



Reporting Suspected Abuse or Neglect in Michigan: A Guide to Online Reporting

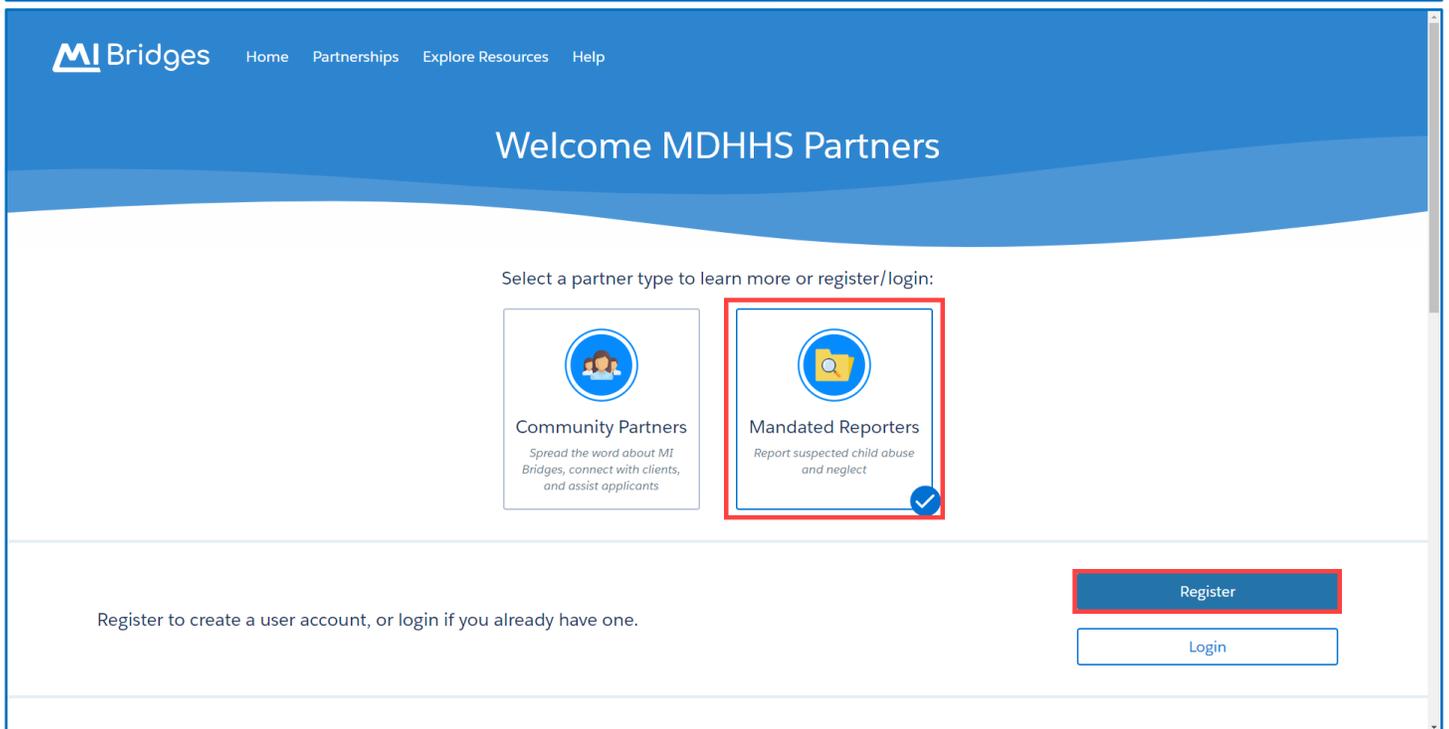
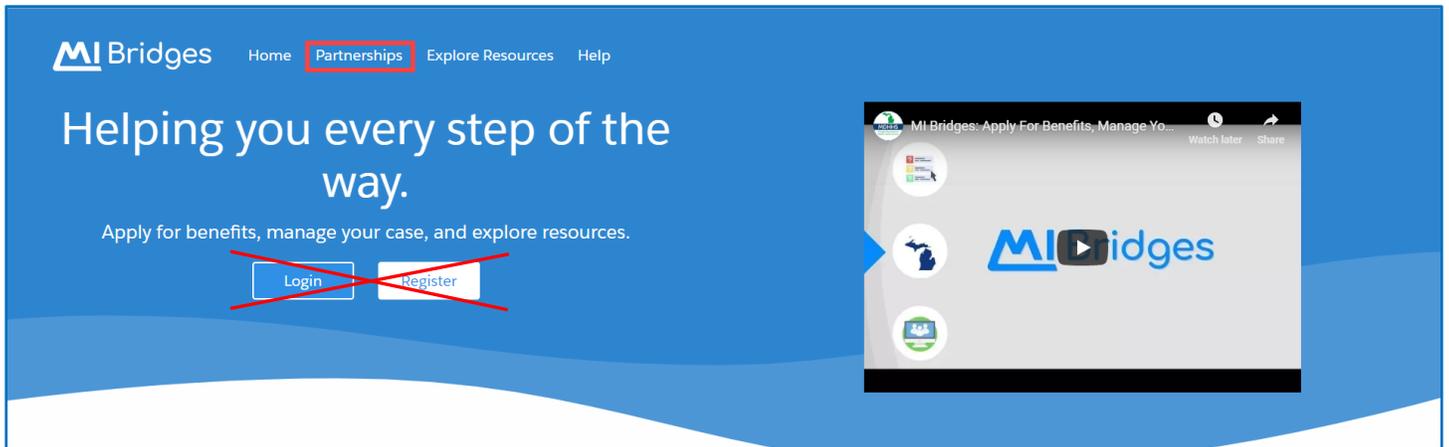
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Creating/Managing an Account

