



State of Michigan

Department of Human Services
Children's Protective Services
Quality 3200/Mandated Reporting

Training Objectives

After successful completion trainees will:

- Know about the current Child Protection Law (CPL) reporting requirements including recent updates.
- Know the reporting process.
- Be able to fill out a 3200 with all needed detail
- Understand the procedure after reporting.

State Law

Child Protection Law, 1975, PA 238

*The Michigan Child Protection Law, 1975 PA 238, requires the reporting of child abuse and neglect by certain persons (called **mandated reporters**) and allows the reporting of child abuse and neglect by all persons. It includes the legal requirements for reporting, investigating, and responding to child abuse and neglect cases.*



List of Mandated Reports

A physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, regulated child care provider, or any employee of an organization or entity that, as a result of federal funding statutes, regulations, or contracts would be prohibited from reporting in the absence of a state mandate or court order (e.g., domestic violence providers).

The list also includes specific DHS personnel:

Eligibility specialist, Family Independence manager, Family Independence specialist, social services specialist, social work specialist, social work specialist manager and welfare services specialist.

Reporting

Mandated Reporting

- **Mandated reporters are an essential part of the child protection system since they have an enhanced capacity, through their expertise and direct contact with children, to identify suspected child abuse or neglect.**

Reporting

Report or Don't Report?

- Mandated Reporters should “trust your instincts.”
- If something seems off it is OK to ask a question to get more information.
- Reasonable suspicion is enough to justify reporting.
- **You don't need evidence, just *reasonable suspicion***
 - ❖ **Note: *Never investigate on your own.***

Reporting

Reporting Obligations

- **Immediate verbal report to DHS**
 - **1-855-444-3911**
 - Be prepared to give as much demographic information as possible when making the call
- **Written report (DHS 3200) within 72 hours**
 - Detailed information
 - Child's statements in quotations
- **Notify the head of your organization if required by your employer**

Reporting

- **DHS 3200**
- **This form provides a place where additional detail can be given.**
- **Please provide as much detail as possible!**
- **The evidence you note may not be there when CPS is able to see the child.**
- **CPS can be called before the DHS 3200 is completed or after. Some like to fill it out as they gather data to ensure accuracy when they call.**

Reporting Review the 3200

When you call in you will be given a Log #. Please note on the top of the 3200.

Always Call
Note Log #



REPORT OF ACTUAL OR SUSPECTED CHILD ABUSE OR NEGLECT Michigan Department of Human Services

Was complaint phoned to DHS?

Yes No

▶ If yes, Log# _____

▶ If no, contact Centralized Intake (855-444-3911) immediately

INSTRUCTIONS: REPORTING PERSON: Complete items 1-19 (20-28 should be completed by medical personnel, if applicable). Send to Centralized Intake at the address list on page 2.

1. Date

Reporting

Review the 3200

Person Information- Although you may be only seeing one child try and gather as much information about the entire household as possible. This helps CPS gather history on the family. This also helps CPS confirm the well being of all children in the home. **Other children in the home may be at risk.**

2. List of child(ren) suspected of being abused or neglected (Attach additional sheets if necessary)				
NAME	BIRTH DATE	SOCIAL SECURITY #	SEX	RACE
█	█	█	█	█
█	█	█	█	█
█	█	█	█	█
█	█	█	█	█
3. Mother's name	█	█	█	█
4. Father's name	█	█	█	█

Reporting

Review the 3200

Location and contact information- This information will determine what CPS office is authorized to investigate a situation. It will also determine what police department may be contacted to get involved. Accurate location information is also vital to confirming well being of all children in home.

5. Child(ren)'s address (No. & Street) [REDACTED]	6. City [REDACTED]	7. County [REDACTED]	8. Phone No. [REDACTED]
9. Name of alleged perpetrator of abuse or neglect [REDACTED]	10. Relationship to child(ren) [REDACTED]		
11. Person(s) the child(ren) living with when abuse/neglect occurred [REDACTED]	12. Address, City & Zip Code where abuse/neglect occurred [REDACTED]		

Reporting

Review the 3200

Reason for suspicion of abuse or neglect. Note basic reasons including any specific injuries or disclosures from child or adult. This area does not allow for a lot of words. Feel free to attach an extra page of details if needed.

13. Describe injury or conditions and reason for suspicion of abuse or neglect

Reporting

Review the 3200

Reporting person- Although we gather the reporting person's information that information will remain confidential. If you have a shift issue that may lead to difficulty for CPS reaching you please list the professionals that will have access to your information and notes while you are off.

14. Source of Complaint (Add reporter code below)

01 Private Physician/Physician's Assistant	11 School Nurse	42 DHS Facility Social Worker
02 Hosp/Clinic Physician/Physician's Assistant	12 Teacher	43 DMH Facility Social Worker
03 Coroner/Medical Examiner	13 School Administrator	44 Other Public Social Worker
04 Dentist/Register Dental Hygienist	14 School Counselor	45 Private Agency Social Worker
05 Audiologist	21 Law Enforcement	46 Court Social Worker
06 Nurse (Not School)	22 Domestic Violence Providers	47 Other Social Worker
07 Paramedic/EMT	23 Friend of the Court	48 FIS/ES Worker/Supervisor
08 Psychologist	25 Clergy	49 Social Services Specialist/Manager (CPS, FC, etc.)
09 Marriage/Family Therapist	31 Child Care Provider	56 Court Personnel
10 Licensed Counselor	41 Hospital/Clinic Social Worker	

15. Reporting person's name [Redacted]	Report Code (see above) [Redacted]	15a. Name of reporting organization (school, hospital, etc.) [Redacted]			
15b. Address (No. & Street) [Redacted]		15c. City [Redacted]	15d. State [Redacted]	15e. Zip Code [Redacted]	15f. Phone No. [Redacted]
16. Reporting person's name [Redacted]	Report Code (see above) [Redacted]	16a. Name of reporting organization (school, hospital, etc.) [Redacted]			
16b. Address (No. & Street) [Redacted]		16c. City [Redacted]	16d. State [Redacted]	16e. Zip Code [Redacted]	16f. Phone No. [Redacted]
17. Reporting person's name	Report Code (see above)	17a. Name of reporting organization (school, hospital, etc.)			

