



GUIDELINES FOR USE AND COMPLETION OF THE CHILD ABUSE OR SEVERE NEGLECT INDEXING FORM (BCIA 8583)

For specific legal requirements regarding reporting abuse or severe neglect, refer to California Penal Code sections 11164 through 11174.3.

REPORTING CHILD ABUSE OR SEVERE NEGLECT TO THE DEPARTMENT OF JUSTICE (DOJ)

An agency subject to the requirements of Penal Code sections 11165.9 and 11169(a) must report to the DOJ every incident of suspected child abuse or severe neglect for which it conducts an investigation and for which it determines that the allegations of abuse or severe neglect is substantiated. The agency must report on the Child Abuse or Severe Neglect Indexing Form (BCIA 8583), indicating the agency's finding of possible child abuse or severe neglect.

The completed BCIA 8583 should be submitted to the DOJ as soon as possible after completion of the investigation as the information may contribute to the success of another investigation. It is essential that the information on the form be complete, accurate, and timely to provide maximum benefit in protecting children and identifying instances of suspected abuse or severe neglect.

WHAT INCIDENTS MUST BE REPORTED

Abuse of a minor child, i.e., a person under the age of 18 years, involving any one of the below abuse types: *(Refer to Penal Code sections 11165.1 through 11165.6 for definitions.)*

- Physical injury
- Mental/emotional suffering
- Sexual (abuse, assault, and exploitation)
- Severe neglect
- Willful harming/endangerment
- Unlawful corporal punishment/injury
- Death

GENERAL INSTRUCTIONS

- Indicate whether you are submitting an INITIAL REPORT or an AMENDED REPORT by checking the appropriate box at the top of the form.
- All information blocks contained on the BCIA 8583 should be completed and substantiated by the submitting authorized agencies. The exact month, day, and year is required for entering into the CACI. If not known, please provide approximate date. Reports containing multiple dates will be returned.
- **Section B - INCIDENT INFORMATION** - The finding that allegations of child abuse or severe neglect is:
 - **SUBSTANTIATED** - defined by Penal Code section 11165.12(b) and 11169(a) to mean circumstances where the evidence makes it more likely than not that child abuse or severe neglect, as defined, occurred.
- **Section C - AMENDED REPORT INFORMATION** - Only use this section to update information previously submitted on form BCIA 8583. Attach a copy of the original BCIA 8583 and complete sections A, C, and all other applicable fields.
 - **NOW UNFOUNDED OR INCONCLUSIVE** - a previously submitted BCIA 8583 indicated as substantiated is being reclassified to unfounded or inconclusive.
 - **ADDED ADDITIONAL INFORMATION** - supplementary information is being provided for a previously submitted BCIA 8583. (Cases in which subsequent child death has resulted must be reported.)
 - **CORRECTED REPORT INFORMATION** - Information submitted on an initial BCIA 8583 is being corrected.
 - **UNDERLYING INVESTIGATIVE FILE NO LONGER AVAILABLE** - Your agency no longer retains the underlying investigative file that supports a previously submitted BCIA 8583.
 - **COMMENT** - use this area only if 1) you are reporting amended information that relates to one victim or suspect, and/or 2) there is a need to clarify which victim or suspect the amended information applies to, as the initial report contained multiple victims and/or suspects.
- **Section D - VICTIM (S) and SUSPECT INFORMATION** - Victim(s) and Suspect information pertaining to allegations of child abuse or severe neglect.
 - **VICTIM (S)** - All information is required. Multiple victims are allowed on one form BCIA 8583.
 - **SUSPECT** - All information is required, it is mandated by CACI regulations to identify if the suspect is age 17 or younger.
 - **ONE SUSPECT** - One suspect per form BCIA 8583. All forms submitted with more than one suspect will be returned.
 - **OTHER** - Other interested party.

WHERE TO SEND FORM BCIA 8583 (For DOJ reporting only)

Department of Justice
Bureau of Criminal Information and Analysis
P.O. Box 903387
Sacramento, CA 94203-3870
ATTENTION: Child Abuse Central Index (CACI)