

INITIAL CHILD INTERVIEW TRAINING

MANDATED REPORTER MODULE

WORKBOOK

**A WORKBOOK DEDICATED TO
HELPING YOU UNDERSTAND
ICIT: MANDATED REPORTER MODULE**

CIRINC.ORG/ICIT

COURSE OVERVIEW

The Initial Child Interview Training (ICIT) was created to provide guidance to mandated reporters on how to properly gather details in an initial child interview to determine the minimal facts of a case following suspicion of child abuse.

LEARNING OBJECTIVES

After finishing this course, participants will be able to:

- Identify at least three potential indicators of abuse
- Recite three simple questions of gathering information regarding potential child abuse
- Explain the process for making a report on suspected child abuse and neglect
- Give three examples of trauma-informed response to a child abuse disclosure
- Identify three potential biases that impact disclosure and additional trauma to the child

COURSE TERMS & DEFINITIONS

- **Forensic Interview:** A developmentally sensitive and legally sound method of gathering factual information regarding allegations of abuse and/or exposure to violence. Forensic interviews are conducted by a competently trained neutral professional utilizing research and practice informed techniques as part of a larger investigative process.
- **Forensic Interviewer:** A professional trained to understand the impact of trauma on a child's developing brain and formulate questions within the scope of the child's cognitive ability.
 - First responders fulfill their role and guard the investigation by determining minimal facts related to whether or not a crime may have occurred, to determine the safety of a child.
- **Child Maltreatment Investigations:** One of few calls for service where an officer may gather all information needed from the reporting party without speaking to the victim because it reduces the number of interviews with the child.
- **Victim:** We use the term "victim" to refer to the child who is the subject of the child abuse investigation; Typically in child welfare, we refer to the child as the "child," or "minor" or "client."
 - "Victim" is a criminal justice term, the term law enforcement uses in their child abuse investigations, but it is also the terminology utilized on the Suspected Child Abuse Report, or SCAR.
- **Suspect:** a criminal justice term and refers to the person who, as the term implies, is the suspect in a child maltreatment investigation. This term also appears on the SCAR.
- **Minimal Facts Interview (aka Initial Child Interview):** The terms "Initial Child Interview" or "Minimal Facts Interview," are used interchangeably throughout this course, to refer to the initial, brief, fact-gathering interview that commences after a suspicion of abuse has been reported to the Child Welfare hotline, screened in, and assigned to an Emergency Response Social Worker. Minimal facts interviewing refers to ascertaining just enough information to determine whether or not a crime may have been committed.
 - In your county, these interviews may also be called: Initial Contact Interviews, First Responder Interviews or Joint Response interviews.
- **Externally Derived Information:** information introduced into the interview that the child has not mentioned

COURSE TERMS & DEFINITIONS

CONTINUED

- **Cognitive Development:** a person's acquisition of the ability to form concepts and reason about various ideas
- **Preoperational stage:** runs from about ages two to seven (this can fluctuate depending on the child).
- **Suggestibility:** refers to the degree to which encoding, storage, retrieval and reporting of events can be influenced by external factors.
 - In the context of a child interview, it refers to the concern that interviewer behaviors could influence a child's report.
- **Ombudsman:** Has the power to investigate and file complaints against otherwise influential organizations or high-ranking officials. They often have the power to request key documents, interview individuals, and order a legal investigation when/if necessary. If agreed to, ombudsmen rulings are legally binding.

COMMON ACRONYMS

- **MDT:** Multi-Disciplinary Team (MDT); members include law enforcement, child welfare services, victims advocates, medical and mental health professionals, district attorney's office, and forensic interviewers trained in allegations of child abuse.
- **CACs:** Child advocacy centers. Also referred to as a Multi-Disciplinary Interview Center. Serves as center location for collaboration of MDT.
- **MDIC:** Multi-Disciplinary Interview Center (see above).
- **SCAR:** Suspected Child Abuse Report
- **SART:** Sexual Assault Response Team Examination
- **LE:** Law Enforcement
- **CW:** Child Welfare
- **MR:** Mandated Reporter

INITIAL CHILD INTERVIEW TRAINING: MANDATED REPORTER MODULE

RESOURCES

CONTINUED

[COPY OF A SCAR REPORT - DOWNLOAD THE FULL REPORT HERE](#)



STATE OF CALIFORNIA
BCIA 8572
(Rev. 04/2017)