Reporting

Review the 3200

Medical Exam details. If an exam was completed a summary of the results are to be entered on the 2nd page of the 3200.

TO BE COMPLETED BY MEDICAL PERSONNEL WHEN PHYSICAL EXAMINATION HAS BEEN DONE

20. Summary report and conclusions of physical examination (Attach Medical Documentation)		

21. Laboratory report	22. X-Ray	
23. Other (specify)	24. History or physical signs of previous abuse/neglect <input type="checkbox"/> YES <input type="checkbox"/> NO	
25. Prior hospitalization or medical examination for this child		
DATES		PLACES
26. Physician's Signature	27. Date	28. Hospital (if applicable)
Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.		AUTHORITY: P.A. 238 of 1975. COMPLETION: Mandatory. PENALTY: None.

Reporting

Review the 3200

Please send any medical documents associated with the report with the 3200 that your policy allows. DHS has a legal right to a child's medical reports without release. Therefore, sending them at the time of the complaint will save time in the investigation.

I am notifying you, or your agency, pursuant to the Michigan Child Protection Law, 1975 PA 238, as amended, MCL 722.621-722.638, and the Michigan Public Health Code, 1978 PA 368, as amended, MCL 333.2640 and 333.16281, which require this agency to obtain the information requested and which authorize your release of the information for this purpose. The federal Health Insurance Portability and Accountability Act (HIPAA) also allows for the release of medical information for a CPS investigation (45 CFR 164.512).

CHILDREN'S PROTECTIVE SERVICES REQUEST FOR MEDICAL INFORMATION

TO: [REDACTED] [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Case Name				
[REDACTED] [REDACTED]				
Case Number				
[REDACTED]				
County	District	Section	Unit	W
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Concerning Family/Household Members

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Date(s) of Birth

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

There is a compelling need for the medical records held by you or your agency, pertinent to a Children's Protective Services (CPS) investigation on the family/household member(s) identified above, to determine if child abuse/neglect has occurred or to protect a child.

I am notifying you, or your agency, pursuant to the Michigan Child Protection Law, 1975 PA 238, as amended, MCL 722.621-722.638, and the Michigan Public Health Code, 1978 PA 368, as amended, MCL 333.2640 and 333.16281, which require this agency to obtain the information requested and which authorize your release of the information for this purpose. The federal Health Insurance Portability and Accountability Act (HIPAA) also allows for the release of medical information for a CPS investigation (45 CFR 164.512).

Reporting Next Steps for CPS

Centralized Intake will gather the following from the reporter:

- Name of the child, parents, and/or legal guardians.
- Description of suspected abuse or neglect.
- Any information that might establish the cause of abuse or neglect.
- The who, what, when, where, why and how's.
- Your contact information.

Reporting Next Steps for CPS

- Central Intake will send case to local county office for assignment.
- CPS will interview children, adults, neighbors, family, professional staff, etc...
- CPS will coordinate with law enforcement in certain investigations.
- CPS will look for all types of abuse/neglect during an investigation.
- CPS will look at prior history and review for trends.
- Worker is required to contact all mandated reporters prior to the case disposition.

Reporting Next Steps for CPS

Confidentiality

- CPS will keep your information confidential.
- Per CPL, the identity of the reporting person is confidential subject to disclosure only with the consent of that person or by judicial process.
- The parents may accuse you of reporting.
- The parents may say that, "CPS told me you were the one who called in the referral."

Your Information Will Not Be Shared

Reporting Next Steps for CPS

- Must meet legal definition of CA/N by a Preponderance of evidence (51%).
- If a preponderance exists, a Risk Assessment is used to determine risk levels.
- Approximately 75% of investigations do not result in a preponderance finding.
- DHS shall inform mandated reporters in writing as to the disposition of the case.

Emergencies

- If there is a situation where a child is in immediate danger the police must be contacted. CPS is not able to provide immediate assistance in these situations. It takes time to get the case assigned and someone to come out. CPS does not have legal authority to take a child into custody without a court order. Receiving a court order takes time. Only the police can detain a child or adult without a court order to address a safety concern.

Reasons for a Report NOT being Investigated (AKA "Rejected")

- Already Investigated (or current open investigation).
- Discounted After Preliminary Investigation.
- Complaint Does Not Meet Child Protection Law Definition of Child Abuse/Neglect.
- No Reasonable Cause.
- Reporting Person Unreliable or Not Credible.
- Out-of-State History Notification.

You are a major player in protecting Children

- You are the eyes and ears in community we need to protect children.
- Even if you have called CPS before and not received the results you hoped for always call when you suspect abuse/neglect
- It often takes repeat offenses for the court to remove a child from a home situation.
- Reasonable efforts under the law must be made to preserve a family. This includes servicing a family.

Contact Information

CPS Centralized Intake:

1-855-444-3911

CPS Program Office:

1-517-335-3704

Mandated Reporter Hotline:

1-877-277-2585

Children's Trust Fund:

1-517-373-4320

Additional Information

DHS Mandated Reporter Resource Guide can be found at:

http://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf?20131115142408