

OKLAHOMA CHILD WELLBEING**Confidential Disclosure and
Victim Protection Protocol**

A trauma-informed framework for receiving concerns, protecting reporting persons, preserving evidence, and routing urgent matters safely

CORE COMMITMENT The strongest thing we can do is demonstrate that the first person who contacts us will be treated carefully, honestly, and without exploitation. People come forward when they see that others were protected—not merely praised for being brave.

Organization	Oklahoma Child Wellbeing
Version	1.0 — Operational Draft
Effective date	Adopt only after Oklahoma attorney review and governing-body approval
Review cycle	At least annually and after any serious incident, law change, or material process failure
Contact	info@okchildwellbeing.org www.okchildwellbeing.org

Every Child Seen. Every Child Safe.

Adoption notice and legal limitation

ATTORNEY REVIEW REQUIRED. This document is a strong operational starting point, not legal advice. Before adoption, Oklahoma Child Wellbeing (OCW) must have Oklahoma counsel review mandatory-reporting duties, privacy and records practices, defamation and publication risk, employment-retaliation referrals, insurance requirements, subpoenas, and any privilege rules that may apply to qualified victim advocates.

OCW is an advocacy and educational organization. Unless a separately identified licensed or legally authorized professional is providing a defined service, OCW does not provide therapy, crisis counseling, legal representation, law-enforcement investigation, or attorney-client privilege. A disclosure to OCW does not automatically constitute a report to police, a court, an employer, a licensing board, or Oklahoma Human Services.

Document control

Control	Required owner	Requirement
Approval	OCW governing authority + Oklahoma counsel	Written approval before public launch
Safeguarding lead	Named, trained individual	Receives escalations; cannot be the subject of a report
Records custodian	Named individual	Controls access, retention, legal holds, and destruction

1. Purpose

This protocol establishes how OCW will receive, triage, document, safeguard, refer, and follow up on reports of possible abuse, exploitation, harassment, retaliation, unethical conduct, institutional failure, or risks to children and vulnerable people. Its goals are to:

- reduce the risk of retraumatization, retaliation, exposure, and exploitation;
- preserve the reporting person's choices to the greatest extent the law and immediate safety allow;
- route emergencies and legally reportable concerns without delay;
- protect evidence integrity and prevent witness contamination;
- separate survivor support, fact assessment, legal review, and public communications; and
- communicate accurately, fairly, and without treating allegations as established findings.

2. Governing principles

- **Safety before publicity.** No story, post, investigation, or campaign is more important than a person's immediate safety.
- **Choice without pressure.** The reporting person chooses whether to seek support, make a formal report, provide a private statement, or participate publicly, except where OCW must act because of law or imminent danger.
- **Minimum necessary information.** Collect only what is needed for the stated purpose and risk level.
- **No false promises.** Do not promise absolute anonymity, legal privilege, a particular investigative outcome, employment protection, prosecution, or publication.
- **Independent corroboration.** Separate firsthand knowledge from inference, rumor, and documents; corroborate before making external claims.
- **No exploitation.** A person's trauma will not be used for fundraising, audience growth, organizational reputation, political leverage, or content without specific informed consent.
- **Fairness and due process.** Use neutral terminology, protect minors, avoid unnecessary naming, correct material errors, and distinguish allegations from findings.
- **Need-to-know access.** Sensitive information is accessible only to trained people with an assigned role.

3. Scope and role separation

This protocol applies to OCW board members, employees, volunteers, contractors, consultants, and anyone acting under the OCW name. It applies to email, web forms, phone calls, direct messages, postal mail, meetings, events, and information received through third parties.

NONNEGOTIABLE ROLE SEPARATION Whenever practicable, the person providing emotional support should not be the person deciding whether to publish; the person preserving evidence should not alter it; and anyone with a relationship to the subject or institution must disclose the conflict and step aside.

- **Intake coordinator:** delivers the pre-disclosure notice, obtains consent, records minimum facts, and checks immediate safety.
- **Safeguarding lead:** makes or confirms urgent reports, coordinates safety response, and approves escalation.
- **Independent advocate or clinician:** provides support within professional scope; OCW does not direct the person's therapeutic choices.
- **Legal reviewer:** advises on reporting, records, employment, defamation, subpoenas, and publication risk.
- **Records custodian:** maintains secure storage, access logs, retention, legal holds, and authorized release.
- **Communications reviewer:** verifies consent, minimizes identifying details, separates allegation from finding, and applies corrections policy.

