

The Intake Interview Questions Guide provides questions in specific areas to gather information from reporter's which will enhance child safety and risk decisions.

A. Reports Alleging Domestic Violence Related Information

All reporters shall be asked, "Are you aware of any verbal and/or physical fights between the adults in the home?"

If the reporter alleged domestic violence or the previous question indicates the presence of domestic violence the following information shall be asked of the reporter:

1. How does the reporter know this information?
2. Have there been any recent injuries or accidents to anyone in the household? If yes, ask for a description of the injury or accident.
3. Have the police been involved?
4. What were the children doing during episodes of violence in the home?
5. Have there been any threats to hurt or kill family members or pets?
6. Has anyone used a weapon or other objects to threaten or harm someone in the family? If yes, describe the weapons in the house.
7. Has the abuser ever threatened to leave with the children? If yes, describe the circumstances.
8. Describe any effects of domestic violence on the children.
9. Describe any assistance the adult victim has tried to access in the past.
10. Describe any contacts the victim has with family members or community members.
11. Do you have any fears or concerns for the safety of anyone in the household if DCF makes contact with the family directly and/or if law enforcement gets involved?

B. Reports Alleging a Pregnant Woman Using Substances

When allegations of a pregnant woman is using substances is reported, the reporter should be asked the following additional questions, as applicable, regarding the allegation:

1. The week, month or trimester of the pregnancy
2. The substance(s) of choice
3. The frequency of substance use
4. The timeframe of most recent use of substances
5. Behaviors exhibited when there is substance use
6. Statements or desire for treatment
7. Details on any prior substance abuse treatment
8. Status of children currently in the home
9. Impact of the use of substances on the safety and wellbeing of the children
10. Information on other children removed into state custody for substance or alcohol related issues

and jurisdictions as applicable

11. History of law enforcement contact related to her substance or alcohol use

C. Substance Affected Infant

When an infant is born and there are allegations of prenatal substance use by the mother, the reporter should be asked the following additional questions, as applicable, regarding the allegation:

1. What substance was positive on the toxicology screening?
2. Has the infant been diagnosed with Neonatal Abstinence Syndrome (NAS) or Fetal Alcohol Spectrum Disorder?
3. Does the infant have any physical, developmental, cognitive or emotional delay or harm in conjunction with known substance use by the mother during pregnancy, such as the below listed factors:
 - i. Facial characteristics of fetal alcohol syndrome
 - ii. Withdrawal as defined by neonatal abstinence syndrome
 - iii. Irritability
 - iv. Irregular and rapid changes in state of arousal
 - v. Low birth weight
 - vi. Prematurity
 - vii. Difficulties with feeding due to a poor suck
 - viii. Irregular sleep-wake cycles
 - ix. Decreased or increased muscle tone
 - x. Seizures or tremors
4. Were the above 2-4 verified by a medical professional? (Document name and contact information)
5. What is known about the mother's substance use?
6. What substances has the mother been using?
7. How long has she been using each substance?
8. What is the timeframe of the most recent use of substance(s)?
9. What is the mother's frequency of use?
10. Did the mother know she was pregnant when she used? If not, what was her response when she found out (did she stop using immediately or did she continue to use, did she seek treatment?)
11. What behaviors are exhibited when the mother uses substances?
12. Was the mother tested for any substances? If so, what substance was positive on the toxicology screening?
13. Does the father/other caregivers have a history of substance abuse? If so, what substances has he/she been using? And how long has he been using each substance? Is he/she currently using?
14. Was the infant the product of a full-term, normal, spontaneous delivery with a normal birth

weight?