DEPARTMENT OF JUSTICE
Page 1 of 2

SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

To Be Completed by Mandated Child Abuse Reporters
PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

| | | | | | | | | | | | |
|---|---|--|--|---|---|---|---|-------------------------|----------------|--|--|
| A. REPORTING PARTY | NAME OF MANDATED REPORTER | | TITLE | | MANDATED REPORTER CATEGORY | | | | | | |
| | REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS | | | Street | City | Zip | DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | |
| | REPORTER'S TELEPHONE (DAYTIME) | | SIGNATURE | | | TODAY'S DATE | | | | | |
| B. REPORT NOTIFICATION | <input type="checkbox"/> LAW ENFORCEMENT | | <input type="checkbox"/> COUNTY PROBATION | | AGENCY | | | | | | |
| | <input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services) | | ADDRESS | | Street | City | Zip | DATE/TIME OF PHONE CALL | | | |
| | OFFICIAL CONTACTED - NAME AND TITLE | | | | | TELEPHONE | | | | | |
| C. VICTIM one Report per victim | NAME (LAST, FIRST, MIDDLE) | | | BIRTHDATE OR APPROX. AGE | | SEX | ETHNICITY | | | | |
| | ADDRESS | | Street | City | Zip | TELEPHONE | | | | | |
| | PRESENT LOCATION OF VICTIM | | | SCHOOL | | CLASS | GRADE | | | | |
| | PHYSICALLY DISABLED? | DEVELOPMENTALLY DISABLED? | OTHER DISABILITY (SPECIFY) | | | PRIMARY LANGUAGE SPOKEN IN HOME | | | | | |
| | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | | | |
| | IN FOSTER CARE? | IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: | | | | TYPE OF ABUSE (CHECK ONE OR MORE): | | | | | |
| | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> DAY CARE | <input type="checkbox"/> CHILD CARE CENTER | <input type="checkbox"/> FOSTER FAMILY HOME | <input type="checkbox"/> SEXUAL | <input type="checkbox"/> MENTAL | <input type="checkbox"/> NEGLECT | | | | |
| <input type="checkbox"/> NO | <input type="checkbox"/> FAMILY FRIEND | <input type="checkbox"/> GROUP HOME OR INSTITUTION | <input type="checkbox"/> RELATIVE'S HOME | <input type="checkbox"/> OTHER (SPECIFY) | | | | | | | |
| RELATIONSHIP TO SUSPECT | | | PHOTOS TAKEN? | | DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK | | | | | |
| D. INVESTIGATING AGENCY SIBLINGS | NAME | | BIRTHDATE | SEX | ETHNICITY | NAME | BIRTHDATE | SEX | ETHNICITY | | |
| | 1. _____ | | 3. _____ | | 4. _____ | | | | | | |
| VICTIM'S PARENTS/GUARDIANS | NAME (LAST, FIRST, MIDDLE) | | ADDRESS | | Street | City | Zip | HOME PHONE | BUSINESS PHONE | | |
| | NAME (LAST, FIRST, MIDDLE) | | BIRTHDATE OR APPROX. AGE | | SEX | ETHNICITY | | | | | |
| | ADDRESS | | Street | City | Zip | HOME PHONE | BUSINESS PHONE | | | | |
| | SUSPECT'S NAME (LAST, FIRST, MIDDLE) | | BIRTHDATE OR APPROX. AGE | | SEX | ETHNICITY | | | | | |
| SUSPECT | ADDRESS | | Street | City | Zip | TELEPHONE | | | | | |
| | OTHER RELEVANT INFORMATION | | | | | | | | | | |
| E. INCIDENT INFORMATION | IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____ | | | | | | | | | | |
| | DATE/TIME OF INCIDENT | | | PLACE OF INCIDENT | | | | | | | |
| | NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect) | | | | | | | | | | |

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.

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RESOURCES

CONTINUED



STATE OF CALIFORNIA
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DEPARTMENT OF JUSTICE
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SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send

a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false

or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

IV. INSTRUCTIONS

SECTION A – REPORTING PARTY: Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (continued)

SECTION B – REPORT NOTIFICATION: Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

SECTION C – VICTIM (One Report per Victim): Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

SECTION D – INVOLVED PARTIES: Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

V.