Create an Account

To use the Michigan Online Reporting System (MORS) for the first time, you must create a password-protected account and profile on MI Bridges for your security and convenience. To create your account, go to www.michigan.gov/mandatedreporter and click the link to access MORS through MI Bridges. On the MI Bridges home page, click on **Partnerships**. Then, click on **Mandated Reporters** and **Register**. MI Bridges will guide you through the registration process. *Do NOT use the Login and Register links found on the MI Bridges home page (crossed out below), these links access another MI Bridges application and will not grant you access to MORS.*



Personal Information

First, enter your name, phone number, email address, and answer the robot question. The information you enter here will save to your profile in MORS and will prefill as your contact information when you enter a

complaint. If you need to update this information later, you can do so within MORS. You will need to review and accept the **Terms and Conditions** and click **Next** to continue.

Account Registration

Personal Information

* = Required

First Name * Last Name *

Contact Details

MI Bridges can send you updates about your account and help reset your password if you provide your cell phone number and email.

Primary Phone Number * Secondary Phone Number

Email

Robot Question

To prove you are not robot, please solve the question below.

Which word starts with the letter "s": coat, shirt, or jacket? *

I agree to the [Terms and Conditions](#). *

Security Questions

The username and password you create here will be used to login to MORS. The security questions will be used if you forget and need to recover your username or password. Click **Next** to continue.

Username and Security

Username and Password

* = Required

Password Guidelines

Password must be 8 characters, not based on username, and include characters from 3 of the following categories:

- Upper case letters (A-Z)
- Lower case letters (a-z)
- Numbers (0-9)
- Special Characters (!\$#,%@~^&* _+=><)

Username *

JSmith2018



Username is available!

Password *

••••••••



Retype Password *

••••••••



Security Questions

Providing the information below helps us recover your username and password.

Security Question 1 *

What was the make of your first car?



Answer *

F

Security Question 2 *

In what city were you born in?



Answer *

G

Security Question 3 *

What is the middle name of your youngest sibling?



Answer *

J

< Back

Next

Successful Registration

You will receive confirmation of a successful registration with MI Bridges. Click **Next** to answer additional questions to complete the setup of your profile for MORS.

Account Registration Successful



Your account has been created!

Next

Organization and Role

Please list the organization, role, and address you want listed on your profile in MORS. The information you enter here will prefill as your contact information when you enter a complaint. If you need to update this information later, you can do so within MORS.

Organization and Role

Are you an employee of MDHHS?

- Yes
 No

Organization/Agency

Michigan Hospital

Role

Hospital/Clinic Social Worker

Address

123 Hospital Dr

City

Grand Rapids

State

Michigan

Zip Code

49504

Continue

Log In

Once you have created your account on MI Bridges, you will use the **Login** link to login to MORS. Enter the username and password you created during your registration. If you forgot your login information, click the **Forgot Username** or **Forgot Password** link.

MI Bridges Home Partnerships Explore Resources Help

Welcome MDHHS Partners

Select a partner type to learn more or register/login:



Community Partners
Spread the word about MI Bridges, connect with clients, and assist applicants



Mandated Reporters
Report suspected child abuse and neglect

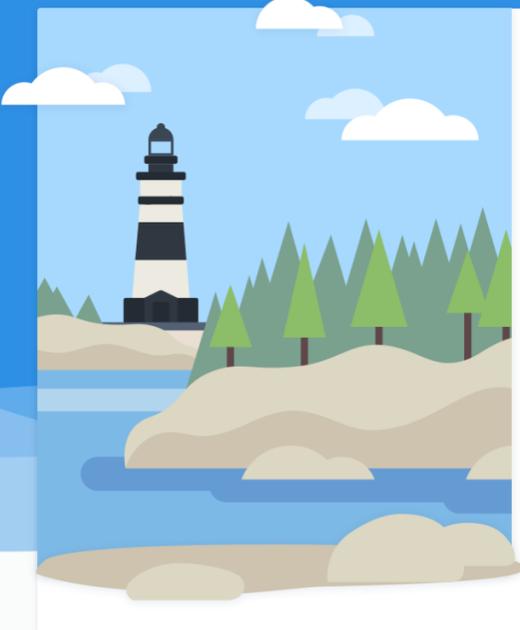


Register to create a user account, or login if you already have one.

[Register](#)

[Login](#)

MI Bridges Home Help



Welcome

Username [Forgot Username?](#)

Password [Forgot Password?](#)

[Log In](#)

Don't have an account? [Register Now](#)

Powered by  **MILogin**

[MI Bridges Home](#) | [Contact](#) | [Policies](#) | [MDHHS Home](#) | [MI.gov Home](#)

Mandated Reporter Dashboard

Once you have logged in, you will be presented with your Mandated Reporter Dashboard. **Complaints In-progress** will be displayed on the left side. In this section, you may create a new complaint, continue working on, or delete an in-progress complaint. Complaints not completed within 72 hours will be deleted. Complaints already submitted will display under **Complaint History** on the right side. In this section, you can view the

MiSACWIS ID or a PDF copy of complaints you already submitted. Submitted complaints will be visible on your dashboard for six months.

