

INSTRUCTIONS

CFS-210-A (Notice of Child Maltreatment Allegation to DHS Division Director; Multidisciplinary Team for Alleged Victim or Offender; and Counsel in Dependency Neglect or FINS Case for Alleged Offender)

Purpose:

This notice is designed to provide timely notification to the DHS division director, the coordinator of the multidisciplinary team of either the alleged victim or the offender, and counsel in dependency neglect or FINS case for alleged offender that a report of child maltreatment has been made to the child abuse hotline.

Completion:

To: Enter the name of the division director, the coordinator of the multidisciplinary team, or counsel.

Address: Enter the full address of the division director, coordinator, or counsel.

From: Enter the name and full address of the DCFS staff sending the notice.

County Office: Enter the county of the DCFS staff sending the notice.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

RE: Enter the names of the alleged victim(s) and alleged offender.

Date of Allegation: Enter the date the allegation was originally made.

Allegation: Insert a brief description of the suspected child maltreatment.

Signature: Print and sign the name of the staff member who is sending the form.

Routing:

1. Send copy to the division director, the coordinator of the multidisciplinary team, or counsel **within five business days** of receipt of hotline report.
2. Retain a file copy.