INSTRUCTIONS FOR COMPLETING THE CHILD ABUSE OR SEVERE NEGLECT INDEXING FORM (BCIA 8583)

REPORTING REQUIREMENTS

Agencies mandated by Penal Code section 11169 must report all substantiated cases of child abuse or severe neglect, as defined in Penal Code sections 11165.1, 11165.2, subdivision (a), 11165.3, 11165.4, 11165.5, and 11165.12, to the California Department of Justice (DOJ) using a BCIA 8583. This reporting process supports child protection efforts and contributes to ongoing investigations.

SUBMITTING THE FORM

- Promptly submit reports after the investigation is completed.
- Ensure all fields are accurate and complete, as missing or incorrect information may delay processing.

INCIDENTS THAT MUST BE REPORTED

A report must be submitted for any substantiated abuse involving a minor (under 18) in the following categories (*Refer to Penal Code sections 11165.1, 11165.2, subdivision (a), 11165.3, 11165.4, 11165.5, and 11165.12 for definitions.*):

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

FORM COMPLETION GUIDELINES

A BCIA 8583 must be fully completed before submission. Incomplete forms will be returned with a request for missing information. Below are the required details for a complete submission.

1. INITIAL VS. AMENDED REPORTS

- Check the appropriate box to indicate if the form is an initial report or an amended report.

2. SUBMITTING AGENCY INFORMATION (SECTION A)

- Enter the full name of the submitting agency.
- Check either the welfare or probation box (only one may be selected).
- Provide the agency report number or case name (at least one is required).
- List the agency's address, including street, city, state, and ZIP code.
- Include the name and title of the submitting agency's designated point of contact.
- Provide a contact telephone number for follow-up inquiries.

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3. INCIDENT INFORMATION (SECTION B)

- Enter the report submission date.
- Enter the exact or approximate date of the incident (i.e., MM/DD/YYYY).
- Indicate whether the allegations are substantiated.
- Select the type(s) of abuse that apply (multiple selections allowed).

4. AMENDED REPORT INFORMATION (SECTION C)

- Use this section only to update previously submitted information.
- Provide the agency report number or case name (at least one is required).
- Provide the initial report submission date (i.e., MM/DD/YYYY).
- Enter the exact or approximate date of the incident (i.e., MM/DD/YYYY).
- Enter the type(s) of abuse.
- Select how the report is being amended (unfounded or inconclusive, new information, correction, or investigative file no longer available).
- Enter comments: Specify changes related to a particular victim or suspect in cases involving multiple individuals.

5. INVOLVED PARTIES (SECTION D)

VICTIM(S):

- Enter the victim's last and first name**.**
- Provide the victim's date of birth**.**
- Indicate the victim's gender**.**

SUSPECT:

- Enter the suspect's last and first name**.**
- Provide the suspect's date of birth**.**
- Indicate whether the suspect is 17 years or younger**.**
- Indicate the suspect's gender.
- Select the suspect's relationship to the victim (only one may be checked).

6. ADDITIONAL NOTES:

- Each BCIA 8583 form may contain only one suspect. If there are multiple suspects, separate forms must be submitted.
- Information such as race, height, weight, hair and eye color, Social Security number, and driver's license number is optional and may be left blank.
- The boxes indicating whether the victim's injuries resulted in death or if the victim is developmentally disabled may be checked or left blank.
- Victims: Multiple victims may be listed on one form.
- Other Interested Parties: Indicate if applicable.

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REJECTION AND RESUBMISSION PROCESS

If a BCIA 8583 is missing required information, DOJ will return it to the submitting agency's designated point of contact listed on the BCIA 8583 along with a letter listing the deficiencies. The agency must promptly provide the missing details and resubmit the corrected form. If the agency cannot provide the required information, it should discontinue the submission rather than resubmit an incomplete form.

SUBMISSION ADDRESS

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