4. Definitions that must be explained honestly

Anonymous report: OCW does not intentionally request the person's name or contact information. Technical providers may still create logs or metadata. OCW must not call a channel anonymous unless it has been technically reviewed and the limits are disclosed.

Confidential report: OCW knows the person's identity but restricts it to authorized roles. Confidential does not mean legally privileged and may be limited by mandatory reporting, emergency action, subpoena, court order, insurance requirements, or authorized referral.

Identity-withheld use: OCW may use nonidentifying facts internally or externally only within the consent given and after evaluating whether combined details could reveal identity.

Legally privileged communication: A communication the law protects from compelled disclosure in defined circumstances. Communications with OCW are not privileged merely because OCW labels them confidential.

Reporting person: A victim, survivor, witness, family member, employee, volunteer, or other person providing information.

Subject of report: The person or institution whose conduct is described. Use this neutral term unless an official finding or conviction supports another term.

Firsthand information: What the reporting person personally saw, heard, experienced, created, received, or recorded.

Corroboration: Independent information that supports a material fact. Repetition of the same rumor is not independent corroboration.

5. Reporting options

Option	Identity	Appropriate use	Important limit
Anonymous pattern tip	Not intentionally collected	Early warning, pattern identification, resource referral	Follow-up and verification may be impossible; technical traces may exist
Confidential intake	Known to restricted OCW personnel	Safety planning, documentation, referral, possible corroboration	Not legal privilege; exceptions must be explained first
Advocate- or attorney-assisted contact	Controlled through professional	Higher-risk disclosures, employment or litigation concerns	Privilege depends on law and professional relationship
Formal authority report	Provided to legally authorized agency	Crime, child abuse, licensing, employment, or regulatory process	Agency controls its process and may notify other parties

Email and ordinary social-media direct messages are not anonymous channels. OCW must warn users not to send sensitive identifying information, medical records, explicit images, or evidence through public comments or standard direct messages.

6. Pre-disclosure notice

The following notice must appear before an online submission begins and must be read aloud before a phone or in-person intake continues:

BEFORE YOU SHARE DETAILS OCW will take your concern seriously and will explain your choices. OCW is not law enforcement, a court, your lawyer, or a crisis-counseling service. We will limit access to your information, but we cannot promise absolute anonymity, legal privilege, or protection from a subpoena. Oklahoma law requires us to report when information gives us reason to believe a child is being abused, neglected, or endangered. We may also contact emergency authorities when someone faces imminent serious harm, even if you prefer that we do not. You may pause before giving names or identifying details and speak with an independent advocate or attorney.

No intake employee may invite a person to ‘tell the whole story’ until this notice has been given and the person indicates whether they want to continue.

7. Intake and triage workflow

1. **Step 1 — Stabilize and screen for urgency.** Ask only whether anyone is in immediate danger, whether a child or vulnerable person may currently be unsafe, whether urgent medical attention is needed, and whether the person can communicate safely.
2. **Step 2 — Deliver the pre-disclosure notice.** Explain OCW's role, confidentiality limits, mandatory-reporting duties, technical privacy limits, and available options before requesting names or details.
3. **Step 3 — Obtain permission for the next action.** Record whether the person consents to intake, follow-up, referral, document storage, identity sharing, quotation, or publication. Each is a separate choice.
4. **Step 4 — Collect minimum facts.** Record the reporting person's own words; separate firsthand knowledge from information received from others; avoid leading questions and unnecessary repetition.
5. **Step 5 — Assign a risk level.** Use the triage matrix below. Urgent safety and mandatory reports take priority over documentation, corroboration, or communications.
6. **Step 6 — Build a written action plan.** Identify who will do what, by when, through which safe contact method, and what must not occur without additional consent.
7. **Step 7 — Confirm and follow up.** Provide a case reference when safe, repeat limits and next steps, and follow up at the agreed time. Never disappear after receiving a high-risk disclosure.

