



Arizona Department of Child Safety

Douglas A. Ducey
Governor

Gregory McKay
Director

Online Mandated Reporting Website User Guide

Introduction

The Arizona Department of Child Safety maintains an Online Reporting website designed for Mandated Reporters to report **non-emergency** abuse or neglect concerns about children in Arizona. The website is available Monday through Friday from 6am to 9pm.

This user guide is provided as a supplement to the instructions available at the Mandated Reporting landing page and the Online Reporting website. It is organized into four sections:

1. Accessing the Online Reporting website.
2. Creating an account.
3. Completing the Online Reporting form.
4. Submitting the Online Reporting form.

Accessing the Online Reporting Website

The Online Reporting website is currently located on azdes.gov. Access the web site by clicking on this link **<https://dcs.az.gov/>** or by entering this address into your browser. The Arizona Department of Child Safety page will display.

Look for the DCS Quick Links section toward the bottom of the page (left column). Select Report Child Abuse or Neglect

Reporting Child Abuse or Neglect

State Agencies | State Services
Search az.gov | az.gov



Arizona Department of Child Safety (DCS)

A New Beginning For Arizona's Children

🔍

🏠
ABOUT
ADMINISTRATION
NEWS
SERVICES
RESOURCES

Backlog Down & Productivity Up

[Click here to see the full chart](#)

Development to support investigation activities.

- Temporary Labor services and staff from other state agencies working administrative investigative activities.
- Engage Department of Economic Security personnel, many of whom are former DCS employees, to support investigations on an overtime basis. Target start date is mid-February.



Total Inactive Cases, 1-26-26
17.5% Improvement



Total Open Reports, 1-23-2026
20.7% Improvement

DCS ADVISORY COMMITTEE



[Click here to view current roster and information.](#)

MESSAGE FROM THE DIRECTOR

Arizona will become the safest place in the country for children to grow and thrive. As the Director of the Department of Child Safety, that is my goal.

There has never been a more exciting time to capitalize on the reservoir of goodwill of those who are anxiously awaiting an opportunity to serve those who are truly in need. DCS is proud to work with all Arizonans to navigate a course of shared accountability and engagement that includes government, public and private partners. The opportunities are endless, as the hearts and minds of deeply caring and innovative people will help drive this dream into reality.

Arizonans are all-too-familiar with this endeavor falling into confusion, ineffectiveness and a shortage of hope. But I commit to everyone that we are in a time of effective engagement in which lives will be enriched by our efforts to help the most vulnerable among us.

DCS is a forward-looking agency. We will remain alert to current challenges without forsaking optimism for a brighter future. This agency is marked by industriousness, enthusiasm and a passion to serve children and families in a way that overpowers those who do children harm. Our confidence, competence, integrity, and team spirit will influence skeptics to choose to be part of creative solutions that empower all.

Success is the peace of mind knowing we did the best of which we are capable of every day. Our purpose is fulfilled when we leave people better than the way we found them. From the smallest to the largest of tasks, DCS will ensure we are always at our best, because our best is always needed. Children, families and our entire community deserve nothing less.

Greg McKay
Director

SUSPECT CHILD ABUSE?

SUSPECT CHILD ABUSE? REPORT IT NOW!

Arizona's Statewide Toll-Free Child Abuse Hotline
1-800-SOS-CHILD
1-800-767-2445

OUR TWEETS

Tweets



AZ Child Safety @AZ_DCS

Meet Chris, [childrenshearthgallery.org/yourfamilyis...](#)

#AZChildSafety #ForeverFamily hashtag [go.twitter.com/c0R0J8T...](#)

Compose new Tweet...

DCS QUICK LINKS

- [Report Child Abuse or Neglect](#)
- [File a Complaint and Request a Hearing](#)
- [Request DCS Records](#)
- [Resolve a Complaint with DCS](#)
- [DCS Reports and Publications](#)
- [DCS Regulatory Agenda](#)
- [People's Information Guide](#)
- [Community Information & Referral](#)

MORE QUICK LINKS

- [Become a Foster parent](#)
- [Foster parent orientation](#)
- [Adopt from foster care](#)
- [Young Adult Program/Independent Living \(YAPIL\)](#)
- [Health Services for Children in Foster Care \(CHSEF\)](#)

MORE INFORMATION

- [Contact Us](#)
- [Frequently Asked Questions](#)
- [Join DCS Staff](#)
- [Volunteer at DCS](#)
- [ArizonaSERVES](#)
- [For current Foster and Adoptive Parents](#)