MI Bridges Home Settings Logout

Mandated Reporter Dashboard

New Complaint

Create new complaint

Complaint(s) In-progress

START DATE	ALLEGED VICTIM	COMPLAINT ACTIONS
Feb 01, 2019 06:23 PM	Jane	Continue Delete

Complaint History

MISACWIS ID	DATE SUBMITTED	ALLEGED VICTIM	VIEW PDF
43423144	Feb 01, 2019 06:27 PM	Steve	0000010290.pdf

Update Your Profile

To make changes to your profile, first, click **Settings** at the top left corner. Second, click **Profile**. Third, click **Edit** on the right-hand side of your profile. Once you have made the appropriate changes, click **Save and Update**. To go back to the dashboard, click **Home** at the top left corner.

You can also update your profile within a complaint by changing information in the **Reporting Source** section. See the Reporting Source section of this user guide for details about how to update your profile from within the complaint.

MI Bridges Home Settings Logout

Mandated Reporter Das

Settings Profile Help

MI Bridges Home Settings Logout

John Smith's Profile

Personal Information Edit

First Name: John
Last Name: Smith
Organization/Agency: Michigan Hospital
Role: Hosp/Clinic Social Worker
Work Phone: 111-222-3333
Cell Phone: [blank]
Home Address: 123 Hospital Dr, Grand Rapids, Michigan, 49504
Email Address: johnsmith@michiganhospital.com

Personal Information Cancel Save and Update

Change Password

Your password can be changed from the Login page. Click the **Forgot Password?** link. You will be asked to provide your Username and answer a verification question. Then, select a **Password Recovery Option** and follow the remaining steps to reset your password.



Welcome

Username [Forgot Username?](#)

Password [Forgot Password?](#)

[Log In](#)

Don't have an account? [Register Now](#)

Powered by  **MI Login**

Forgot Password

Please provide your username to continue.

* = Required

Username *

Verification Question : Which of the following is an animal: cloud, kite, or bear? *

[← Back](#)

[Next](#)

Forgot Password

Select Password Recovery Options

- Email** You will receive a PIN via an email sent to s*****@michiganhospital.com
- Security Questions** You will be asked to answer two security questions

[← Back](#)

[Next](#)

Log Out

To logout of the Online Reporting System, simply click the **Logout** link in the top right corner of the screen.

Getting Answers

You will find a lot of information throughout this document. Additional information and resources are available at www.Michigan.gov/mandatedreporter.

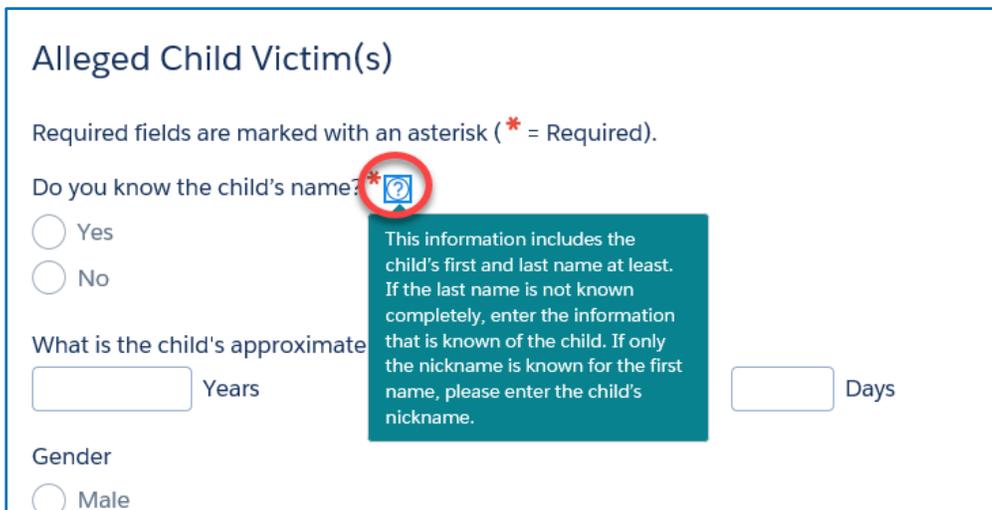
Help

Help is the built-in help tool for MORS. Help provides quick answers to common questions. Simply click **Help** under the Settings menu in the top left corner. This will open a list of Frequently Asked Questions; then, scroll down to **Mandated Reporter FAQ**.



Help Text

Throughout the complaint, you will find these help icons. Click on a help icon for specific information about how to answer the question.

A screenshot of a form titled 'Alleged Child Victim(s)'. The form includes a note: 'Required fields are marked with an asterisk (* = Required)'. The first question is 'Do you know the child's name?' with a red circle around a help icon. Below it are radio buttons for 'Yes' and 'No'. The second question is 'What is the child's approximate age?' with input fields for 'Years' and 'Days'. Below that is a 'Gender' section with a radio button for 'Male'. A teal tooltip box is positioned over the help icon, containing the text: 'This information includes the child's first and last name at least. If the last name is not known completely, enter the information that is known of the child. If only the nickname is known for the first name, please enter the child's nickname.'

Help Desk

For assistance related to technical issues, contact the MI Bridges Help Desk at 1-844-799-9876.