Level	Examples	Required action	Timing
RED	Immediate danger, current child danger, urgent medical need, credible threat, suicide crisis	Emergency/mandatory report; do not continue routine intake	Immediately
ORANGE	Active retaliation, stalking, job threat, evidence destruction, subject has current access to possible victims	Safeguarding lead + independent legal/advocacy referral; safety plan	Same day
YELLOW	Historical harm, no current danger known, significant privacy or employment concerns	Confidential intake; referral; preservation plan	Within 2 business days
GREEN	General concern, policy information, nonurgent pattern tip	Acknowledge; assess relevance; provide resources	Within 5 business days

8. Mandatory reporting and emergency action

CHILD SAFETY RULE In Oklahoma, every person who has reason to believe a child under 18 is being abused, neglected, or endangered must promptly report. The duty is individual; telling an OCW supervisor does not replace the intake worker's duty. Call the Oklahoma Abuse and Neglect Hotline at 1-800-522-3511. If danger is imminent, call 911 or local law enforcement.

OCW will maintain a counsel-approved reporting matrix and train every person who may receive disclosures. At minimum:

- Stop routine questioning once sufficient information creates a reporting duty. Do not conduct an internal investigation before reporting.
- Tell the reporting person what OCW must do, unless doing so would increase danger or interfere with an official response.
- Make the report promptly, document the date, time, agency, method, confirmation or reference number, facts reported, and staff member who reported.
- Do not promise that the reporter's identity will remain unknown to every agency or party. Explain only what the receiving authority confirms.
- For suspected abuse, neglect, or exploitation of a vulnerable adult, follow the current Oklahoma Human Services APS reporting process and the counsel-approved matrix.
- For suspected online child sexual exploitation, report to law enforcement and/or the National Center for Missing & Exploited Children CyberTipline as directed by the safeguarding lead and counsel.

Prohibited handling of child sexual abuse material

OCW personnel must not request, download, copy, forward, print, upload, display, or store suspected child sexual abuse material. Do not ask a reporting person to send it 'as proof.' Preserve only non-image contextual information necessary to direct authorities to the source. Immediately contact the safeguarding lead and appropriate authorities. Do not repeatedly open a file to determine what it contains.

Emergency and crisis limits

OCW is not a monitored emergency service. Website and email notices must direct immediate danger to 911. A person in suicidal or emotional crisis may call or text 988. Staff should remain within training and should not attempt to provide clinical crisis counseling.

9. Anti-retaliation and individualized safety planning

Retaliation risk must be assessed before any report, referral, employer contact, subject contact, or publication unless immediate legal reporting is required. OCW cannot guarantee that retaliation will not occur or that every retaliatory act is illegal. Employment protection depends on the facts, the protected activity, the employer, and applicable law.

Pre-action safety plan

- ☐ Confirm a safe phone number, email address, contact time, voicemail rule, and code word for unsafe communication.
- ☐ Identify whether devices, accounts, vehicles, housing, finances, children, or workplace access may be monitored or controlled.
- ☐ Preserve existing job descriptions, performance evaluations, schedules, pay records, disciplinary notices, benefits information, and relevant policies before a complaint changes access.
- ☐ Document threats, surveillance, harassment, schedule changes, demotion, discipline, exclusion, termination, reputational attacks, or pressure to withdraw—with dates, witnesses, and original records.
- ☐ Identify an independent attorney, advocate, union representative, licensing adviser, therapist, or other qualified support selected by the reporting person.

- ☐ Plan transportation, emergency contacts, childcare, housing, medication, financial access, and digital-security steps when relevant.
- ☐ Do not contact the employer, institution, subject, family, church, licensing body, media, or other witnesses without specific permission unless law or immediate safety requires it.

Retaliation response

- Acknowledge the report the same day when practicable and determine whether immediate danger exists.
- Preserve the original retaliatory communication or employment record without editing it.
- Refer promptly to an employment attorney or appropriate agency; warn that filing deadlines may be short.
- Do not tell the person that retaliation is automatically protected under whistleblower or EEO law.
- Record each retaliatory act separately and update the safety plan.
- Escalate any threat, stalking, doxing, witness intimidation, evidence destruction, or threat involving children to the safeguarding lead and legal reviewer.