Mandated Reporting

The screenshot shows the Arizona Department of Child Safety (DCS) website. At the top, there is a navigation bar with "State Agencies" and "State Services" on the left, and a search bar with "Search az.gov" and the "az.gov" logo on the right. The main header features the DCS logo and the text "Arizona Department of Child Safety (DCS) A New Beginning For Arizona's Children". Below the header is a navigation menu with links for "ABOUT", "ADMINISTRATION", "NEWS", "SERVICES", and "RESOURCES". A breadcrumb trail reads "Home » Report Child Abuse or Neglect". The main content area is titled "Report Child Abuse or Neglect" and features a red box with the text "Arizona Child Abuse Hotline 1-888-SOS-CHILD (1-888-767-2445)". Below this, a paragraph explains the reporting process, mentioning that users should select "Mandated Reporting" from a dropdown menu. A list of links includes "What is child abuse and neglect?", "Who must report?", "When to report?", "Where can a report be made?", "What happens when abuse/neglect is reported?", and "The investigation outcome.". At the bottom, there is a "Contact Us" section with the DCS logo and contact information: "Department of Child Safety, PO Box 6030, S/C C010-23, Phoenix, Arizona 85005-6030, Phone: 1-602-255-2500".

State Agencies State Services Search az.gov az.gov

Arizona Department of Child Safety (DCS) A New Beginning For Arizona's Children

ABOUT ADMINISTRATION NEWS SERVICES RESOURCES

Home » Report Child Abuse or Neglect

Report Child Abuse or Neglect

Arizona Child Abuse Hotline
1-888-SOS-CHILD (1-888-767-2445)

A report of suspected child abuse, neglect, exploitation or abandonment is a responsible attempt to protect a child. Arizona law requires certain persons who suspect that a child has received non-accidental injury or has been neglected to report their concerns to DCS or local law enforcement (ARS §13-3620.A). YOU may be a child's only advocate at the time you report the possibility of abuse or neglect. Children often tell a person with whom they feel safe about abuse or neglect. If a child tells you of such experiences, act to protect that child by calling the toll free **Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445)**. To learn more about **Mandated Reporting**, select "Who must report?" from the following list.

- › [What is child abuse and neglect?](#)
- › [Who must report?](#)
- › [When to report?](#)
- › [Where can a report be made?](#)
- › [What happens when abuse/neglect is reported?](#)
- › [The investigation outcome.](#)

Contact Us

Department of Child Safety
PO Box 6030, S/C C010-23 Phone: 1-602-255-2500
Phoenix, Arizona 85005-6030

Select How do I access Arizona's Online Reporting Service for Mandated Reporters

There are now two links that can be used to access the reporting form, Register and Login

▼ [How do I access Arizona's Online Reporting Service for Mandated Reporters?](#)

- Each mandated reporter creates an account.
- Each time the mandated reporter logs in, the Reporting Party section will auto-populate with the mandated reporter's information.
- The mandated reporter can update account information.
- [Register](#) for an account.
- [Login](#) to existing account.
- You may wish to Bookmark or Favorite the Log In page to your browser.
- If you forget your user name and password, the system allows you to reset your information.

Select How do I access Arizona's Online Reporting Service for Mandated Reporters

The screenshot shows the Arizona Department of Child Safety (DCS) website. The header includes the DCS logo and tagline 'A New Beginning For Arizona's Children'. A search bar is located in the top right. The main navigation menu includes 'ABOUT', 'ADMINISTRATION', 'NEWS', 'SERVICES', and 'RESOURCES'. The breadcrumb trail reads 'Home » Services » Suspect Abuse? Report It. Now.'.

Suspect Abuse? Report It. Now.

For all emergency child abuse and neglect reports, call: 1-888-SOS-CHILD (1-888-767-2445)

If your concern involves an emergency situation, call 911 immediately.

A report of suspected child abuse, neglect, exploitation or abandonment is a responsible attempt to protect a child. Arizona law requires certain persons who suspect that a child has received non-accidental injury or has been neglected to report their concerns to DCS or local law enforcement (ARS §13-3620.A). YOU may be a child's only advocate at the time you report the possibility of abuse or neglect. Children often tell a person with whom they feel safe about abuse or neglect. If a child tells you of such experiences, act to protect that child by calling the toll free **Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445)**. To learn more about Mandated Reporting, select "Who must report?" from the following list.