15. Does the mother seem to be bonding appropriately with the baby?
16. If a high-risk newborn or for other reasons a baby with special care needs, does the mother seem capable and interested in providing needed care?
17. Are there other interested family members willing to assist with the care?
18. Are there any other reasons the reporter is concerned about the baby which indicates an inability, on the part of the mother, to care for the child?
19. Are there other supports and services in the home?
20. Has hospital social service staff been involved and/or has a referral been made to the Local Health Department program for assistance or training in care of a newborn?
21. Has a referral for services for the mother in the form of a chemical dependency assessment and chemical dependency treatment, if indicated by the Hospital protocol, been made?
22. What is the status of other children currently in the home?
23. What is the impact of the use of substances on the safety and wellbeing of the children?

D. Reports Alleging Methamphetamine Labs in the Home

When allegations of meth labs in a home where children are present or reside are reported, the reporter should be asked the following additional questions, as applicable, regarding the allegation:

1. What are the indicators that a meth lab exists in the home?
2. What have you observed?
3. Where are these ingredients being stored?
4. What kind of containers are ingredients stored in?
5. Do the children have access? And to what?
6. Is the meth lab active? (Is meth currently being produced?)
7. Has law enforcement been called regarding the meth lab (today or in the past)?
8. What type of meth ingredients have been observed?
9. Where are the meth ingredients being stored?
10. Do the children have access to any explosive, flammable, and/or toxic ingredients?
11. What are the conditions of the home?
12. Is there a presence of loaded weapons or booby traps in the home?
13. Are there people going in and out of the home frequently?
14. Do you know anything about the people going in and out of the home? What do you know about the people observed?
15. Are the adults in the home exhibiting any of the following behaviors and if so, please explain the behavior in detail:

- a. extreme mood fluctuations
- b. violent behavior
- c. depression
- d. poor impulse control
- e. bizarre behaviors as applicable,
- f. lack of attention to hygiene
- g. psychotic episodes
- h. other drug use

16. What are the adults' behaviors toward the children?
17. What is the current condition of the children?
18. Do the children have any health (including dental) issues?
19. Are the children getting fed?
20. Do the children appear to be underweight, extremely thin, or in poor physical health?
21. Do the children have any developmental disabilities?
22. Do the children have any behavioral disorders (e.g., ADHD)?
23. If the children are school age, are the children attending school?
24. How are the children performing in school?
25. Have the children been harmed? If so, how?
26. Are you willing to report your concerns re: the meth lab to law enforcement?

E. Reports Alleging a Child is Not Attending School (From a person who is not a school employee)

When a reporter who is not a school employee, indicates a child(ren) is not attending school, the following questions shall be asked, as applicable, regarding the allegation:

1. Is the child(ren) enrolled in school?
2. What school is the child(ren) enrolled in, or should they be enrolled in?
3. What school district does the child(ren) reside in?
4. What has the reporter seen the child(ren) doing during the day? What hours?
5. Why does the reporter believe the child(ren) are not enrolled in school, or are not attending school?
6. What are the parent/caregiver(s) doing during the day when the child(ren) are not attending school?
7. Are the parent/caregiver(s) participating in any services to help get the child(ren) to school?
8. Has the parent/caregiver said anything to the reporter about the child(ren)'s school attendance?
9. Do they have any reason to believe the child(ren) may be enrolled in a home school?

F. Reports Received from Court

When a report is received from the court questions shall be asked to ascertain the family/child's specific need requiring an assessment for services.

1. What is the family's situation which indicates the need for services?
2. Why is the family involved in the court?
3. What are the specific concerns for the child(ren)'s safety or well-being?
4. Has the family had prior services?
5. When is the next court hearing?

G. Reports Requesting Services for Families

When a report is received with a request for services for a family (either directly from the family or another person), additional information shall be gathered regarding the family's specific need requiring an assessment for services:

1. What is the family's situation which indicates the need for services?
2. What are the specific concerns for the child(ren)?
3. How is the family's situation impacting the child(ren)?
4. How is the family's situation impacting the parent/caregiver's parenting or ability to care for the child(ren)?
5. Has the family had prior services?
6. Is the family requesting services? If not, what is the family's response to the need for services?
7. What is the family's goal/ what do they want to see changed?
8. What services are being requested?