10. Trauma-informed communication standards

OCW personnel will:

- say, 'I take what you are telling me seriously,' without promising that every allegation has already been proven;
- avoid blame-laden questions such as 'Why did you stay?' or 'Why didn't you report sooner?';
- ask open, nonleading questions and allow pauses, breaks, support persons, and written follow-up;
- avoid diagnosing, interrogating, challenging memory gaps, or treating a nonlinear account as proof of dishonesty;
- tell the person before taking notes, recording, adding another participant, or transferring information;
- never record audio or video without express consent and applicable legal review;
- limit retelling by using one trained intake person and a concise, consented summary; and
- allow the reporting person to correct factual errors in their own statement while preserving the original version and documenting the correction.

11. Evidence-handling procedures

OCW preserves information; it does not manufacture, edit, coach, or unlawfully obtain evidence. Evidence handling must preserve authenticity and minimize unnecessary possession of sensitive material.

Collection rules

- Request copies, not irreplaceable originals, unless counsel or an authorized agency directs otherwise.
- Never ask anyone to hack, trespass, impersonate another person, secretly access an account, violate a protective order, steal records, or obtain information they are not legally authorized to access.
- Keep witness statements separate. Do not tell one witness the substance of another witness's account or conduct group interviews about contested events.

- Ask the source to describe what the item is, who created it, how it was obtained, whether it has been changed, and who else possesses it.
- Preserve the original digital file and metadata. Work from a duplicate. Create a checksum or other integrity marker when technically feasible.
- Do not crop, enhance, rename, annotate, convert, or remove metadata from the preservation copy. Any redacted or publication copy must be clearly labeled as a derivative.
- Screen files for malware in a controlled environment without opening suspicious attachments on personal devices.
- Do not store evidence in personal email, personal cloud drives, social-media inboxes, text threads, or unapproved devices.

Evidence receipt and chain-of-custody record

Every retained item receives a unique evidence ID and a record containing:

- date and time received; source and safe contact method, if known;
- description of the item and relevance claimed by the source;
- original filename, file type, size, and integrity marker when available;
- method of transfer and storage location;
- each access, copy, transfer, redaction, return, or destruction; and
- consent restrictions, mandatory-report status, legal hold, and authorized recipients.

Release and destruction

No evidence may be released to a third party without documented authority, a consent basis, or legal requirement. The records custodian must verify identity and scope before release. OCW will adopt a written retention schedule approved by counsel and its insurer. Routine destruction stops immediately when litigation, investigation, subpoena, insurance claim, or preservation demand is reasonably anticipated. Secure destruction must be documented.

12. Privacy, cybersecurity, and access control

- Use a dedicated intake system with encryption in transit and at rest, multifactor authentication, role-based access, strong unique credentials, and access logging.
- A sensitive intake page must not contain advertising pixels, session-replay tools, behavioral tracking, or standard analytics that collect user identifiers or submission behavior. OCW should disable analytics and unnecessary cookies on the disclosure pathway.
- Collect the least information necessary. Names, contact information, narrative, evidence, and consent records should be separated or access-restricted where feasible.
- At least two authorized people should be able to maintain continuity for high-risk files, but neither should have access merely out of curiosity or status.
- Do not download sensitive records to personal devices or share passwords. Immediately report suspected unauthorized access to the safeguarding lead, records custodian, legal counsel, and insurer as applicable.

- Test the anonymous channel before launch and periodically thereafter. The public notice must identify any remaining technical limitations.
- Do not reveal whether OCW possesses a person's statement or evidence in response to informal inquiries. Route subpoenas, legal demands, media inquiries, and subject requests to counsel.

13. Informed consent and control of information

Consent must be specific, understandable, voluntary, documented, and revocable for future discretionary use. Consent to speak with OCW is not consent to every downstream action.

OCW must obtain separate choices for:

- ☐ receiving and retaining the person's statement;
- ☐ contacting the person again and using a particular safe method;
- ☐ referring identifying information to a named advocate, attorney, agency, employer, institution, or regulator;
- ☐ sharing records or evidence;
- ☐ using de-identified information for pattern analysis;
- ☐ using an anonymous quotation;
- ☐ using the person's name, image, voice, or identifiable story; and
- ☐ publicly publishing documents or allegations.