SECTION E – INCIDENT INFORMATION: If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

DISTRIBUTION

Reporting Party: After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

Designated Agency: Within 36 hours of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

ETHNICITY CODES

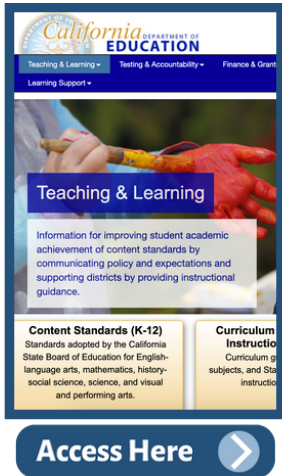
| | | | | | |
|-------------------|--------------------|--------------|---------------------------|-------------------|---------------------------|
| 1 Alaskan Native | 6 Caribbean | 11 Guamanian | 16 Korean | 22 Polynesian | 27 White-Armenian |
| 2 American Indian | 7 Central American | 12 Hawaiian | 17 Laotian | 23 Samoan | 28 White-Central American |
| 3 Asian Indian | 8 Chinese | 13 Hispanic | 18 Mexican | 24 South American | 29 White-European |
| 4 Black | 9 Ethiopian | 14 Hmong | 19 Other Asian | 25 Vietnamese | 30 White-Middle Eastern |
| 5 Cambodian | 10 Filipino | 15 Japanese | 20 Other Pacific Islander | 26 White | 31 White-Romanian |

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RESOURCES CONTINUED

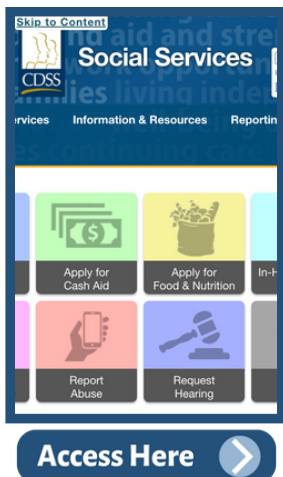
CALIFORNIA DEPARTMENT OF EDUCATION

California Department of Education. (n.d.). <http://www.cde.ca.gov/>



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Home. (n.d.). <https://www.cdss.ca.gov/>



CHILDRENS ADVOCACY CENTERS OF CALIFORNIA

Home: CACC-online. cacc. (n.d.). <https://www.cacc-online.org/>



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RESOURCES CONTINUED

COUNTY OF SANTA CLARA CHILD ABUSE PREVENTION COUNCIL

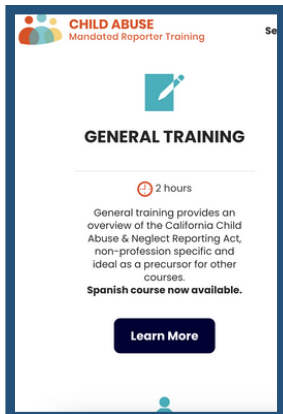
Child abuse reporting guidelines - child abuse prevention council ... (n.d.).
<https://capc.sccgov.org/child-abuse-reporting-guidelines>



Access Here 

THE CALIFORNIA CHILD ABUSE & NEGLECT REPORTING LAW

Child abuse mandated reporter training. Child Abuse Mandated Reporter Training. (n.d.).
<https://www.mandatedreporterca.com/>



Access Here 

JIMMY KIMMEL LIE DETECTIVE #1

(2012). YouTube. Retrieved October 13, 2023, from
<https://youtu.be/KPgpRw9tiuM?si=wAiXJhXrtGjYAWpk>.

