



## Child Protection Summary Reports

Printing Child Maltreatment Summaries

September 2024

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For accessible formats of this information or assistance with additional equal access to human services, email [dcyf.ssishelp@state.mn.us](mailto:dcyf.ssishelp@state.mn.us), call 651-431-4801, or use your preferred relay service.

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## Child Protection Summary Reports

Workers can print or email a child protection summary report for the file, to send to law enforcement, the agency attorney, or the court.


The reports include:

**Child Protection Intake Summary-** Lists all prior Intakes these clients have been involved in, as well as demographic information

**Current / Prior CP Activity-** Provides a summary of all child protection activity associated with the persons in a Child Protection workgroup.

**Police Report - Child Protection Summary-** Designed to be provided to law enforcement. The last page is an Information Request to obtain a criminal background check on the alleged offender.

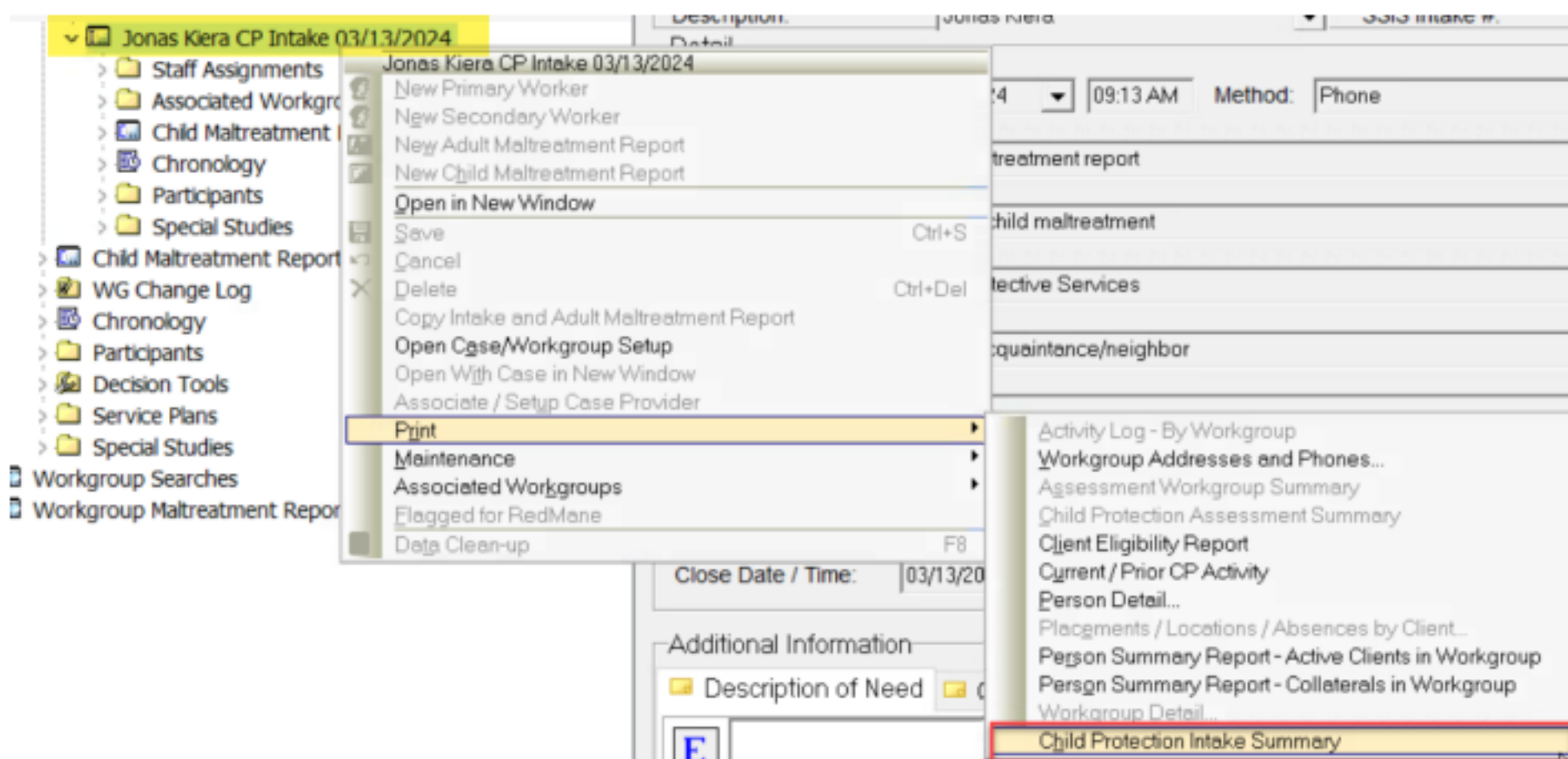
**Child Protection Assessment Summary-** Provides a summary of the Child Protection Assessment workgroup