CONSENT LIMIT A reporting person may withdraw consent for future discretionary use. Withdrawal cannot undo information already lawfully reported, published, transferred, relied upon by another entity, or preserved under a legal hold. Explain this before obtaining publication consent.

14. Corroboration, investigation boundaries, and fairness

- Label each material assertion as firsthand, secondhand, documentary, opinion, inference, or unknown.
- Do not interpret the number of submissions as proof when submissions may repeat the same source.
- Do not coach language, coordinate accounts, or encourage witnesses to compare memories.
- Maintain a written chronology that distinguishes event date, disclosure date, document-creation date, and publication date.
- For a matter that may become public, use independent corroboration, primary documents where available, source reliability assessment, and prepublication legal review.
- When safe and legally appropriate, provide the subject or institution a fair opportunity to respond to specific material claims before publication. Do not disclose a reporting person's identity or protected details in seeking a response.
- Do not state or imply guilt, criminality, professional misconduct, or institutional responsibility as established fact without adequate support and precise attribution.

- Correct material factual errors promptly and visibly; preserve the original publication and correction record internally.

15. Public communications and publication safeguards

OCW's public-interest mission does not override a reporting person's safety, informed consent, or the need for factual accuracy. Before any identifiable story, quotation, document, photograph, audio, video, or allegation is published, the communications reviewer and legal reviewer must confirm:

- ☐ the precise material proposed for publication and the consent covering it;
- ☐ whether combined details could identify the person, children, workplace, family, congregation, school, location, or medical history;
- ☐ whether the reporting person had time to consult an independent advocate or attorney and was free from pressure;
- ☐ whether the information is accurately attributed as allegation, statement, document, official finding, or OCW analysis;
- ☐ whether corroboration is sufficient for each material claim;
- ☐ whether the subject's response or refusal to respond is represented accurately;
- ☐ whether publication could interfere with an investigation, court order, protective order, custody matter, employment process, or safety plan; and
- ☐ whether the public interest can be served through less identifying information.

OCW will not publish the identity of a minor victim, explicit sexual details unnecessary to the public interest, home addresses, personal phone numbers, private medical details, or information that creates an avoidable safety risk.

16. Conflicts of interest and allegations involving OCW

- Every intake participant must disclose personal, family, financial, religious, political, employment, litigation, or advocacy relationships relevant to the matter.
- A conflicted person must not access the file, interview the reporting person, contact the subject, decide credibility, or approve publication.
- A report involving OCW leadership, the safeguarding lead, or a close associate must be routed to a preselected independent attorney or outside safeguarding professional.
- OCW must not retaliate against anyone for making a good-faith report, participating in a review, refusing an unlawful instruction, or raising a safeguarding concern.

17. Training, supervision, and quality assurance

- Initial and annual training on trauma-informed response, Oklahoma child-reporting duties, confidentiality limits, suicide and emergency escalation, digital safety, evidence integrity, conflicts, and communications risk.
- Scenario practice using the response script and triage matrix before anyone handles live disclosures.

- Quarterly review of de-identified metrics: response time, emergency referrals, mandatory reports, consent errors, unauthorized access, retaliation reports, referrals completed, and follow-up failures.
- Immediate incident review after any privacy breach, missed mandatory report, unsafe contact, retaliatory exposure, publication correction, or allegation that OCW exploited or pressured a reporting person.
- Annual independent review when resources permit. Findings should produce corrective action, not merely a compliance statement.

Appendix A — Public invitation for victims and witnesses

PUBLIC-FACING COPY Place the short safety notice above every invitation and link directly to the full privacy and reporting-limits statement. Do not invite detailed disclosures in public comments.

You deserve to be heard without being pressured.

If you experienced or witnessed possible misconduct, abuse, retaliation, harassment, exploitation, or an institutional failure affecting children or vulnerable people, Oklahoma Child Wellbeing can help you understand available reporting and support options.

You may begin by asking questions without agreeing to be publicly identified. You will not be pressured to publish your story, confront anyone, contact an employer or institution, or surrender control of your information beyond what the law and immediate safety may require.

Before requesting identifying details, we will explain who may see your information, the limits of confidentiality, possible mandatory-reporting duties, and the difference between an anonymous tip, a confidential intake, and a formal report to authorities.