- ▶ [What is child abuse and neglect?](#)
- ▶ [Who must report?](#)
- ▶ [When to report?](#)
- ▶ [What to report?](#)
- ▶ [What happens when abuse/neglect is reported?](#)
- ▶ [The investigation outcome.](#)

Online Reporting Service for Mandated Reporters

Mandated reporters are required by law, as defined by ARS 13-3620, to report all concerns of child abuse or neglect. Department of Child Safety (DCS) provides this secure website for mandated reporters of child abuse and neglect to report **non-emergency** concerns, as authorized by ARS 13-3620. Non-emergency concerns are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. **This website is only for mandated reporters to report situations that do not require an emergency response.** An emergency is a situation where a child faces an immediate risk of abuse or neglect that could result in death or serious harm.

▶ [How do I access Arizona's Online Reporting Service for Mandated Reporters?](#)

- ▶ [Why use Arizona's Online Reporting Service for Mandated Reporters?](#)
- ▶ [What information should I expect to provide during the online reporting process?](#)
- ▶ [What should I expect after I have submitted a non-emergency child abuse or neglect concern?](#)
- ▶ [Can I report a concern anonymously?](#)
- ▶ [Confidentiality and website security.](#)

MORE INFORMATION

- [Contact Us](#)
- [Frequently Asked Questions](#)
- [Join DCS Staff](#)
- [Volunteer at DES](#)
- [ArizonaSERVES](#)
- [For current Foster and Adoptive Parents](#)

DCS QUICK LINKS

- [DCS Data Indicators](#)
- [Report Child Abuse or Neglect](#)
- [DCS Policy/Children's Services](#)
- [Request DCS Records](#)
- [Resolve a Complaint with DCS](#)
- [DCS Reports and Publications](#)
- [DCS Regulatory Agenda](#)

PROGRAMS FOR CHILDREN IN FOSTER CARE

- [Young Adult Program/Independent Living \(YAP/IL\)](#)
- [Health Services for Children in Foster Care \(CMDP\)](#)

SERVICES

- ▼ [Reporting Abuse or Neglect](#)
 - [Safe Haven Newborn Information](#)
- ▶ [Prevention and Family Support](#)
- [Investigations and OCWI](#)
- ▶ [Foster Care and Adoption](#)
- ▶ [CMDP](#)
- ▶ [Young Adult](#)
- [Other Ways to Help](#)

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➤ [Why use Arizona's Online Reporting Service for Mandated Reporters?](#)

➤ [What information should I expect to provide during the online reporting process?](#)

➤ [What should I expect after I have submitted a non-emergency child abuse or neglect concern?](#)

➤ [Can I report a concern anonymously?](#)

➤ [Confidentiality and website security](#)

Events | Press Room | Sitemap



2/5/2016 2:39:53 P.M.

Arizona Department of Child Safety



DES Home | About DES | FAQ's | Contact Us | Reports | Forms | Office Locator

Search DES Go [Advanced Search](#)

DCS ONLINE REPORTING SERVICE [[Login](#)]

Home Page

CREATE A NEW ACCOUNT

Reporting Party

Use the form below to create a new account.

Child(ren) Profile

Account Information

Adult(s) Profile

User Name:

E-mail:

What Happened

Family Functioning

[Privacy](#) | [Disclaimer](#) | [Web Accessibility & Reasonable Accommodations](#)
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The Mandated Reporter will be sent a temporary password by e-mail. They will then be required to create a permanent password that is DES compliant. To be DES compliant the password must consist of a mixture 8 letters and numbers. There must be one capital letter and at least one number. Ex. Waeio23. Once this is created, the next time the Mandated Reporter logs in, their information will populate the fields in the Reporting Party Section.

Home Page
Reporting Party
Child(ren) Profile
Adult(s) Profile
What Happened
Family Functioning

CHANGE PASSWORD

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length and must contain least 1 upper case and 1 lower case character and 1 numeric.

User Name:

Old Password:

New Password:

Confirm New Password:

Once the mandated reporter changes the password they will be taken to the Home Page.

If returning to the website select Login and the mandated reporter can access their account by entering their Account User Name and Account Password.

Events | Press Room | Sitemap

2/5/2016 2:42:19 P.M.

