



**On-site CAC service - Forensic Interviews:** To schedule a Forensic Interview, please use the provided link to our online scheduling system: Calendly. If you need the link please contact CAC Intake & MDT Coordinator, Kelsey Klumpstra, at [intake@cac-kent.org](mailto:intake@cac-kent.org) or call 616.336.5160

**\*\*PLEASE NOTE:** In order for CPS to schedule an interview, Children's Protective Services **MUST** have LE assigned and confirm that they can be present to observe the interview. **LE MUST BE PRESENT.**

- I. Interviews: CAC **MUST** receive reports and any relatable information **the day before the interview or sooner**. Please send information to Intake & MDT Coordinator, Kelsey, by email or fax (kklumpstra@cac-kent.org, 616.336.5193)
  - a. Criteria:
    - i. Age of child
    - ii. County of residence
  - b. Background needed:
    - i. Police/ CPS report
    - ii. Any other pertinent history (Previous CSC/PSB's)
  - c. Client info needed:
    - i. Name and age
    - ii. DOB
    - iii. Delays
    - iv. Transportation needs
    - v. Interpreter needs
    - vi. Who is bringing child
    - vii. Anything else that may be useful for our forensic interviewer to know
      1. If the child (or offender on the case) has been interviewed here before, we need to keep the same interviewer. Please call or email to confirm a time slot for that interviewer.
  - d. Offender Info
    - i. Name and age
    - ii. **Offenders are NOT allowed on-site, including juvenile offenders**
    - iii. Need to know if victim has also been an offender
  - e. For scheduling
    - i. 3 years of age
    - ii. Can interview someone over the age of 18 if they are cognitively impaired
    - iii. 2 or more children to be interviewed must be at 9 am or 1 pm
      1. If scheduling on Calendly, please call or email ahead of time to confirm the correct slot
  - f. Bring any evidence with you that could be helpful
    - i. Text messages, photo's etc.