

Arizona Department of Child Safety

Collateral Contacts Decision Making Tool

Specialist Name: _____

Date: _____

Supervisor Name: _____

Communication #: _____

1. There is insufficient information to make an accurate decision regarding child safety. Which safety decision is unclear?

It is unclear if report criteria is met.

It is unclear what response time is needed to ensure child safety.

2. Were the prior DCS history and Hotline communications reviewed during the critical analysis of the information collected?

Yes

No – There was no prior history on the family.

3. Were efforts made to gather sufficient information from the source? Was the source asked if there is a professional who may have additional information regarding the child or family?

Yes – If yes, proceed to question four.

No – The source needs to be called back to ask additional questions. If the source does not have additional information, proceed to question four.

4. What additional information would assist in making an accurate decision regarding report criteria or response time? Note information needed.

5. Are there professional mandated reporters who may have additional information?

Yes – If yes, proceed to question six.

No – If no, complete the safety decisions with the initial information gathered.

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6. Which professional mandated reporters are available and would be best to call to gather additional information? Identify no more than two. What are their roles with the family?

7. How quickly does the additional information need to be gathered? Discuss possible safety issues for the child. Note possible safety issues and time frame decision.

8. After contact was made with the professional mandated reporter(s), continue with the safety decisions taking into consideration the additional information. Did the additional information assist you to make better safety decisions?

Yes

No

Did not make contact with the professional mandated reporter(s). Completed the safety decisions with the initial information gathered.

9. What were the final safety decisions after a critical analysis of the information? Refer to the Hotline Safety Decision Tool.