



A person who knowingly or willfully makes public or discloses to any unauthorized person any confidential information contained in the central abuse hotline is subject to the penalty provisions of s. 39.205.

INTAKE REPORT WITH REPORTER NARRATIVE

Intake Name		Intake Number		County	Secondary County
Date and Time Intake Received		Program Type	Investigative Sub-Type	Provider Name	
Background Checks Required		Reason	Call Record Number	3 Hits Reviewed	
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Worker Safety Concerns		Prior Involvement	Law Enforcement Notified		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Send Florida Administrative Message to Law Enforcement		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Response Time	Name - Worker	Name - Supervisor			

I. Family Information

Name - Family		Telephone Number - Home			
Address - Street		Unit Designator	City	State	Zip Code
Primary Language:		Interpreter Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Directions to House					

A. Participants

Name		ID Number	Role	Gender	DOB
Est. Age	Ethnicity	Race	Disability		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Hearing Impaired: <input type="checkbox"/> Yes <input type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input type="checkbox"/> No			
Device Needed:					
Name		ID Number	Role	Gender	DOB
Est. Age	Ethnicity	Race	Disability		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Hearing Impaired: <input type="checkbox"/> Yes <input type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input type="checkbox"/> No			
Device Needed:					

AP = Alleged Perpetrator PC = Parent/Caregiver
 CH = Child In Home RN = Report Name
 HM = Household Member SO = Significant Other
 NM = Non-Household Member V = Victim

B. Address and Phone Information

Name	Type	Address	Telephone Number
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C. Relationships

Subject	Relationship	Subject
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D. Alleged Maltreatment

Alleged Victim	Maltreatment Code
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- Comment [AJ1]: The system will pre-fill the ...
- Comment [AJ2]: The system will pre-fill the ...
- Comment [AJ3]: The system will pre-fill the ...
- Comment [lw4]: The system will pre-fill the ...
- Comment [AJ6]: The system will pre-fill the ...
- Comment [AJ7]: The system will pre-fill the ...
- Comment [AJ8]: If 'In-Home' is the reference ...
- Comment [AJ5]: The system will pre-fill the ...
- Comment [lw9]: The system will pre-fill the ...
- Comment [lw10]: The system will pre-fill the ...
- Comment [lw11]: The system will pre-fill the ...
- Comment [lw12]: The system will pre-fill the ...
- Comment [AJ13]: The system will pre-fill the ...
- Comment [AJ14]: If there are any Prior ...
- Comment [AJ15]: The system will pre-fill the ...
- Comment [lw16]: The system will pre-fill the ...
- Comment [AJ17]: The system will pre-fill the ...
- Comment [AJ18]: The system will pre-fill the ...
- Comment [AJ19]: The system will pre-fill the ...
- Comment [AJ20]: This will pre-fill from the ...
- Comment [AJ21]: The system will pre-fill the ...
- Comment [AJ22]: The system will pre-fill the ...
- Comment [AJ23]: The system will pre-fill the ...
- Comment [AJ24]: The system will pre-fill the ...
- Comment [AJ25]: The system will pre-fill the ...
- Comment [AJ26]: The system will pre-fill the ...
- Comment [AJ27]: The system will pre-fill the ...
- Comment [AJ28]: This will pre-fill based on ...
- Comment [AJ29]: This system will pre-fill th ...
- Comment [AJ30]: The system will pre-fill the ...
- Comment [AJ31]: This will pre-fill SSN from ...
- Comment [AJ32]: The system will pre-fill the ...
- Comment [AJ33]: The system will pre-fill the ...
- Comment [AJ34]: The system will pre-fill the ...
- Comment [AJ35]: The system will pre-fill the ...
- Comment [AJ36]: The system will pre-fill the ...
- Comment [AJ37]: The system will pre-fill the ...
- Comment [AB38]: This will now pre-fill wit ...
- Comment [AJ39]: The system will pre-fill the ...
- Comment [lw40]: The system will pre-fill the ...
- Comment [lw41]: The system will pre-fill the ...
- Comment [lw42]: The system will pre-fill the ...
- Comment [AJ43]: The following fields shall ...
- Comment [AJ44]: The system will pre-fill the ...
- Comment [AJ45]: The system will pre-fill the ...
- Comment [AJ46]: The system will pre-fill the ...
- Comment [AJ47]: The system will pre-fill the ...
- Comment [AJ48]: The following 3 fields are ...
- Comment [AJ49]: The system will pre-fill thi ...
- Comment [AJ50]: The system will pre-fill the ...
- Comment [AJ51]: The system will pre-fill thi ...
- Comment [AJ52]: The following 2 fields are ...



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E. Location of Incident				
Address – Street	Apt.	City	State	Zip Code
Telephone Number – Home	Telephone Number – Work	Telephone Number - Cell		

II. Narratives

A. Allegation Narrative
a. Provider Detail
B. Narrative for Worker Safety Concerns

III. Agency Response

A. Recommendation		
System Screening Recommendation	Counselor Screening Recommendation	Counselor Screening Reason
Counselor Name	Counselor Screening Date/Time	
Reason for Override		
System Response Priority Recommendation	Counselor Response Priority Recommendation	Date/Time Decision Made
Reason for Override		
B. Decision		
Decision	Date/Time Decision Made	Reason
Worker:		
Explain		