Arizona Department of Child Safety

DES Home | About DES | FAQ's | Contact Us | Reports | Forms | Office Locator

Search DES [Go] Advanced Search

DCS ONLINE REPORTING SERVICE [LogIn]

Home | Change Password | Password Recovery | User Name Recovery

Home Page

Reporting Party

Child(ren) Profile

Adult(s) Profile

What Happened

Family Functioning

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

Username:

Password:

Keep me logged in

[Privacy](#) | [Disclaimer](#) | [Web Accessibility & Reasonable Accommodations](#)

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There will be menu items available to change a Mandated Reporter password, to recover their password and to recover their User Name.

Once the website opens the Home Page will display. This page contains information that helpful to the mandated reporter. It explains the site is only for mandated reporters, is not to be used in emergency situations, displays a warning about false reporting, has a link to the User Guide and gives some general directions.

DCS ONLINE REPORTING SERVICE

Home Page	Arizona's Child Abuse & Neglect Online Reporting Service.
Reporting Party	If your concern involves an emergency situation, do not wait for CPS to respond. Call 911 immediately.
Child(ren) Profile	
Adult(s) Profile	
What Happened	The DCS Online Reporting Service is designed for mandated reporters who identify themselves as the reporting party. Please be aware that the identity of reporting parties is kept confidential by law, per A.R.S. § 8-807 . To submit an anonymous report please call the 24 hour Child Abuse Hotline at (888) SOS-CHILD / (888) 767-2445.
Family Functioning	<i>Please be advised, a person who makes a false report of child abuse or neglect knowing the report is false, is guilty of a class one misdemeanor. A class one misdemeanor carries a maximum of six months in jail and a \$2,500 fine. A person is immune from liability for reporting in good faith by law, per (A.R.S. 13-2907.02.)</i>

Directions:
If the back button on the browser is used the information entered will be lost.
Use the <TAB> key to navigate through each section.
Please DO NOT USE THE <ENTER> KEY! It could accidently cause an error and you will have to start over.
When a submission is successful a 6 digit Form Number will display. If you do not see a Form Number after clicking Submit Report please contact the Hotline at 1-888-SOS-CHILD.
[There have been some recent changes made to the Online Reporting Services for Mandated Reporters website. You may notice that certain sections function differently. To access a User Guide, click here.](#)

If you close this window prior to submitting the form, your information will be lost and you will have to start over.

* = Required Field

[Click to start the reporting process](#)

[Privacy](#) | [Disclaimer](#) | [Web Accessibility & Reasonable Accommodations](#)

The mandated reporter will be taken to the reporting sections when they select “Click to start the reporting process”. Before they can start to input their concerns a page with 8 questions will display. These are 8 yes or no yes questions that must be answered before they can proceed. If one of these 8 questions are answered Yes, they are asked to call the Hotline due to the seriousness of their concern for the abuse or neglect of a child. The 8 questions are:

If any of the questions answered “yes” it indicates a serious situation. The red phone will appear thereafter you will be asked to call the Child Abused Hotline.

- Home Page
- Reporting Party
- Child(ren) Profile
- Adult(s) Profile
- What Happened
- Family Functioning

PLEASE ANSWER THE QUESTIONS BELOW ACCORDINGLY. DOES YOUR CONCERN INCLUDE ONE OR MORE OF THE FOLLOWING:

1. Serious injuries such as fractures, burns, or injuries to multiple places on the body? Yes No
2. Serious injuries to face or head such as black eyes, facial lacerations, bruising, etc? Yes No
3. A child that was involved in an incident of domestic violence among adults within the last 24 hours? Yes No
4. A child requiring emergency medical care and the caregiver is unwilling or unable to seek treatment? Yes No
5. A substance exposed newborn that is currently at home or scheduled for discharge from the hospital within the next 24 hours? Yes No
6. Evidence or a disclosure regarding sexual abuse toward a child and the alleged perpetrator will have access to the child within the next 48 hours? Yes No
7. A child that is a danger to themselves or others now and the caregiver cannot or will not control the child's behavior? Yes No
8. A caregiver that is described as behaving in an attacking or aggressive ways towards a child? Yes No

- Home Page
- Reporting Party
- Child(ren) Profile
- Adult(s) Profile
- What Happened
- Family Functioning



WARNING

You are attempting to report an emergency child abuse and neglect situation according to A.R.S. 13-3623. Please do NOT use the O immediately call the Child Abuse Hotline at 1- 888-SOS-CHILD (1-888-767-2445).