MDHHS Centralized Intake

For any additional issues or questions regarding MORS or how to submit a complaint, you may contact the MDHHS Centralized Intake Mandated Reporter Hotline at 616-977-8936.

Additional Tips

The Michigan Online Reporting System (MORS) can be accessed from any device (computer, tablet, phone) with Internet access. Google Chrome is the recommended Internet browser when using MORS. Other browsers can be used to access MORS and submit a complaint, but Google Chrome offers additional features.

Special Characters: Some special characters cannot be typed and/or copied and pasted from a Microsoft Word document into text fields throughout the complaint because of formatting issues. The following special characters are not allowed in the system: `{ } [] | + = * \ < > ^ ~`. In addition, single `'` and double quotes `"` cannot be copied and pasted into the complaint from a Microsoft Word document unless you are using Google Chrome.

Creating and Submitting an Online Complaint

Getting Started

To start entering a new complaint of suspected child abuse or neglect, click the **Create new complaint** link on the Mandated Reporter Dashboard. Then, review and accept the **Rights and Responsibilities** and click **Continue**.

MI Bridges Home Settings Logout

Mandated Reporter Dashboard

New Complaint

Create new complaint

Complaint(s) In-progress

START DATE	ALLEGED VICTIM	COMPLAINT ACTIONS
Feb 01, 2019 06:23 PM	Jane	Continue Delete

Complaint History

MISACWIS ID	DATE SUBMITTED	ALLEGED VICTIM	VIEW PDF
43423144	Feb 01, 2019 06:27 PM	Steve	0000010290.pdf

MI Bridges Home Settings Logout

Rights and Responsibilities

Michigan's online reporting system is provided for the convenience of mandated reporters to report situations of abuse or neglect that do not require an emergency response.

If you are reporting abuse or neglect that puts a child at imminent risk of death or serious harm/injury this is an emergency situation:
FIRST, call 911.
SECOND, contact the Michigan Centralized Intake Hotline at 855-444-3911.

You should also contact the Central Intake Hotline for the following situations:

- You are a first responder, such as police or hospital staff requesting an immediate response on scene from CPS.
- You have insufficient information to complete the required sections of the complaint.
- The children involved reside outside the state of Michigan and you do not know how to contact the state where the children reside.

Average processing time for complaints made through the online reporting system is within 3 hours; however, it may take up to 24 hours to process these complaints.

- I certify the information I am reporting is true and accurate to the best of my knowledge.
- I have read the notice above and I believe the instance of abuse or neglect I must report is NOT an emergency.
- I understand that my identity as a mandated reporter is protected by the Michigan Child Protection Law.

I agree

Continue

Navigation

MORS will guide you through each section to complete a complaint. In addition, there is a navigation pane on the left side of the screen. This can be used to navigate to different sections of the complaint. Along the bottom of each screen are **Back** and **Continue** buttons. Select **Back** to return to the previous section. Select **Continue** to move to the next section and save your information.

Please Note: If you add or edit any information, you must select **Continue** to save your work. Selecting **Back** will not save any changes made.

To save the complaint and log out, click **Continue** and then the **Logout** button in the top right corner. To save the complaint and return to the dashboard, click **Continue** and then **Home** in the top left corner of the screen.

The screenshot shows the 'Create Complaint' interface in MI Bridges. The top navigation bar includes 'Home' and 'Settings' on the left, and 'Logout' on the right. The left sidebar navigation pane is highlighted with a red box and lists the following sections: Reporting Source, Alleged Child Victims (which is the active section), Child(ren) Details, Caregivers & Alleged Perpetrators, Individual Details, Suspected Abuse and/or Neglect, Suspected Abuse and/or Neglect Cont., Supporting Details, Supporting Attachments, and Submission. The main content area is titled 'Alleged Child Victim(s)' and contains the following text: 'In this section, we'll collect information about the alleged child victim(s) involved in your report. Click the Add Child button to identify the child(ren) that you suspect have been abused or neglected.' Below this text is a '+ Add Child' button. At the bottom of the main content area are '< Back' and 'Continue' buttons. The 'Home' button in the top navigation bar and the 'Logout' button in the top right corner are also highlighted with red boxes.

Main Sections of the Online Complaint Form

The main sections of the online complaint are:

Reporting Source ➤ Alleged Child Victims ➤ Child(ren) Details ➤ Caregivers & Alleged Perpetrators ➤ Individual Details ➤ Suspected Abuse and/or Neglect ➤ Suspected Abuse and/or Neglect Cont. ➤ Supporting Details ➤ Supporting Attachments ➤ Submission

Reporting Source

Your contact information will prefill from the information entered when creating your MI Bridges account. Please confirm the information in this section is accurate and as you want it listed on each complaint. The reporting source notification letter, including the disposition of the complaint, will be mailed to the address listed in this section. If you work for multiple agencies, please list the agency most relevant for this complaint. If you edit information in this section, you will be asked if you want to update your profile. Clicking **Yes** will save the new information to your profile. Future complaints would prefill with the updated information. If you do not want future complaints to prefill with the changes made, select **No** for this question.

Please Note: Identifying a **Preferred Contact Method** on this page does not guarantee communication regarding the complaint will be via the method selected. If Centralized Intake needs additional information regarding a submitted complaint, the reporting source will be contacted using the phone number listed.