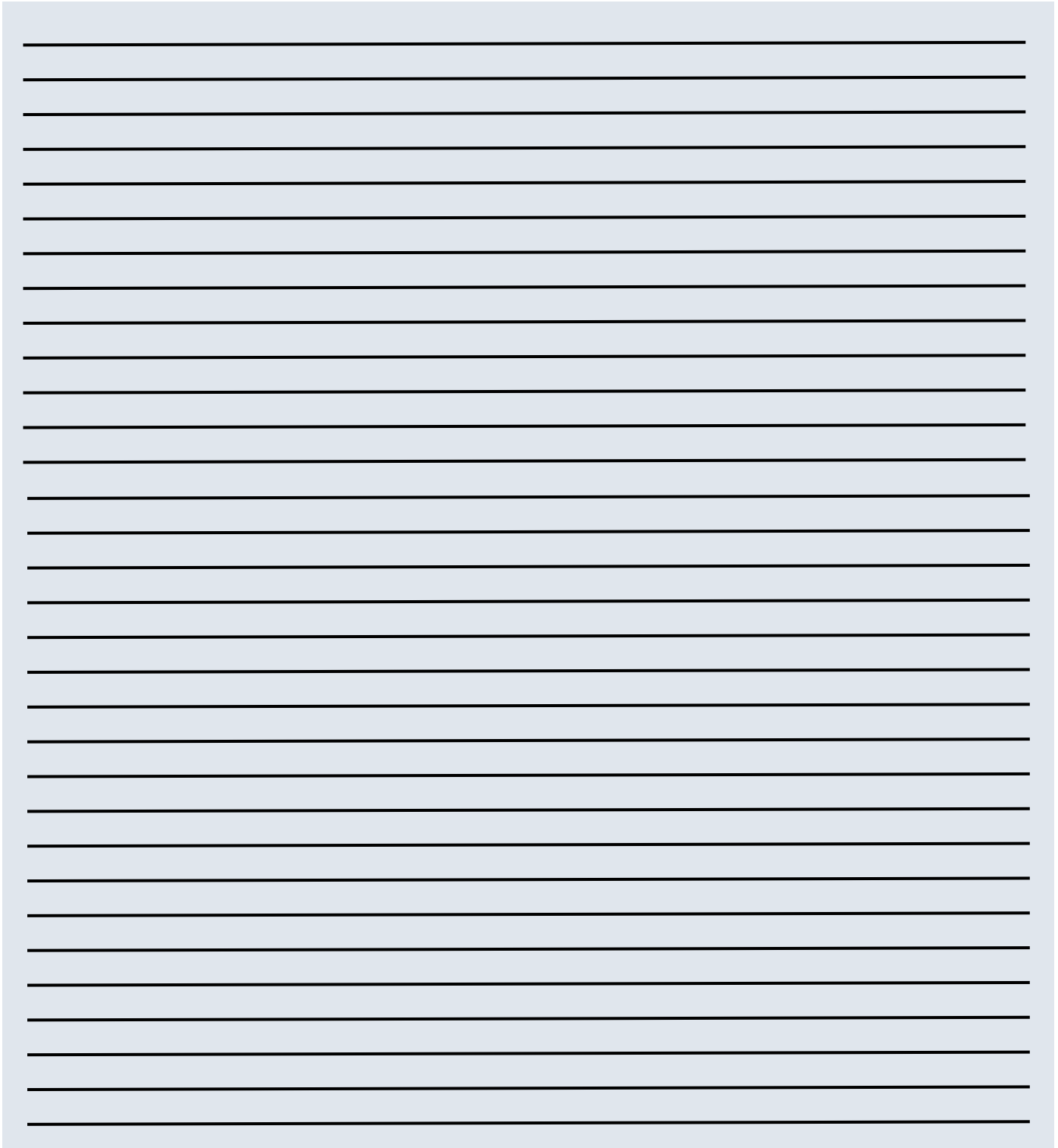


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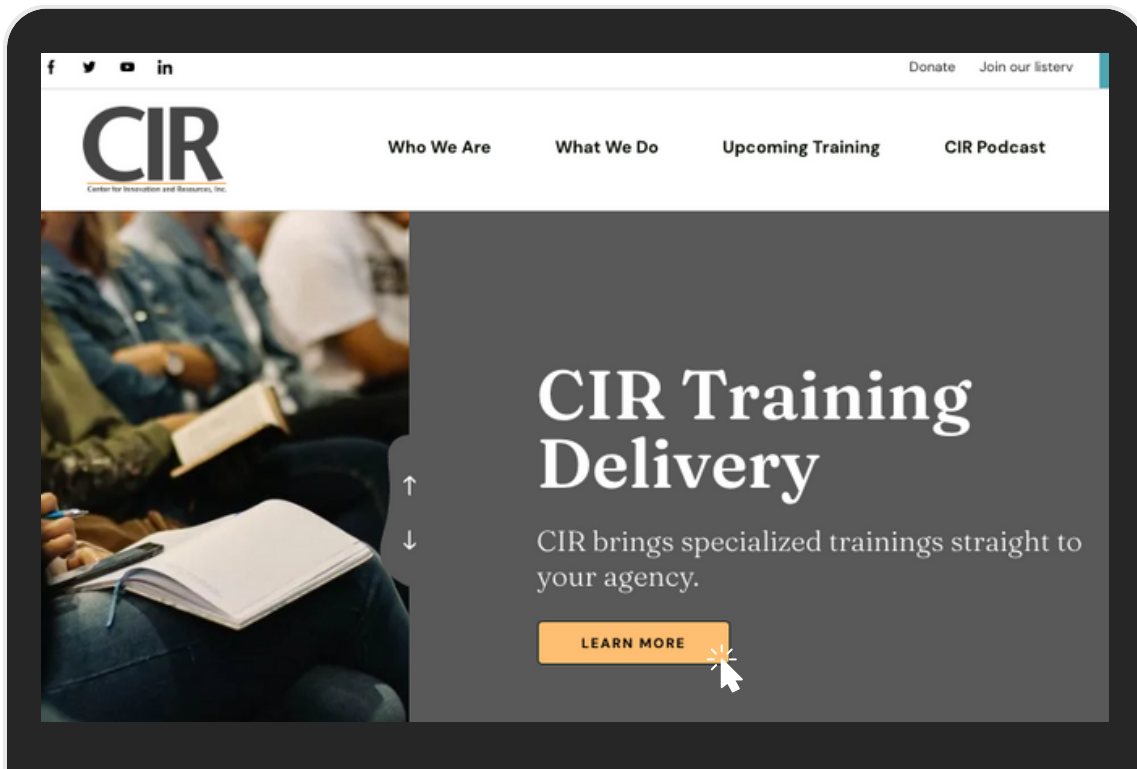
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SELF-REFLECTION

Take a moment to reflect and note what you learned and how you will move forward as a Mandated Reporter. Do you understand what a SCAR Report is and when to use it? What are some things to consider when you are about to speak with a child about potential abuse or maltreatment?

A large rectangular area with a light blue background and horizontal black lines for writing. The lines are evenly spaced and extend across the width of the area, providing a space for the user to write their reflections.

KEEP LEARNING WITH CIR!



For more classes, trainings, and resources
please visit

cirinc.org

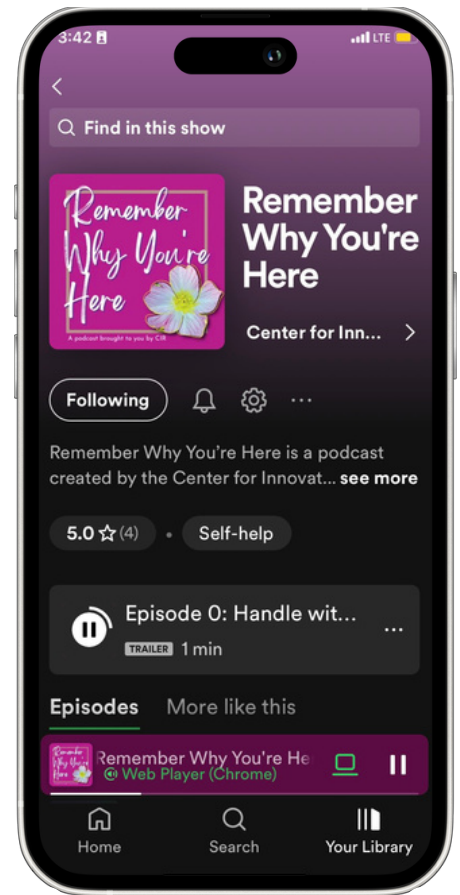
FOLLOW CIR!

Remember Why You're Here

A podcast brought to you by CIR, where we host conversations with experts in the field about what started their journey to do work around abuse and healing.

This podcast journey started at the beginning of 2023 and is rooted in our desire to have deeper dialogue with the trainers, experts, and our co-workers who are in both the field and on the edges of the field.

Listen to *Remember Why You're Here* on Spotify, Apple Music, and Amazon Music!



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**The Center for Innovation
and Resources**

A background image showing several hands of different skin tones holding and fitting together wooden puzzle pieces. The puzzle pieces are light-colored wood and are arranged in a circular pattern, with some pieces already connected and others being held in place. The lighting is bright and natural, creating a warm and collaborative atmosphere.

ACKNOWLEDGMENTS

Thank-you to the individuals who helped contribute to the development of the Initial Child Interview Training

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THANK YOU



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