Continue

Section 1 Reporting Party

If the Mandated Reporter has created an account the fields in Section 1 will populate with their profile. If there is no account they will be required to complete the mandatory fields which are indicated with an asterisk.

- [Home Page](#)
- [Reporting Party](#)
- [Child\(ren\) Profile](#)
- [Adult\(s\) Profile](#)
- [What Happened](#)
- [Family Functioning](#)

SECTION 1 OF 5 - REPORTING PARTY

* What type of Reporter are you ?

Select Reporter Type
 LAW ENFORCEMENT PROFESSIONAL
 MEDICAL PROFESSIONAL
 JUV COURT / DETENTION
 SCHOOL/DAYCARE PROFESSIONAL
 BEHAVIORAL HEALTH PROFESSIONAL
 SOCIAL SERVICES PROFESSIONAL
 GOVERNMENT/CPS PROFESSIONAL
 MILITARY

* Gender : Male Female

* Title :

* First Name :

Middle Name :

* Last Name :

* Employer or Organization you Represent :

* Address :

* City: State: * Zip Code:

* Phone Number : Ext.
Ex. (000) XXX-XXXX

Secondary Number : Ext.
Ex. (000) XXX-XXXX

Email Address :

There are 8 Reporter types that can be selected and 10 mandatory fields to be completed.

Clicking on Clear on the bottom of the page will delete all the information entered. Clicking on next will take the mandated reporter to Section 2.

Section 2 Family Profile (Child)

This section will contain the information regarding the children living in the home. There will be 5 mandatory fields: First Name, Last Name, Gender, Birth Date or Age and whether the child was an alleged victim. Other fields will be Means to Locate the Child such as home address, school information, day care information and other possible locations where the child can be located. There will be an icon on the bottom of the page to add the information entered and to add a child and a icon to clear the information entered.

Home Page **SECTION 2 OF 5 - FAMILY PROFILE CHILD(REN)** Reporter Info

Child(ren) Profile **Child's Information** Adult(s) Profile

What Happened First Name : ✓ Middle Name : Last Name : ✓

Family Functioning First Name is Unknown Last Name is Unknown

Gender : Female Male Unknown ✓ Birth Date : Approximate Age : 11 Year Old Months ✓

ex. year 2000 or month/year 7/2000 ex. Approximate Age 2 Year Old or up to 23 Months for a baby.

Race : AMERICAN INDIAN AMERICAN INDIAN ALASKAN NATIVE ASIAN/ PACIFIC ISLANDER AFRICAN AMERICAN
 HISPANIC SOUTHEAST ASIAN WHITE UNABLE TO DETERMINE

Is this child an alleged Victim : Yes No Unknown ✓

Primary Language : ENGLISH SPANISH ASIAN SICH NATIVE AMERICAN OTHER UNKNOWN

Do you know the child's Social Security Number ? Yes Unknown

Means to Locate the Child

What is the child's home address ?

Address :

City : State : AZ Zip Code :

School Information

School Name :

Address :

City : State : AZ Zip Code :

Daycare Information

Daycare Name :

Address :

City : State : AZ Zip Code :

Other Locations

Please list any other addresses or places where the child can be located: such as a grandparent's, neighbors, or friend's address.

Click to Clear Page  Click to add addition children 

Previous Next

If the add children icon is selected the information will be saved to the top of the page. Notice that on the top of the page are icons to edit and delete information.

Home Page	SECTION 2 OF 5 - FAMILY PROFILE CHILD(REN)
Reporter Info	edit  delete 
Child(ren) Profile	Child's Name : Single Child
Adult(s) Profile	Gender : Female
What Happened	Birth Date: Not Entered. Approximate Age : 2 Year Old
Family Functioning	Race : WHITE
	Is this child an alleged Victim :Yes
	Primary Language : ENGLISH
	Do you know the child's Social Security Number is 123-45-6789
	What is the child's home address ?
	Address : 22 west
	City : Phx State : AZ Zip : 85007
	School Information
	School Name : Elementary
	Address : 234 South
	City : phx State : AZ Zip : 85012
	Daycare Information
	Daycare Name : Kidde Kare
	Address : Neighbor
	City : Unknown State : AZ Zip : Unknown
	Other Locations None Entered.

To move to the second section all mandatory fields must be completed and then the Next button can be selected.