 *Warning: Due to privacy issues, check your agency's email policies regarding sending client data electronically via email. Anything that identifies a specific individual should only be sent via secure means, such as encrypted email, if it goes outside the agency.*

## Print Child Protection Intake Summary

To Print a Child Maltreatment Intake Summary

- Right click on the CP Intake workgroup
- Select 'Print'
- Select Child Protection Intake Summary
- Click the 'Print' button



# Print Current/Prior CP Activity

To Print the Current/Prior CP Activity

- Right click on the CP Intake or CP Assessment workgroup or Child Maltreatment report node
- Select 'Print'
- Select Current/Prior CP Activity
- Click the 'Print' button

**Current/Prior CP Activity**

Intake Name: Jonas Kiera CP Intake 03/13/2024  
 Intake Date: 3/13/2024 9:13:22 AM  
 SSIS Intake #: 202911038

Client Name	**Cleared to County?	**Cleared to State?	Victims or Offender Records?	Screened Out Maltreatment Reports?	Pending Intakes?	***Statewide Offender Info or DHS Licensing?
Jonas, Katie	Yes	Yes	No	No	No	No
Jonas, Kiera	Yes	Yes	Yes	No	No	No
Jonas, Adam	Yes	Yes	Yes	No	No	Incomplete
Jonas, Kylie	Yes	Yes	No	No	No	No

\*\*If the client is not cleared to your county, we cannot be sure that all existing information on any victims or offender records, screened out maltreatment reports, or pending intakes are displayed.

\*\*\*If the client is not cleared to the state, we cannot know if any statewide offender information exists.

\*\*\*If the SWNDX server connection is down, "Unavailable" will display. If the SWNDX server is unable to connect to one or more other counties to check for statewide offender information, "Incomplete" will display.

Victims/Offender Records for Jonas, Katie; SSIS #: 202913633

Victims/Offender Records for Jonas, Adam; SSIS #: 202915646

Workgroup Name: Jonas Kiera CP Case Management 03/13/2024		WG Status: Open	
Report Status: Assessment complete		Track: Inv - Family investigation	
Report End Date: 03/26/2024 12:08PM	Reason Ended: NA		
Allegation	Victim or Offender	*Allegation Determination	Determination After Appeal
Physical abuse	Offender	Yes	NA

\*The allegation determination will appear as NA if the report was FA, or was unable to be completed

Statewide Offender Information for Jonas, Adam; SSIS #: 202915646

County	Determination Date	SSIS Offense #	Maltreatment Type
MNPrarie	3/13/2024	202909711	(MOMA)

Victims/Offender Records for Jonas, Kylie; SSIS #: 202923668

Victims/Offender Records for Jonas, Kiera; SSIS #: 202927655

Workgroup Name: Jonas Kiera CP Case Management 03/13/2024		WG Status: Open	
Report Status: Assessment complete		Track: Inv - Family investigation	
Report End Date: 03/26/2024 12:08PM	Reason Ended: NA		
Allegation	Victim or Offender	*Allegation Determination	Determination After Appeal
Physical abuse	Victims	Yes	NA

\*The allegation determination will appear as NA if the report was FA, or was unable to be completed

## Print a Police Report - Child Protection Summary

- Right click on the Child Maltreatment Report node
- Select 'Print'
- Select Police Report- Child Protection Summary
- Click the 'Print' button

The screenshot shows a software interface with a tree view on the left and a form on the right. The tree view shows a hierarchy of folders and reports, with 'Child Maltreatment Report - Inv' selected and a context menu open. The context menu has 'Print' highlighted, and a sub-menu is open showing 'Police Report - Child Protection Summary' highlighted with a red box. The form on the right contains fields for 'Identification', 'Status', and 'End Reason'.