First Name *	Last Name *	
<input type="text" value="John"/>	<input type="text" value="Smith"/>	
Organization/Agency *	Role *	
<input type="text" value="Michigan Hospital"/>	<input type="text" value="Hospital/Clinic Social Worker"/>	
Address *		
<input type="text" value="123 Hospital Dr"/>		
City *	State *	Zip *
<input type="text" value="Grand Rapids"/>	<input type="text" value="Michigan"/>	<input type="text" value="49504"/>
Work Phone *	Ext.	
<input type="text" value="111-222-3333"/>	<input type="text" value="123"/>	
Cell Phone		
<input type="text"/>		
Email Address *		
<input type="text" value="smithj@michiganhospital.com"/>		
Best time to be reached? *	Preferred Contact Method *	
<input type="text" value="1:00-5:00PM Monday - Friday"/>	<input type="text" value="Call"/>	
Do you want to update your profile with this information?		
<input type="radio"/> Yes		
<input checked="" type="radio"/> No		

Alleged Child Victim(s)

In this section, provide information about the alleged child victim(s) involved in the report. Click the **Add Child** button to identify the child(ren) you suspect have been abused or neglected. You can add as many children as needed.

Alleged Child Victim(s)	
In this section, we'll collect information about the alleged child victim(s) involved in your report. Click the Add Child button to identify the child(ren) that you suspect have been abused or neglected.	
<input type="button" value="+ Add Child"/>	
<input type="button" value=" < Back"/>	<input type="button" value="Continue"/>

You will be asked to provide the name (or a physical description of the child), date of birth (or approximate age), gender, address (or a description to locate the child), and phone number for each child involved in the incident you are reporting.

Name: This includes the first and last name, at least. If the last name is not known completely, enter the information that is known about the child. If only the nickname is known for the first name, please enter the nickname. If the child's name is completely unknown, please enter a physical description of the child. Include information such as the child's approximate height and weight, race and ethnicity, what they were wearing, etc.

Date of Birth: The preferred information is the exact date of birth for the child. However, if it is unknown, please enter the child's approximate age. The approximate age is listed in years, months, and days to provide an accurate estimate for children under 1-year-old.

Address: Please enter the address where the child primarily resides. If the child has multiple addresses, you would enter the address where the child lives most of the time. Once an address is entered, you will have the option to **Select from existing addresses?** for additional participants on the complaint.

If the address is unknown, please indicate in the comment box the best way to locate the child. Provide as much information as possible including the street name, color of the house, directions to the home, description of the vehicle/license plate number, or any other identifiers to locate the child.

Child's Phone Number: This is the personal cell phone number of the child only.

Do you know the child's name? * ?

Yes
 No

First Name * Middle Name Last Name Suffix

Claire [] Smith Select One

Date of Birth: ? What is the child's approximate age? ?

04/07/2018 Or * [] Years [] Months [] Days

Gender

Male
 Female

Child's address unknown

Select from existing addresses?

Select One

Child's Primary Address * ?

555 Sample St SE

Child's Primary Address line 2

[]

City * State * Zip * County

Grand Rapids Michigan 49504 Kent

Child's Phone Number ?

[]

Once a child has been added, his or her name will display on the **Alleged Child Victim(s) List**. You can choose to **Edit** or **Delete** information, add another child (**Add Child**), or **Continue** through the complaint. This example shows two alleged child victims:

Alleged Child Victim(s)

In this section, we'll collect information about the alleged child victim(s) involved in your report. Click the Add Child button to identify the child(ren) that you suspect have been abused or neglected.

Alleged Child Victim(s) List

Name: Claire	Edit	Delete
Name: Daniel	Edit	Delete

[+ Add Child](#)

[< Back](#) [Continue](#)

Child(ren) Details

This section will gather additional details about the child(ren) you are reporting about, including how you know them and any additional children who are part of the family or living in the home.

Are any additional children part of the family or living in the home?: This may include siblings, step-siblings, non-custodial children who visit the home, children of unrelated adults, and any other children who live in the home but were not identified as victims.

If yes, **Please provide the name, approximate age, race/ethnicity, and gender for each additional child if known:** If known, include each child's date of birth or approximate age and their relationship to the family. If you don't know the children's names, please include how many children.

How do you know the child(ren)?: Describe your involvement with the child and his/her family.

Do you know where the child(ren) is at this time?: Describe where the child can be found now and, if known, where the child can normally be located such as where the child attends school, goes to day care, spends time after school, etc.

Is any alleged child victim limited by a disability?: This could include a cognitive or physical disability. There should be a "Yes" response if the child in question, due to age, developmental status, or physical disability, is unable to protect themselves. Examples include conditions on the Autism spectrum, Down Syndrome, Intellectual Disability, and conditions requiring medical assistance to meet basic needs. Other examples include: Hearing impaired, any impaired communication skills, visual impairment, confinement to wheel chair or other ambulatory device, and/or receiving special education services for any cognitive impairment. If it is suspected the child is limited by a disability but has not been diagnosed, select "Yes" and explain in detail in the comment box. There should be a "No" response if the child is not limited by a disability and there is no reason to suspect the child may be limited by a disability.

If yes, **Please indicate which child and their disability.**

Child(ren) Details

Required fields are marked with an asterisk (* = Required).

Are any additional children (that you did not previously identify in this report) part of the family or living in the home? * ?

Yes

No

How do you know the child(ren)? * ?

The children are at the hospital where I work.

Do you know where the child(ren) is at this time? ?

