



On-site CAC service - Forensic Interviews: To schedule a Forensic Interview, please contact CAC Intake Coordinator, Kelsey Klumpstra, at 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 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
 - 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
 - f. Bring any evidence with you that could be helpful
 - i. Text messages, photo's etc.