Section 3 Family Profile (Adult)

This section will contain the information regarding the adults living in the home. There will be mandatory fields: First name, last name, Gender and age. Other fields include home address, phone number, which children the adult is the parent of, if the adult has primary custody and adult employment information. There will be an Icon on the bottom of the page to add another adult.

Home Page | ADULT'S INFORMATION **Section 3 of 3**

Reporter Info

Child(ren) Profile

Adult(s) Profile

What Happened

Family Functioning

Please add each adult who is involved in the incident or issue you that are concerned about.

Please select the Adult's relationship to the Child(ren).

Relationship: FATHER

Select the child(ren) for whom this adult has primary custody.

If there is court ordered visitation and/or parenting time? Yes No Unknown

Where does this adult reside? OTHER

Address:

City: State: AZ Zip Code:

First Name: Middle Name: Last Name:

Gender: Female Male Birth Date: 02/02/1987 Approximate Age: 26 years old

RACE: AMERICAN INDIAN AMERICAN INDIAN ALASKA NATIVE ASIAN PACIFIC ISLANDER ASIAN AMERICAN HISPANIC SOUTH ASIAN OTHER UNABLE TO DETERMINE

Do you know the person's Social Security Number? Yes Unknown

Primary Language: ENGLISH SPANISH KOREAN JAPANESE HAWAIIAN AMERICAN OTHER UNKNOWN

Do you know where the place of employment is for this adult?

Place of Employment Known? Yes No Unknown

Employer:

Address:

City: State: AZ Zip Code:

Phone Number: Work: Ext:

Click to add an adult

Previous Next

If both a Mother and Father are not entered in this Section when you select Next to proceed to Section 4 a pop up message will appear. This message will ask if any information is known about the missing parent and there will be two radio buttons. If the No radio button is selected then Section 4 will open. If Yes is selected a screen will open so the information can be entered.

Parent's Information

You have not provided the below information in the Adults section. If you have the mother's and/or father's information, please provide it below.

Do you know information about the Mother? Yes No *

Do you know information about the Father? Yes No *

Previous

Next

The information will be saved when moving on to another Section and each adult will populate on top of the Section 3 page. Once the information is populated on top of the page there will be icons to edit and delete the adult information.

[Home Page](#) **SECTION 3 OF 5 - FAMILY PROFILE ADULT(S)**

[Reporter Info](#)   **Edit Delete**

[Child\(ren\) Profile](#) Adult's Name : Mary Jones
Relationship : MOTHER

[Adult\(s\) Profile](#) Relation to : John Jones
Custody of : John Jones

[What Happened](#) If there is court ordered visitation and/or parenting time? : No
Where does this adult reside? : 111 Orabi, Phx, AZ
Phone Number: is Home (623) 543-1234
Gender : Female
Birth Date: Approximate Age : 27 years old.
Race : WHITE
Do you know the person's Social Security Number ? : Unknown
Primary Language : ENGLISH
Place of Employment Known ?Unknown
Employer Information is Unknown.

[Family Functioning](#)

Adult's Name : Unknown Unknown  

Relationship : FATHER
Relation to Children is Unknown.
Custody of :
If there is court ordered visitation and/or parenting time? : Unknown
Where does this adult reside? :
Phone Number: Unknown
Gender : Male
Birth Date: Approximate Age : years old.
Race : Unknown
Do you know the person's Social Security Number ? : Unknown
Primary Language : Unknown
Place of Employment Known ?Unknown
Employer Information is Unknown.

Section 4 What Happened

This section will explain what happened to the child (children). There are 3 mandatory fields: Question number 3) did you personally witness the incident, question 5) Please describe what happened to the child etc. and question 6) Does the Child have an injury.

DCS ONLINE REPORTING SERVICE

Home Page

Reporting Party

Child(ren) Profile

Adult(s) Profile

What Happened

Family Functioning

SECTION 4 OF 5 - WHAT HAPPENED?

Please answer the following questions:

1. Is this a one time incident or reoccurring issue? One Time Reoccurring

2. Place of incident:

* 3. Did you personally witness the incident: Yes No

4. Has Law Enforcement been contacted regarding the concern you are reporting today? Yes No Unknown

5. Please describe what happened to the child(ren), using their names, and provide a detailed description of the incident, or issue that you are concerned about. Include information such as names of individual(s) who harmed the child(ren), frequency, how long this has been occurring, etc.

* 6. Does the child have an injury? Yes No Unknown

7. Please describe the child's injuries in as much detail as possible (i.e. size, color, location, shape, quantity, etc.).

