



# Class I/II Report Checklist

## People

- Demographic information for EA and/or AP\* completed or refusal documented
- Ensure reporter is added to the People Tab (even when EA is the reporter)
- Significant contacts listed as an involved person
- \* Demographic information does not need to be gathered on AP unless contacted

## Initiation

- Report was initiated within 1 hour (Class I) or 48 hours (Class II/III) (When a Class II report is received after business hours on a weekend or a holiday, it shall be initiated by the close of business on the first working day after a weekend or holiday)
- Initiation date is correct
- If unable to initiate in timeframes, documentation explains why
- Reporter contacted or exception requested (Two attempts made before waiver request)
- If reporter is unavailable, attempts were made to contact someone with pertinent knowledge or a supervisor consult was completed in rare instances
- Detailed background screenings/prior history completed and documented (EA/AP)
- All related reports cross-referenced

## Investigation

### Face-to-Face

- The EA was seen face-to-face within 24 hours (Class I) or 7 calendar days (Class II) (Two attempts made within priority timeframes) (Third attempt within 60 days if applicable)
- Efforts to contact EA documented (efforts include face-to-face, mail, phone, email, collateral contacts, etc.)
- Appropriate postponement/waiver requested when applicable
- HIPAA discussion with EA documented AND form uploaded into the system OR documentation shows the form is in a prior report
- INV report generated (if applicable)
- Generated report on additional EAs when identified during investigation (if applicable)

### Safety/Risk

- Safety Plan completed, documented, and attached or waiver documented
- Risk Assessment completed
- Information found within the assessment(s) and documentation match
- EA guardian/conservator contacted as part of the safety planning process (if applicable)

## Allegations

- Allegation(s) were added to the report (if applicable)
- Documentation supports the allegation(s) was investigated
- Appropriate allegation status was selected based on the CIF Matrix

## Case Documentation

- Documentation shows why Reported Adult is or is not an Eligible Adult
- Decisional capacity of EA documented
- Observations of EA (physical, behavioral, etc) and environment documented
- Worker safety concerns documented (if applicable)
- Interventions/Resources discussed and documented
- Collateral contacts made
- Alleged Perpetrator with pertinent information contacted (if applicable)
- Documents relevant to the case requested
- All forms of communication documented in chronological order by date
- Documentation is complete and supports the conclusion (SWIPE)
- Information from additional Class II/IIIs and/or grouped reports entered in the original report
- Documentation completed within 15 days of information gathered or obtained
- Exceptions documented (reporter, EA face-to-face, and safety plan)
- Abbreviations and/or acronyms explained
- Supervisor consult documented prior to case closure
- Investigative summary contains all required elements and does not contain any new information



# Class I/II Report Checklist

## Interventions

- All interventions referenced in case documentation entered and dispositions are correct

## Case Documents

- Attachments summarized within documentation
- Attachments properly labeled, complete, and uploaded

## Case Closing

- Initial date seen is correct
- Disposition status is correct
- Report closed in 60 days or extension requested and documented

**\*Refer to policy for further instructions**