### Police Report - Child Protection Summary

Intake Information				
Intake Workgroup #:	202915651			
Intake Workgroup name:	Jonas Kiera CP Intake 03/13/2024			
Intake Type:	Child maltreatment report			
Intake Method:	Phone			
Date and Time Intake Received:	03/13/2024 09:13 am			
Source:	Friend/acquaintance/neighbor			
Caller:				
Presenting Problem:	Alleged child maltreatment			
Description of Need:				
Program:	Child Protective Services			
Close Reason:	Open for assessment - Intake complete			
Close Date and Time:	03/13/2024 09:35 am			
Comments:				
Staff Warning:				
Primary Worker:	Tesmer, All			

Child Maltreatment Report	
SSIS Report #:	202915651
Police Report #:	
Report Status:	Screened in for assessment
End Reason:	
End Date:	
Current Track:	Inv - Family Investigation
Investigation Reason:	Investigation required

Description of Incident
Test Child Protection Case

Reporter(s)
Initial Reporter:
Reporter Type: Voluntary
Reporter Detail: Friend/acquaintance/neighbor

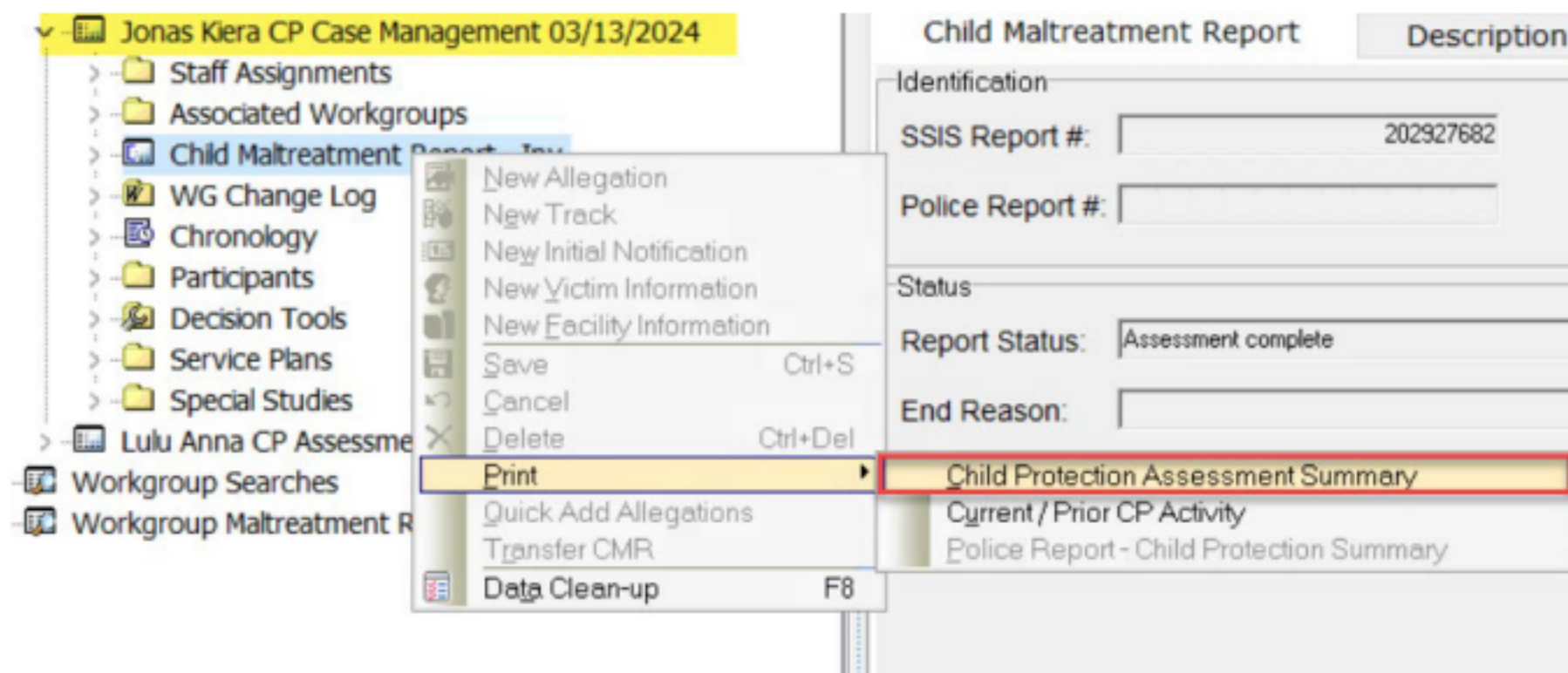
  

Initial Notifications				
Agency Notified	Agency Description	Date	Method	Person Notified
Law enforcement	ERPD	3/13/2024	Oral and Written	

## Print a Child Protection Assessment Summary

To Print a Child Maltreatment Assessment Summary

- Right click on the Child Maltreatment Report node within the Assessment or Case Management workgroup
- Select 'Print'
- Select Child Protection Assessment Summary
- Click the 'Print' button



## References

For additional information regarding the [Child Maltreatment Report \(CMR\) in SSIS \(state.mn.us\)](https://state.mn.us)

For additional information regarding Child Maltreatment Report Searches, see [Intake Searches](#)