



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



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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**