statements and respond to identify the reason for the change of Intake type?

   a. Intake supervisor did not agree with Intake CFS Specialist decision, resulting in changed Intake type.
      ☐ Yes (1)
      ☐ No (2)

   b. Local CFS supervisor consulted, resulting in changed Intake type.
      ☐ Yes (1)
      ☐ No (2)

   c. Administrator or policy staff consulted with, resulting in changed intake type.
      ☐ Yes (1)
      ☐ No (2)

   d. Intake type was initially entered and intake type was updated by a CFS Specialist after review.
      ☐ Yes (1)
      ☐ No (2)

   e. Collateral information gathered after the close of the intake
      ☐ Yes (1)
      ☐ No (2)

5. Do you agree with the changed Intake type?
   ☐ Yes (1)
   ☐ No (2)
   ☐ Not applicable (3)

SECTION II If the type selected was **C/AN or APS type, skip to SECTION III** and complete the questions.

If the type selected was **CPS or APS Information/Referral type, complete the following questions.**

1. If the intake was a CPS Information and Referral or APS Information and Referral type, do you agree with the closing reason (Referred for Services, Info only, Multiple Reporter)?
   ☐ Yes (1)
   ☐ No (2)
   ☐ Not applicable (3)

2. Is there documentation that the reporter was referred for services, provided additional information, or otherwise assisted the reporter?
   - ☐ Yes (1)
   - ☐ No (2)
   - ☐ Not applicable (3) (i.e. Law Enforcement report, faxed report)

3. Were collateral calls made?
   - ☐ Yes (1)
   - ☐ No, but calls were needed (2)
   - ☐ No, but calls were needed, but they were unable to be made due to the time of the intake (3)
   - ☐ No, calls were not needed (4) (i.e. no one to whom to call)

4. If the report contained information about a family involved in a case that was already open for ongoing casework or investigation, is there documentation that the assigned CFS Specialist was notified?
   - ☐ Yes (1)
   - ☐ No (2)
   - ☐ Not applicable (3)

Additional comments/feedback regarding intake:

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_____

_____

SECTION III	If the selected was **C/AN or APS type, complete the following questions.**

1. Was the information gathered and documented detailed enough and/or adequate to determine if the report met the screening criteria?
   - ☐ Yes (1)
   - ☐ No (2)

If the answer to #1 is NO, CONTINUE	**If the answer to #1 is YES, skip to # 3.**

2. What additional information should have been collected?

a.	Age	☐	Yes (1)	☐ No (2)
b.	Vulnerability	☐	Yes (1)	☐ No (2)
c.	Perpetrator access to alleged victim	☐	Yes (1)	☐ No (2)
d.	Perpetrator contact information	☐	Yes (1)	☐ No (2)
e.	Worker safety	☐	Yes (1)	☐ No (2)
f.	Legal status	☐	Yes (1)	☐ No (2)
g.	Other: _____	☐	Yes (1)	☐ No (2)

3. Was the referral statement detailed enough to determine if the victim may be a vulnerable adult, if an APS type?
   - ☐ Yes (1)
   - ☐ No (2)
   - ☐ Not applicable (3)

4. Was the correct person (s) entered as the alleged perpetrator?
   - ☐ Yes (1)
   - ☐ No (2)
   - ☐ Not applicable (3) (i.e. self-neglect or unknown perp.)