OCW is not law enforcement, a court, your lawyer, or an emergency service. Email and social-media messages are not anonymous. Please do not send explicit images, illegal material, medical records, or highly sensitive evidence through public comments or direct messages.

If a child may currently be abused, neglected, or endangered in Oklahoma, call the Oklahoma Abuse and Neglect Hotline at 1-800-522-3511. If anyone is in immediate danger, call 911. For emotional crisis support, call or text 988.

Contact: info@okchildwellbeing.org

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Appendix B — First-response script

Opening

“Thank you for contacting Oklahoma Child Wellbeing. I take what you are telling me seriously. You do not have to tell me everything at once, and I will not pressure you to make your story public.”

Safety screen — ask before details

“Before we continue, are you or anyone else in immediate danger? Does this involve a child or vulnerable person who may currently be unsafe? Do you need urgent medical attention? Is it safe for you to

communicate on this device right now?"

If yes or uncertain: stop routine intake, follow the emergency/mandatory-reporting procedure, and involve the safeguarding lead immediately.

Explain limits

"I need to explain our role before you share names or identifying details. OCW is not law enforcement, a court, your lawyer, or a crisis-counseling service. We restrict access to information, but we cannot promise absolute anonymity or legal privilege. Oklahoma law requires us to report when information gives us reason to believe a child is being abused, neglected, or endangered. We may also contact emergency authorities when someone faces imminent serious harm. You may pause and speak with an independent advocate or attorney before continuing."

Ask permission

"Would you like to continue with a confidential intake, provide a limited pattern tip, receive referral information first, or stop for now?"

Minimum-fact prompts

- "What would you like help with today?"
- "What did you personally experience, see, hear, receive, or document?"
- "What information came from someone else?"
- "Is the conduct ongoing, and does the person or institution currently have access to anyone who may be at risk?"
- "What are you most concerned could happen if you report or if your identity becomes known?"
- "What is the safest way and time to contact you? May we leave a voicemail or identify OCW?"
- "Do you have an advocate or attorney you want involved before any next step?"

Closing

"Let me repeat what I understand and the choices you made. [Brief neutral summary.] The next action is [action] by [person] no later than [time]. We will not [specific prohibited contact or use] without asking you again, unless the law or an immediate safety emergency requires it. Your reference number is [number]. Is there anything in my summary that is inaccurate or unsafe to record?"

Statements staff must not make

- "Everything you tell me is completely confidential."
- "No one will ever find out who you are."
- "You cannot be fired or sued for reporting."
- "We know they are guilty."
- "If you do not go public, other victims will be harmed."
- "Send me every document and image you have."
- "We will get justice for you."

Appendix C — Informed-consent acknowledgement

Case reference: _____ Date/time: _____

Intake coordinator: _____ Safe contact name/alias: _____

What I understand

- ☐ OCW is not law enforcement, a court, my lawyer, or an emergency or clinical counseling service.
- ☐ OCW will restrict access but cannot promise absolute anonymity, legal privilege, protection from subpoena, or protection from retaliation.
- ☐ OCW must make reports when child-safety law requires and may contact emergency authorities when someone faces imminent serious harm.
- ☐ Email, web services, and social-media messages may create technical records even when I do not provide my name.
- ☐ I may pause, decline a question, request an advocate or attorney, correct my statement, or withdraw permission for future discretionary use.
- ☐ Withdrawal cannot undo a required report, an authorized transfer already completed, a lawful publication already released, or preservation required by law.

My choices today

- ☐ **YES** ☐ **NO** OCW may retain my statement.
- ☐ **YES** ☐ **NO** OCW may contact me again using the safe method listed below.
- ☐ **YES** ☐ **NO** OCW may use nonidentifying information for internal pattern analysis.
- ☐ **YES** ☐ **NO** OCW may refer me without sharing my identity.
- ☐ **YES** ☐ **NO** OCW may share my identity only with: _____
- ☐ **YES** ☐ **NO** OCW may share these specific records with the named recipient: _____
- ☐ **YES** ☐ **NO** OCW may use this exact anonymous quotation: _____
- ☐ **YES** ☐ **NO** I want to discuss possible public participation later. This is not publication consent.