Yes. The children are at Michigan Hospital. Claire is in room 100. Daniel is in room 200.

Is any alleged child victim limited by a disability? ?

Yes

No

Please indicate which child and their disability.

Daniel is moderately cognitively impaired.

[< Back](#)

[Continue](#)

Caregivers and Alleged Perpetrators

In this section, provide information about the adults involved in the report. Click the **Add Individual** button to add the individual(s) you suspect has abused or neglected a child and the child(ren)'s primary caregiver. You can add as many individuals as needed.

Caregivers and Alleged Perpetrators

In this section, we will collect information about the individuals involved in your report. Click the Add Individual button to identify the individual(s) you suspect has abused or neglected a child and the children's primary caregiver.

[+ Add Individual](#)

[< Back](#)

[Continue](#)

Identify how the individual is related to the child(ren) in your report, provide the name (or a physical description of the individual), date of birth (or approximate age), gender, address (or a description to locate the individual), and phone number for each individual involved in the incident.

How is this individual related to the child(ren) in your report?: Please specify if the person is the child's primary caregiver and an alleged perpetrator or non-offending adult.

Primary Caretaker: The primary caregiver is an adult, usually a parent or legal guardian living in the household, who assumes the most responsibility for the child's care. When two adult caregivers are present and it is unknown which one assumes the most caretaking responsibility, the adult legally responsible for the

children involved in the incident should be selected. If this does not resolve the question, the legally responsible adult who is an alleged perpetrator should be selected.

Then, **Describe this individual's relationship:** Please specify whether the person is a parent, non-custodial parent, neighbor, relative, friend, etc.

Name: This information includes the individual's first and last name at least. If the last name is not known completely, enter the information that is known of the individual. If only the nickname is known for the first name, please enter the individual's nickname. If the individual's name is completely unknown, please enter a physical description of the individual. Include information such as the adult's approximate height and weight, race and ethnicity, what they were wearing, etc.

Date of Birth: The preferred information is the exact date of birth of the individual. However, if it is not known, please enter the individual's approximate age.

Address: Please enter the individual's address. If the address was previously entered on this complaint, you may select it from the drop-down box. If the address is unknown, please indicate in the comment box the best way to locate the individual. Provide as much information as possible including the street name, color of the house, directions to the home, description of the vehicle/license plate number, or any other identifiers to locate the individual.

Caregivers and Alleged Perpetrators

Required fields are marked with an asterisk (* = Required).

How is this individual related to the child(ren) in your report? (Select all that apply) ?

Primary Caregiver ?
 Alleged Perpetrator
 Non-Offending Adult

Describe this individual's relationship *

Do you know the individual's name? * ?
 Yes
 No

First Name * Middle Name Last Name Suffix

Date of Birth: ? Or * Years ?

Provide a physical description of the individual and/or any known alias names. ?

Gender
 Male
 Female

Individual's address unknown

Select from existing addresses?

Select One ▼

Primary Address * ?

555 Sample St SE

Primary Address line 2

Apt 5

City * State * Zip * County

Grand Rapids Michigan 49504 Kent ▼

Phone Number

999-888-7777

[Discard Individual Details](#) [Save Individual Details](#)

Individual Details

Are any caregivers or alleged perpetrators a licensed foster care provider, licensed daycare provider, or relative care provider?: Foster care providers are licensed by the State of Michigan to provide care for children in their home. Children may also be placed in the home of a relative caregiver. A relative caregiver provides care for children who are court wards and are related to them. Relative caregivers are not required to be licensed by the State of Michigan to provide care. A daycare provider includes an owner, operator, volunteer, or employee of a licensed or registered child care organization. A "yes" response is appropriate if the adult provides care for children as a foster care provider, daycare provider, or relative provider. If known, identify who, what type of provider they are, and their provider license number.

Do you know any additional individuals (not previously identified in this report) who are aware of or have witnessed the abuse and/or neglect you are reporting? This would include, but is not limited to, any individual who is not already listed on this report and may have more information regarding this incident. Some examples include: mental health providers, probation officers, relatives who witnessed the incident, medical or educational providers, a friend of the family, etc.

Individual Details

Required fields are marked with an asterisk (* = Required).

Are any caregivers or alleged perpetrators a licensed foster care provider, licensed daycare provider, or relative care provider? [?](#)

- Yes
 No
 Unknown

Do you know any additional individuals (not previously identified in this report) who are aware of or have witnessed the abuse and/or neglect you are reporting? [?](#)

- Yes
 No

Please provide the name of additional individuals with awareness of the abuse/neglect you are reporting as well as their contact information and relationship to the child(ren) included in this report.

Dr. Janet Thomas, examining physician from Michigan Hospital. PH: 123-456-7890.
Officer Whitney Stevenson, Responding officer from Grand Rapids Police Department, PH: 333-555-7777.

[< Back](#)

[Continue](#)

Suspected Abuse and/or Neglect

What suspected abuse and/or neglect occurred?: Please provide detailed information including the following, if known: WHAT happened? WHO is involved? Describe what the alleged perpetrator(s) did to the child(ren) or failed to do for the child(ren). Include information about physical injuries, mental harm, sexual abuse, cruelty, suffering etc. experienced by the child(ren), impacts/effects on the victims, a description of injuries and/or threat of harm. Provide a complete summary (paint a picture) of the incident and details of what is concerning to you. Use names when known and limit the use of he/she so it is clear who you are referring to.

