

"DILIGENT EFFORTS TO LOCATE"

A Checklist for CPS Assessments and CPS In-Home Services

Departments of Social Services are expected to make diligent efforts to locate children reported to be abused, neglected, or dependent in order to assess the risk to the alleged victim and to provide treatment to them and to their families. Diligent efforts are defined as persistent, relevant attempts to locate the child and his/her family. Departments of Social Services are expected to be creative and flexible in determining the whereabouts of families who are not located by routine means. This checklist includes several of the sources which may assist the social worker in locating or relocating missing families.

- ____ 1. Family home visited on _____ & _____ between 8:00 am and 5:00 pm
- ____ 2. Family home visited on _____ & _____ between 5:00 pm and 12:00 mid.
- ____ 3. Current telephone book, directory assistance, post office, and city directory checked for alternate addresses or telephone number changes on _____

- ____ 4. Checked with reporter on _____ to get more information on possible whereabouts of family.
- ____ 5. Checked with family members (names) _____
_____ on _____ about information on whereabouts of family. Results:

- ____ 6. Contacted landlord for forwarding address (name, when contacted, results)

- ____ 7. Contacted the Water____, Electric____, Gas/Oil____ companies on this date _____ to determine account status or change in service with following results

- ____ 8. Contacted schools and day care attended by any of children. (List those contacted, dates, results: _____

