

MANDATED REPORTING

What Must be Reported:

Reasonable suspicion of any of the below acts involving anyone under the age of 18:
Physical Abuse, Sexual Abuse, Emotional Abuse & Neglect

Where to Report:

- Report Abuse to the child welfare agency in the county of the child's residence
- Report Crimes against children to the law enforcement agency where the crime occurred
- If uncertain where abuse occurred, contact local cps or law enforcement agency and they will either take report or assist you in locating the appropriate agency.

Local Child Welfare & Law Enforcement Numbers

Santa Clara County CPS	(833) 722- 5437
San Mateo County CPS	(800) 632-4615
San Francisco County CPS	(800) 856-5553
Alameda County CPS	(510) 259-1800
Palo Alto PD	(650) 329-2413
Santa Clara County Sheriff's Office	(800) 211-2220

How to Report:

- ✓ **By Phone:** Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.
- Be prepared to provide your name, child's name, child's location, any information you have on the parent(s)/caregiver(s), the nature and extent of any injuries, and any information that led the team to suspect child abuse.
- Be sure to indicate the risks and impact on the child when you make report.
- **Tip: Ask CPS where to fax or mail the written report when you're on the phone with them.**
- ✓ **In Writing:** Within 36 hours of telephone report, a written report must be sent, faxed or submitted electronically to the County where you filed report. The written report should be completed on a state form called the 8572 (pictured) which can be found on the SCAN team's *LPCH Intranet* website.

✓ **Scan & Email** a copy of the written report to:

1. HIMS: HIMS-LPCH@stanfordchildrens.org
2. SCAN Team: SCAN@stanfordchildrens.org

• **Tip: Include patient MRN on document for appropriate filing.**

Report can be shredded after you've emailed it to HIMS & SCAN

CPS will mail you a Disposition Letter with the outcome of their investigation– please forward to HIMS & SCAN teams.

Questions?

Contact the SCAN team : scan@stanfordchildrens.org or (650) 407-8652

Page # 2-SCAN for urgent questions or consults

Please reference the *LPCH Abuse & Neglect Reporting & Management Policy* for detailed information.