8. Has the child received medical treatment? Yes No Unknown

9. Do you have concerns about the child's living environment? Yes No Unknown

10. Has the individual(s) who allegedly harmed the child(ren) been spoken to about the incident, injury, or concern? Yes No Unknown

11. Does the individual(s) who allegedly harmed the child(ren) have access to the child(ren)? Yes No Unknown

12. Does the individual(s) who allegedly harmed the child(ren) have access to other children outside the home? Yes No Unknown

13. Are there parents or other adults in the household aware of the incident? Yes No Unknown

Previous

Section 5 Family Functioning

This Section will ask about any drug or alcohol abuse, domestic violence in the home, and any safety issues in the home that may be of concern to a Social Worker. There are no mandatory fields in this section.

[Home Page](#) **FAMILY FUNCTIONING:** [Add: Section 5 of 5](#)

[Reporter Info](#)

[Child\(ren\) Profile](#)

[Adult\(s\) Profile](#)

[What Happened](#)

[Family Functioning](#)

1. Has the child expressed concerns about going home? Yes No Unknown

2. Do you have concerns about the child going home? Yes No

3. If you have had contact with the child, what his/her overall appearance, health and well-being?

4. Does the child(ren) have any behavioral, mental, emotional, intellectual or physical conditions? Yes No Unknown

Please specify which child and what their condition is

5. Does the caregiver(s) have any behavioral, mental, emotional, intellectual or physical conditions? Yes No Unknown

Please specify which caregiver(s) and what their condition is

6. Have there been any incidents of domestic violence in the home? Yes No Unknown

Please specify the details; such as, who is the aggressor, police involvement, if the child is in close proximity, injuries to child or adult in the home, etc.

7. Does anyone in the home abuse drugs or alcohol? Yes No Unknown

Please specify the details; such as, the uses of drugs or alcohol, the details of their abuse, if child has access, etc.

8. Do you suspect drug sales and/or manufacturing in the home? Yes No Unknown

Please specify the details, such as, is the child exposed, are the drugs in the child's living situation/proximity, where are the drugs stored, etc.

9. Is there any additional information you believe is important for Child Protective Services to know? Yes No Unknown

Please provide the additional information below.

SAFETY INFORMATION NEEDED

10. Are there any safety issues in the home that may be of concern to a social worker visiting this home? Yes No Unknown

A.R.S. 41-1010

According to state law, we must inform you that you are required to provide your name as the reporting source. However, CPS will keep your name confidential under the state CPS confidentiality law and will only disclose it if we receive a court order to do so, or if needed by law enforcement for an investigation or to provide for the immediate safety of a child. Therefore it is important that we document any concerns you may have regarding substantial risk of harm to you, someone else or the public if your name is disclosed.

Do you have concerns of substantial risk of harm to you, or someone else, or the public, if your name is disclosed? Yes No

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When the reporting source has completed the 5 sections they will select “submit report” to send the form to the Hotline. Once the form is sent they will not have further access to the form. However, the reporting source will have the ability to print the form when “submit report” is selected. The print screen will appear as below.

The screenshot shows the DCS Online Reporting Service confirmation page. At the top left is the Arizona Department of Child Safety logo and the date/time: 2/8/2016 9:29:38 A.M. The header includes the text "Arizona Department of Child Safety" and the "AZ GOV" logo. A navigation bar contains links for "DES Home", "About DES", "FAQ's", "Contact Us", "Reports", "Forms", and "Office Locator". A search bar is present with "Search DES" and "Go" buttons, and a "LogIn" link. The main content area features a sidebar with buttons for "Home Page", "Reporting Party", "Child(ren) Profile", "Adult(s) Profile", "What Happened", and "Family Functioning". The main text area says: "Thank you for submitting your concern. Your Form number is : 100714. Please keep a record of this number for follow-up." Below this is a yellow highlighted box with the heading "What will happen to my report?" and text explaining the review process by a CPS Specialist. Underneath is another heading "What to expect next?" with text stating a CPS Specialist will contact the user. At the bottom, there is a question "Would you like to print a copy of your report?" followed by "Print", "No Thanks", and "Log off" buttons.

The Mandated Reporter can select Print to get a copy of the Form by selecting the Print box. After printing they will have the option above.

Selecting “No Thanks” will take the Reporter to the Home Page where they can start another Submittal. Selecting Exit will return the Reporter to the <https://dcs.az.gov/site>.