

## **Tool for Documenting Concerns for a Child's Well-being**

At times child care providers may need additional support to be confident a child's needs are being met. This tool is designed to help document observations which may lead to reporting child neglect.

**This tool can be used to guide conversations during supervision or as a tool for the child's file. You may want to complete this worksheet all at once or include it in a child's file, to be filled out on an on-going basis during the time the child is in your care. Each time new information is documented, the provider should sign and date the entry.**

Because neglect often shows as a long-term pattern of a lack of care, it can be difficult to document. Keeping a record of concerns and the steps taken to educate parents/caregivers may help when reporting suspected neglect to the Department for Community Based Services (DCBS).

### **General Tips:**

- Document what you say when you provide education/suggestions to parents/caregivers (for example, when you provide the number for the food pantry to help fill the cupboards over the weekend, etc.). It is helpful to show you've educated the caregiver, that he/she understands, and that despite this, the person is still unable to meet the child's needs.
- If you give the parent/caregiver written information (ex. a resource list, age appropriate discipline techniques, a feeding schedule, or brochures), document on this form.
- Document the response of the parent/caregiver on this form.
- Have this form with you when calling in a report to DCBS.

### **Documenting the Concern:**

1. What are the concerns regarding care for this child?

Please give brief description of problem:

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Initials/Date \_\_\_\_\_

2. When did you first notice the concern? \_\_\_\_\_

3. What steps have been taken to help the parent/caregiver regarding the concern? (ex., asked the parent/caregiver about the concern, suggested the parent/caregiver take a specific action regarding the concern, gave the parent/caregiver a brochure or tip sheet to lessen the concern, etc.) Include actions and dates:

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Initials/Date \_\_\_\_\_

4. Have you explained (AND documented) the concern for the child and how it negatively affects the child in a way the caretaker can understand? \_\_\_\_ Yes \_\_\_\_ No, not yet.

If not yet, is when will you? \_\_\_\_\_

Initials/Date \_\_\_\_\_

5. If yes, please list dates you talked with the parent/caretaker:

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Initials/Date \_\_\_\_\_

6. What are the risks/harm associated with a lack of care by the parent/caretaker?

Risks to the child:

Harm the child has already experienced:

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Initials/Date \_\_\_\_\_

7. Has the concerning behavior ever shown signs of improvement? How long did this last?

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Initials/Date \_\_\_\_\_

8. Has the situation become worse over time? Please explain.

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Initials/Date \_\_\_\_\_

9. Do you have any other comments you think are important?

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Initials/Date \_\_\_\_\_

### **Social Questions**

1. Does the caretaker agree there is a problem? \_\_\_\_ Yes \_\_\_\_ No

1a. If not, why not?

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Initials/Date \_\_\_\_\_

2. What does the caretaker say are the reasons for his/her lack of care?

How and when (dates) have these issues been addressed by you or others?

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Initials/Date \_\_\_\_\_

3. Are there additional risks making it difficult to care for the child? \_\_\_\_ Yes \_\_\_\_ No

3a. If Yes, what are the risks? (ex. mental health issues, substance abuse, unemployment, etc.) Please describe problems, and how you came to learn of problems (ex. who provided you with the information.)

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Initials/Date \_\_\_\_\_

4. Have you or other staff talked with the parent/caretaker about other possible factors interfering with the child's care? (ex. transportation, cultural/religious issues, language barrier, choosing safe babysitters, etc? What have you done and when?)

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Initials/Date \_\_\_\_\_

5. Assuming the caretaker is a parent, is the other parent/spouse/boyfriend or girlfriend involved with the child's care, aware of the concerns and able to help lessen the concern?

Please explain:

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Initials/Date \_\_\_\_\_

6. Have you (or other staff member) told the parent/caregiver you will need to report to Child Protective Services if the concern continues? \_\_\_\_ Yes \_\_\_\_ No

6a. If yes, please list dates you discussed this with caretaker:

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Initials/Date \_\_\_\_\_

6b. Have you made a referral to Child Protective Services for the neglect? \_\_\_\_ Yes \_\_\_\_ No

If, yes, how many reports have been made by you or other staff regarding this family? \_\_\_\_\_

Initials/Date \_\_\_\_\_

7. Do you have any other comments you think are important to this case?

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Initials/Date \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_