Safe contact method/time: _____

Voicemail rule / safe identifier / code word: _____

Actions OCW must not take without asking me again: _____

Reporting person signature or recorded verbal consent: _____ Date: _____

Intake coordinator signature: _____ Date: _____

For anonymous or remote intake, document the exact notice provided and the person's verbal or electronic choices. A signature is not required merely to ask for resources or make an anonymous tip.

Appendix D — Retaliation and safety-planning worksheet

Complete collaboratively. Do not store this worksheet where the subject, employer, family member, or monitored device account can access it.

Immediate danger or urgent medical concern:

Current access to children or vulnerable people:

Employment or income risk: _____

Housing, transportation, childcare, or financial risk:

Stalking, surveillance, doxing, or device monitoring:

Legal, custody, immigration, licensing, or protective-order concern:

Emotional support and crisis risk: _____

Documents or evidence at risk of destruction:

Trusted support person / advocate / attorney:

Safe communication method, time, and code word:

Action if contact becomes unsafe: _____

Agreed next steps

Owner: _____ Action: _____ Due: _____

Owner: _____ Action: _____ Due: _____

Owner: _____ Action: _____ Due: _____

Owner: _____ Action: _____ Due: _____

Appendix E — Evidence receipt and access log

Case reference: _____ Evidence ID: _____

Date/time received: _____ Received by: _____

Source or alias: _____ Safe contact: _____

Item description and relevance claimed: _____

Original filename/type/size: _____

How obtained and authority to possess: _____

Transfer method: _____ Storage location: _____

Integrity marker/checksum, if used: _____

Consent restrictions: _____

Mandatory report / legal hold status: _____

Date/time	Person	Action	Purpose/recipient	Signature/initials

Appendix F — Intake quality checklist

- ☐ Immediate safety and child/vulnerable-person danger screened before detailed intake.
- ☐ Pre-disclosure notice provided before identifying details were requested.
- ☐ Anonymous, confidential, advocate-assisted, and formal-report options explained accurately.
- ☐ Specific consent choices documented; no bundled consent.
- ☐ Firsthand information separated from secondhand information and inference.
- ☐ Mandatory report completed and documented when required; no internal investigation delayed it.
- ☐ Retaliation and digital-safety risks assessed before external contact or publication.
- ☐ Evidence preserved without alteration; no prohibited or illegally obtained material solicited.
- ☐ Conflicts checked and conflicted personnel removed.
- ☐ Safe next step, owner, deadline, and follow-up method confirmed.
- ☐ Any public use received separate consent, corroboration review, identification-risk review, and legal review.

Appendix G — Resource and authority references

Verify all contact information and legal requirements during each annual review. Accessed July 14, 2026.

[Oklahoma Human Services — Report Abuse](#) — Child and vulnerable-adult reporting; emergency direction.

[Oklahoma Child Abuse Hotline](#) — Every person’s Oklahoma child-reporting duty, hotline, good-faith immunity, and emergency direction.

[Oklahoma Statutes Network — 10A O.S. § 1-2-101](#) — Current statutory text should be reviewed by Oklahoma counsel.

[Office for Victims of Crime — Model Standards](#) — Victim-centered and trauma-informed practices; safety planning; retraumatization.

[RAINN — Supporting and reporting resources](#) — Confidential sexual-assault support and survivor-centered choices. Hotline: 800-656-HOPE (4673).

[U.S. EEOC — Retaliation](#) — Federal EEO retaliation protections and limits; deadlines and applicability require individualized advice.

[NCMEC CyberTipline](#) — Centralized reporting for suspected online child sexual exploitation; 1-800-843-5678.

[988 Suicide & Crisis Lifeline](#) — Call or text 988 for crisis support; call 911 for immediate danger.

Implementation sign-off

Oklahoma legal review completed by: _____ Date: _____

Safeguarding lead appointed: _____ Date: _____

Records custodian appointed: _____ Date: _____

Governing authority approval: _____ Date: _____

Public intake channel security review completed by: _____ Date: _____

Staff/volunteer training completed: _____ Date: _____

FINAL READINESS TEST Do not publish the invitation or accept sensitive evidence until the reporting matrix, independent referral network, secure intake channel, emergency escalation coverage, and legal review are in place.