IV. CI Unit Documentation

First Call Attempted Date/Time	Completed Call Date/Time
Call Log	

- Comment [AJ55]:** The following 8 fields will all pre-fill from the 'Victim/Child Location Details' group box on the 'Victim/Child Location' tab. These are all repeating fields based on the number of 'Victim/Child Location Details' records inserted.
- Comment [AJ56]:** The system will pre-fill the 'Address - Street' from the 'Number' and 'Address' fields in the 'Victim/Child Location Details' group box.
- Comment [AJ57]:** The system will pre-fill the 'Apt.' from the 'Apt.' field in the 'Victim/Child Location Details' group box.
- Comment [AJ58]:** The system will pre-fill the 'City' from the 'City' field in the 'Victim/Child Location Details' group box.
- Comment [AJ59]:** The system will pre-fill the ...
- Comment [AJ60]:** The system will pre-fill the ...
- Comment [AJ61]:** The system will pre-fill the ...
- Comment [AJ62]:** The system will pre-fill the ...
- Comment [AJ63]:** The system will pre-fill the ...
- Comment [AJ64]:** The system will pre-fill the ...
- Comment [lw65]:** The system will pre-fill the ...
- Comment [AJ66]:** The system will pre-fill the ...
- Comment [AJ67]:** The following 10 fields will ...
- Comment [lw68]:** The system will pre-fill the ...
- Comment [lw69]:** The system will pre-fill the ...
- Comment [AJ70]:** The system will pre-fill the ...
- Comment [lw71]:** The system will pre-fill the ...
- Comment [lw72]:** The system will pre-fill the ...
- Comment [lw73]:** The system will pre-fill the ...
- Comment [lw74]:** The system will pre-fill the ...
- Comment [lw75]:** The system will pre-fill the ...
- Comment [lw76]:** The system will pre-fill the ...
- Comment [lw77]:** The system will pre-fill the ...
- Comment [AJ78]:** The following 5 fields will ...
- Comment [AJ79]:** The system will pre-fill the ...
- Comment [AJ80]:** The system will pre-fill the ...
- Comment [AJ81]:** The system will pre-fill the ...
- Comment [PL82]:** The system will pre-fill the ...
- Comment [AJ83]:** The system will pre-fill the ...
- Comment [AJ84]:** The following 5 fields are ...
- Comment [AJ85]:** The system will pre-fill the ...
- Comment [AJ86]:** The system will pre-fill the ...
- Comment [AJ87]:** The system will pre-fill the ...



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Called Out By	Called To

Comment [AJ88]: The system will pre-fill 'Called Out By' from the 'Called Out By CI Unit Worker' field, in the 'CI Unit Documentation' group box on the 'Decision' tab.

Comment [AJ89]: The system will pre-fill 'Called To' from the 'Called To' field, in the 'CI Unit Documentation' group box on the 'Decision' tab.



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REPORTER NARRATIVE

Name – Worker			
Name – Reporter		Reporter Type	
Badge Number		Case Number	
Reporter Caller ID	Reporter Requests Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	Report Method	
Home Phone	Work Phone	Other Phone	
Email Address		Language	
Reporter Narrative			
Source Information			
Background Summary			

Comment [AJ90]: The system will pre-fill the 'Name – Worker' from the 'Worker' field on the Intake page, in the 'Intake Information' header group box.

Comment [AJ91]: The system will pre-fill the 'Name – Reporter' from the 'Last Name,' 'Suffix,' 'First Name,' and 'Middle Name' fields, in the 'Reporter Information' group box, on the 'Participants' tab.

Comment [AJ92]: The system will pre-fill the 'Reporter Type' from the 'Reporter Type' dropdown, in the 'Reporter Information' group box, on the 'Participants' tab.

Comment [lw93]: The system will pre-fill the 'Badge Number' from the 'Badge Number' field, in the 'Reporter Information' group box, on the 'Participants' tab.

Comment [lw94]: The system will pre-fill the 'Case Number' from the 'Case Number' field, in the 'Reporter Information' group box, on the 'Participants' tab.

Comment [AJ95]: The system will pre-fill the 'Reporter Caller ID' from the 'Reporter Caller ID' field, in the 'Reporter Information' group box, on the 'Participants' tab. If the 'Caller ID N/A' checkbox, in the 'Reporter Information' group box, is checked, the system will pre-fill 'N/A' in the 'Reporter Caller ID' field.

Comment [AJ96]: The system will pre-fill 'Reporter Requests Contact' based on the 'Reporter Requests Contact' checkbox, in the 'Reporter Information' group box, on the 'Participants' tab. If the 'Reporter Requests Contact' checkbox is checked, the system will pre-fill an 'X' in the 'Yes' checkbox. If the 'Reporter Requests Contact' ...

Comment [AJ97]: The system will pre-fill the 'Report Method' from the 'Report Method' ...

Comment [AJ98]: The system will pre-fill the 'Home Phone' from the 'Home Phone' field, in th ...

Comment [AJ99]: The system will pre-fill the 'Work Phone' from the 'Work Phone' field, in the ...

Comment [AJ100]: The system will pre-fill the 'Other Phone' from the 'Other Phone' field, in the ...

Comment [lw101]: The system will pre-fill the 'Email Address' from the 'Email Address' field, ...

Comment [lw102]: The system will pre-fill the 'Language' from the 'Language' dropdown, in th ...

Comment [AJ103]: The system will pre-fill the 'Reporter Narrative' from the 'Reporter Narrative' ...

Comment [AJ104]: The system will pre-fill the 'Source Information' from the 'Source Informatio ...

Comment [lw105]: The system will pre-fill the 'Background Summary' from the 'Background ...