When and where did this happen?: Please provide detailed information including the following, if known: WHEN and WHERE did the incident occur, include the date, time, and physical location, including the address, the frequency of occurrence, and the history of occurrences.

How did you become aware of the suspected abuse and/or neglect?:

Firsthand knowledge: Please provide details for how and when you became aware of the suspected abuse and/or neglect. Did you witness the situation firsthand? Did you become aware of the situation based on your role with the family? If yes, how so?

Informed by another person: Who told you? If you haven't already provided this person's contact information or relationship to the children in previous narrative, please indicate this.

Suspected Abuse and/or Neglect

Required fields are marked with an asterisk (* = Required).

What suspected abuse and/or neglect occurred? * ⓘ

Angela Smith and Benjamin (Ben) Smith are the biological parents of Claire Smith (5) and Daniel Smith (8). These participants reside together in their own home.

As the family was driving home from dinner, they were in a multi-vehicle accident. Ben was driving and his BAC was .09; he admitted to having a few drinks at dinner. Claire and Daniel were not properly restrained and received injuries as a result of the accident. Claire is suspected to have a broken left arm. Daniel has a broken right femur. They both have multiple abrasions on their bodies. Angela and Ben have minor injuries and were treated and released, Ben was arrested for OWI-causing an accident.

When and where did this happen? * ⓘ

10/10/2018, Approximately 10 miles from the family home. The exact location is not known.

How did you become aware of the suspected abuse and/or neglect? *

- Firsthand knowledge
 Informed by another person

Who told you? If you haven't already provided this person's contact information or relationship to the children in previous narrative, please indicate this.

The details were learned by interacting with the children's mother, Dr. Janet Thomas, and Officer Whitney Stevenson. Their contact information was previously provided.

[< Back](#)

[Continue](#)

Suspected Abuse and/or Neglect Cont.

The following questions require a Yes, No, or Unknown answer. You may be asked to provide details when selecting Yes as an answer.

Does this report involve the alleged sexual abuse of a child?: No additional details required.

Has any child victim refused to go home or indicated they are afraid to go home? This could include the alleged child victim verbalizing a fear to go home or exhibiting behaviors indicating fear such as crying, refusal to board the school bus, threatening to run away or hurt themselves. **If yes, how did the victim describe their fear of returning home?**

Does the child have an injury?: **If Yes, Please describe the child's injury.** Please provide details including the location, size, shape, color of the bruise, extent of the injury, etc. Specify exactly how the child received the injury, if this is not already documented in earlier narrative.

Are the police involved in the situation? **If Yes, please provide law enforcement agency name, officer name, and incident or police report number (if known).**

Are you aware of any safety risks to a CPS investigator in the home?: This would include weapons, drugs, violent animals, violent people, or environmental hazards. **If Yes, please describe the safety risks.**

Suspected Abuse and/or Neglect Cont.

Required fields are marked with an asterisk (* = Required).

Does this report involve the alleged sexual abuse of a child?*

- Yes
 No
 Unknown

Has any child victim refused to go home or indicated they are afraid to go home? * ?

- Yes
 No
 Unknown

Does the child have an injury?*

- Yes
 No
 Unknown

Please describe the child's injury. * ?

Claire sustained minor cuts and bruises to her forehead and arms from the crash impact. Daniel sustained a linear, four-inch, purplish-blue bruise on the right side of his neck from the seat belt, and minor cuts to his right forearm.

Are the police involved in the situation?*

- Yes
 No
 Unknown

Please provide law enforcement agency name, officer name, and incident or police report number (if known).

Officer Whitney Stevenson with the Grand Rapids Police Department; the police report number is unknown.

Are you aware of any safety risks to a CPS investigator in the home? * ?

- Yes
 No
 Unknown

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[Continue](#)

Supporting Details

Does any participant live on an American Indian Reservation or Trust Land?: There should also be a "Yes" response if there's a possibility any individual listed on this complaint resides or is domiciled on an American Indian Reservation or Trust Land. If "Yes" is selected, please explain to the best of your ability how the individual is affiliated with an American Indian Tribe. Please provide the name of the American Indian Tribe, if known. A complaint of suspected child abuse or neglect of any Indian child who resides or is domiciled on lands within exclusive jurisdiction of the tribe may not be investigated by MDHHS. If the child resides or is domiciled on lands within exclusive jurisdiction of the tribe, MDHHS will coordinate with the tribe to determine who will investigate the suspected child abuse or neglect. The following are federally recognized tribes Located in Michigan: •Bay Mills Indian Community •Grand Traverse Band of Ottawa and Chippewa Indians •Hannahville Indian Community •Keweenaw Bay Indian Community •Lac Vieux Desert Band of Lake Superior Chippewa Indians •Little River Band of Ottawa Indians •Little Traverse Bay Bands of Odawa Indians •Match-E-Be-Nash-She-Wish Band of Pottawatomi Gun Lake Tribe •Nottawaseppi Huron Band of Potawatomi •Pokagon Band of Potawatomi Indians •Saginaw Chippewa Indian Tribe •Sault Tribe of Chippewa Indians

Does any participant have American Indian Heritage? There should be a "Yes" response if any individual listed on this complaint is a descendant of an American Indian. The individual does not need to be a confirmed

member of an American Indian Tribe to answer "Yes" to this question. If "Yes" is selected, please explain to the best of your ability how the individual is affiliated with an American Indian Tribe. Please provide the name of the American Indian Tribe, if known.