5. Did the referral statement identify the relationship between the alleged victim and the alleged perpetrator?
   - ☐ Yes (1)
   - ☐ No (2)
   - ☐ Not applicable (3) (i.e. self-neglect or unknown perp)

6. Regarding the allegation, answer each of the following:
   a. Is there at least one appropriate allegation type selected?
      ☐ Yes (1) ☐ No (2)
   b. Is there an allegation type that should have been entered and is missing?
      ☐ Yes (1) ☐ No (2)
   c. Is there an allegation type present that <u>should not</u> have been entered?
      ☐ Yes (1) ☐ No (2)

7. Do you agree with the closing status reason?
   - ☐ Yes (1)
   - ☐ No (2)

If the answer to #7 is Yes, SKIP TO # 10	**If the answer to #7 is No, CONTINUE**

8. Why don't you agree with the closing status reason?
   The information:
   a. Met the screening criteria definition and wasn't accepted ☐ Yes (1) ☐ No (2)
   b. Didn't meet screening criteria and was accepted ☐ Yes (1) ☐ No (2)
   c. Didn't follow administrative policy memo ☐ Yes (1) ☐ No (2)
   d. Other: _____ ☐ Yes (1) ☐ No (2)

9. If you don't agree with the closing status reason, what should have been the closing status reason?
   ☐ Accept for Safety Assessment (1)
   ☐ Accept for Out of Home Assessment (2)
   ☐ APS Investigation (3)
   ☐ Does not meet definition (4)
   ☐ Multiple Reporter (5)
   ☐ Unable to Identify (6)
   ☐ Law Enforcement Only (7)

10. Was the designated priority correct for the determined by the use of the Priority Response Decision tools?
   ☐ Yes (1)
   ☐ No (2)
   ☐ Not applicable (3) (ie, does not meet definition)

If the answer to #10 is "No", CONTINUE	**If the answer to #10 is "YES" or "Not applicable", SKIP TO #12.**

11. What priority designation should have been assigned to adequately respond?
   ☐ Priority 1 (1)
   ☐ Priority 2 (2)
   ☐ Priority 3 (3)

12. Was the closing status reason changed?
   ☐ Yes (1)
   ☐ No (2)

If the answer to question #12 is "Yes", CONTINUE	**If the answer to question #12 is "No", SKIP TO #15.**

13. What is the documented reason for the change in the closing reason status?

a. Intake supervisor did not agree with Intake CFS Specialist decision, resulting in changed closing status reason.
☐ Yes (1) ☐ No (2)

b. Local CFS supervisor consulted, resulting in changed closing status reason.
☐ Yes (1) ☐ No (2)

c. Administrator or policy staff consulted with, resulting in changed closing status reason.
☐ Yes (1) ☐ No (2)

d. Closing status reason was mistakenly chosen and the closing status reason was corrected.
☐ Yes (1) ☐ No (2)

e. Unknown, the reasons for the change of the closing reason status was not documented.
☐ Yes (1) ☐ No (2)

f. Collateral information was gathered after the initial close of the intake and influenced the closing status reason.
☐ Yes (1) ☐ No (2)

g. "Unable to Identify" used as the temporary closing status reason and later updated when the name was obtained and the case closing status reason was updated.
☐ Yes (1) ☐ No (2)

14. Do you agree with the changed closing reason status?
☐ Yes (1)
☐ No (2)
☐ Not applicable (3)

15. Did the Intake CFS Specialist take action to address immediate safety concerns such as calling Law Enforcement or the on-call supervisor?
☐ Yes (1)
☐ No (2)
☐ Not applicable (3)

16. Were collateral calls to make the screening/priority decision made?

- ☐ Yes (1)
- ☐ Yes, but more calls were needed (2)
- ☐ No, but calls were needed (3)
- ☐ No, but calls were needed, but they were unable to be made due to the time of the intake (4)
- ☐ No, calls were not needed (5) (i.e. no one to whom to call)

17. Was prior history and background checks documented?
    - ☐ Yes (1)
    - ☐ No (2)

18. Is there narrative to indicate that prior history and background checks were considered in making the intake screening decision?
    - ☐ Yes (1)
    - ☐ No (2)
    - ☐ Not applicable (3)

19. If the report contained information about a family that was already involved in a case that was open for ongoing casework or investigation, is there documentation that the assigned CFS Specialist was notified?
    - ☐ Yes (1)
    - ☐ No (2)
    - ☐ Not applicable (3)

Additional comments/feedback regarding intake:

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