

I. **Purpose of Form**

*This form is to be used by the Director and the assigned supervisor for discussion and documentation of malicious reports accepted by the agency for investigative/family assessments during each month. This form is to be used to document the decision making process for determining that the report constituted a malicious report or the decision making process for determining that the report did not constitute a malicious report. The assigned social worker should not participate in this meeting. **No identifying information should be included on this form.** These forms should be kept in a file that is readily accessible by the Director and not in the child's case record. One option is to maintain these forms in a format similar to screened out reports.*

*The number of reports determined to be malicious will be added as an item in the annual staffing survey that your agency is asked to complete. The Division will use this information to assess the impact of malicious reports in relation to child welfare funding and policy development.*

II. **Information**

A. Date of Meeting (*month, day, year*): \_\_\_\_\_

B. Participants: \_\_\_\_\_

C. Details of the Situation: (*including date of report, type of maltreatment alleged, and date of case decision*) \_\_\_\_\_

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III. **Decision Making Process for Identification of Report as Malicious**

*(including facts that led you to conclude that the reporter knowingly and willfully made untrue statements that the juvenile was abused, neglected or dependent):* \_\_

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IV. **Signatures:**

Supervisor: \_\_\_\_\_

Director or Director's designee: \_\_\_\_\_

I. **Decision Making Process for Identification of Report as Non-Malicious** (*Please provide information on how you arrived at the decision that the report was not a malicious report*):

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II. Please print names of individuals who make this decision:

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