Is there a language or communication barrier for any of the participants? Will an interpreter be needed to communicate with any individual listed on the complaint? If yes, please provide details: Who needs an interpreter? What is their primary language?

Is there any additional information you would like to share? Include any information you believe would be helpful for an intake supervisor or field investigator to know about this situation or family.

Supporting Details

Required fields are marked with an asterisk (* = Required).

Does any participant live on an American Indian Reservation or Trust Land? * ?

Yes

No

Unknown

Does any participant have American Indian Heritage? * ?

Yes

No

Unknown

Is there a language or communication barrier for any of the participants? * ?

Yes

No

Unknown

Please list the name of the participant(s) and the primary language. *

Angela communicates using American Sign Language.

Is there any additional information you would like to share? ?

No

< Back Continue

Supporting Attachments

In this section, you can upload and review documents to support this report of alleged abuse and/or neglect. This would include any pictures, medical documents, school records, a police report, or anything else relevant to the complaint.

Note: The following document types are supported with this application: .jpeg, .jpg, .png, .pdf, and .tiff file types.

To upload a document, select **Choose Document**. Then, browse for and select the document from your device. Once the document is visible in the viewing screen, add the **Document Name** and click **Upload Document**. The document name should be a brief description of the attachment. Examples: Medical Record, Case Notes from 1/15/2018, Police Report #18-12345, etc. Attached documents will be displayed on the left side of the screen. You may select to view or delete a document or upload additional documents. Once you have uploaded all supporting documents, select continue to move to the next section.

Supporting Attachments

Upload and review documents to support this report of alleged abuse and/or neglect.



You have not uploaded any documents

Upload Documents

Document Name

Medical Examination Findings



Note: Before submitting, please make sure the entire document is in the frame and the image is not blurry. You can upload .jpeg, .jpg, .png, .pdf, and .tiff file types.

Upload Document

Upload Successful!



Your document has been successfully uploaded.

Okay

Supporting Attachments

Upload and review documents to support this report of alleged abuse and/or neglect.

Documents

Document Name	Date Submitted	
Medical Examination Findings	11/20/2018	View Delete

< 1 >

Upload Documents

Document Name

No Document Selected



Note: Before submitting, please make sure the entire document is in the frame and the image is not blurry. You can upload .jpeg, .jpg, .png, .pdf, and .tiff file types.

[Choose Document](#)

Submission

The submission page is the last step in the reporting process. A **Missing Required Information** message will display if you did not complete any of the required questions throughout the complaint. Use the left navigation pane or select **Edit** next to the identified section to return and complete the missing information. You will not be able to submit a complaint if any of the required information is missing. Once you have completed each section, please review your complaint and any attachments for accuracy before clicking **Submit**.

Please note: You will not be able to add attachments or make changes to the complaint once it is submitted.

Missing Required Information

The below sections are missing required information. Please revisit and provide all information in order to submit this complaint.

Child(ren) Details [Edit](#)

[< Back](#)
[Submit](#)

Submission

Please review your complaint and any attachments for accuracy before clicking Submit. You will not be able to add attachments or make changes to the complaint once it is submitted.

[< Back](#)
[Submit](#)

Once you have submitted the complaint, MORS will confirm your complaint was submitted. You will also receive an email confirmation within 24 hours. You may click **View Complaint PDF** to view copy of the complaint or **Back to Dashboard** to return to the Mandated Reporter Dashboard.

Successful Submission

Your complaint has been submitted! If you do not receive an email confirmation within 24 hours, please contact the Centralized Intake Customer Service line at 616-977-8936.

If the complaint is NOT assigned for investigation, notification will be mailed from Centralized Intake within five business days of the rejection of the complaint.

If assigned for investigation, notification of the disposition of the investigation will be mailed by the assigned CPS investigator within 10 business days of the completion of the investigation.

[View Complaint PDF](#)

[Back to Dashboard](#)

Next Steps

View Complaint PDF

Click **View Complaint PDF** to view a copy of the complaint you submitted. This will open a PDF of the complaint in a new web browser. If you elect to return to your dashboard, you may also view a copy of submitted complaints from your dashboard. Submitted complaints will remain on your dashboard for six months. If you need to retain a copy of the complaint for longer than six months, it is recommended you print the complaint.

Save/Print a Copy of the Complaint

Once the PDF of the complaint is open, hover the mouse over the bottom of the screen until the option to save and print appears. Click the **Save** or **Print** icon and then follow the additional steps on the screen.



Mandated Reporter Complaint

MISACWIS ID 42653145	Referral ID 0000002497	Date 11/20/2018	Time 7:25 PM EST
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Reporting Source

First Name

John

Last Name

Smith

Organization/Agency

Michigan Hospital

Role

Hospital/Clinic Social Worker

Address

123 Hospital Dr

City

Grand Rapids

State

Michigan

Zip

49504

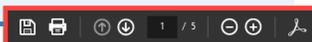
Work Phone

111-222-3333

Ext

123

Cell Phone



Additional Follow-up

If the complaint was assigned for investigation, you will be contacted by the investigator and receive written notification of the investigation disposition. If the complaint is rejected for field investigation, you will receive notification by letter.

If you need to submit documents that were not attached to your complaint upon submission, please email them to MDHHS-CPS-CIGroup@michigan.gov or fax them to 616-977-1154 or 616-977-1158.