



# TROUBLE CHILD ALERT PROTOCOL

The New Mexico Children's Code mandates that every person who knows about or suspects child abuse or neglect reports the maltreatment. Below is the process that will be followed when assessment vendors suspect abuse or neglect based on student responses.

1. Vendor contacts Assessment Coordinator/Project Manager (AC/PM).
2. AC/PM downloads the trouble child alerts and places it in the districts SharePoint folder.
3. AC/PM calls the District Test Coordinator (DTC) and sends an email with the SharePoint url, and requests a wellness check.
4. The New Mexico Children's Code mandates that every person who knows about or suspects child abuse or neglect reports the maltreatment. The Code specifies that school officials have an official responsibility to report. In cases where child abuse or neglect is suspected, or if the child is at risk of any type of harm, the AC/PM will contact CYFD at 1-855-333-SAFE [7233] or #SAFE from a cell phone. Notify CYFD that you are a mandated reporter and make note of identification information of the CYFD staff who takes the report. Follow all CYFD procedures for reporting. <https://cyfd.org/child-abuse-neglect>
5. DTC will report to AC/PM when the wellness check is completed without needing to provide additional information.