

# Illinois State University DCFS Mandated Reporter Training for University Employees

Do your part to keep the Illinois State  
University campus safe and secure.

**When in Doubt - REPORT!**

*Training presented by*

*Risk Management | Office of the Comptroller*



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# Reporting Suspected Child Abuse and Neglect

Illinois State University personnel have a responsibility to help maintain the safety and security of the campus. It's not only the right thing to do, it is the law.

## Know Your Role

Illinois law mandates **all** Illinois State University employees must report suspected child abuse or neglect:

**Report** suspected child abuse or neglect to the Illinois Department of Children and Family Services (DCFS) at [1-800-25ABUSE](tel:1-800-25ABUSE) any time you have reasonable cause to believe a child known to you in your official capacity may be abused or neglected.

### Consequences:

Failure to report is a violation of law and could lead to university disciplinary action.



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# Protections for Children

The Illinois Abused and Neglected Child Reporting Act requires **ALL Illinois State University employees** to immediately report cases of suspected child abuse (physical or sexual) or neglect of minors (children under the age of 18) to the Illinois Department of Children and Family Services.

## Take action if you...

Have reasonable cause to believe a child you interact with or encounter in your official or professional capacity (or through a regularly scheduled program, activity, or service) may be abused or neglected.

If you are not sure that a situation meets these criteria, call the DCFS Hotline anyway (DCFS [1-800-25ABUSE](tel:1-800-25ABUSE)). DCFS will assess the situation.

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# Protection of Minors

Illinois State University is committed to ensuring a safe and secure environment when University faculty, staff, and students have direct contact with minors (children under the age of 18).

The purpose of this policy is to ensure that minors are provided appropriate treatment and protections when:

- Participating in programs and/or activities being held on property owned or controlled by Illinois State University.
- When agents/representatives of the University, including, but not limited to, employees, students, and/or volunteers, have direct contact with minors in their University role.



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# Register Youth Programs

Any University program or activity involving minors (children under the age of 18) must be registered with the University.

Examples of activities that will apply to this policy include but are not limited to:

- Department or Sponsored RSO events
- Tutoring
- Special events
- Research involving minors
- Private music lessons
- Summer workshops
- Minors working as research assistants

The full policy is available online at [Protection of Minors Policy](#). Additional information and program registration and requirements can be found on the Protection of Minors webpage at [Protection of Minors](#).



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# How To REPORT Suspected Child Abuse or Neglect

## Emergency

**STEP 1** In an emergency, when there is immediate risk of harm, or when a child has been injured: Dial [9-1-1](tel:911).

**STEP 2** Immediately call the DCFS Hotline: [1-800-25ABUSE](tel:180025ABUSE).

The hotline is available 24 hours a day, every day of the year.

**STEP 3** After you have called the DCFS hotline, contact the Illinois State University Police at [\(309\) 438-8631](tel:3094388631) or TTY [\(309\) 438-8266](tel:3094388266) or complete the [Public Incident Report Form](#) at the [Campus Safety & Security website](#); or

## Non-Emergency

**STEP 1** Immediately call the DCFS Hotline: [1-800-25ABUSE](tel:180025ABUSE).

The hotline is available 24 hours a day, every day of the year.

**STEP 2** After you have called the DCFS hotline, contact the Illinois State University Police at [\(309\) 438-8631](tel:3094388631) or TTY [\(309\) 438-8266](tel:3094388266) or complete the [Public Incident Report Form](#) at the [Campus Safety & Security website](#).



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# Definition: Abuse of Minors

Abuse of a minor child can occur in different ways, including but not limited to:

- **Inflicting or allowing injury to be inflicted on a child.** The intentional injury could cause death, disfigurement, impairment of physical or emotional health, and/or loss or impairment of bodily functions (e.g. bruises, bites, bone fractures, cuts, welts, burns, etc.).
- **Creating a substantial risk of physical injury to a child,** with the impacts described above likely as a result.
- **Deliberately inflicting or allowing cruel or unusual treatment or acts of torture** that results in physical or mental suffering by the child.



## Definition: Abuse of Minors, Continued

Abuse of a minor child can occur in different ways, including but not limited to:

- **Excessive corporal punishment** or inflicting corporal punishment by an individual who is prohibited from using such punishment.
- **Any sex offense against a child**, including but not limited to trafficking, grooming, or genital mutilation.
- **Exposing a child** to the manufacturing, selling, or use of a controlled substance (e.g. illegal drugs), or giving or allowing a controlled substance to be given to a child under 18 years of age.



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# Definition: Sexual Abuse

**Sexual abuse** of a minor child occurs when there is sexual penetration, molestation, or exploitation.

Examples include but are not limited to:

- Touching or fondling a child or asking the child to touch herself/himself for the sexual gratification or arousal of the perpetrator or the child, or exposing genitals to a child
- Child pornography
- Forcing a child to watch sex acts



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# Definition: Neglect of Minors

**Neglect** of a minor child occurs when a parent or responsible caretaker fails to provide minimum requirements for his/her child.

Examples include but are not limited to:

- Inadequate supervision
- Inadequate medical care/attention, food, clothing
- Significant delay in providing minimum living/care standards
- Being subject to an environment which creates a likelihood of harm to the child's health, physical well-being, or welfare



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# Required DCFS Training

Part of the DCFS training is required to be completed on the DCFS website\* per the Illinois Abused and Neglected Child Reporting Act.

All Illinois State University employees are required to complete the DCFS Mandated Reporter Training that is hosted on their website\* as a new hire and at least every three years (medical personnel at least every six years). DCFS estimates this training will take 60-90 minutes to complete.

If you need to leave the course on the DCFS website, you may re-enter at any time by logging in again with your email and password.

***Once the training on the DCFS website is complete, be sure to return from the DCFS website back to this training system. You will need to complete the remaining Illinois State University Mandated Reporter training and affirm you completed the training in this system.***

\*If you have technical problems or any questions about the DCFS website, please contact DCFS directly at: [866-250-5494](tel:866-250-5494) or email [dcfssupport@cait.org](mailto:dcfssupport@cait.org).



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# DCFS External Training, Additional Notes

- The information on the following slides will take you to the external training that DCFS provides. All University employees are required to complete this training.
- The DCFS external training is required to be completed at **least every three years**. Medical personnel must complete this training **at least every six years**.
- If you are a new employee or have not yet completed the training on the external DCFS website, please follow the steps for **New Users** on Slides 15 and 16.



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# DCFS External Training, Additional Notes

- If you completed the external training within the last three years (six years for medical personnel), proceed through the remainder of the Illinois State training and certify completion on the final slide.
- If you're unsure if you completed the external DCFS training in the last three years (six years for medical personnel) or do not have proof of completion, it is recommended you complete the external DCFS training or log into the DCFS training website using your Illinois State email address. You will be able to find records of your completed external DCFS training. Instructions to log in are on the following slide.
- By certifying you completed this training, you are certifying that you completed both this Illinois State Mandated Reporter training this year and the external DCFS training within the last three years (six years for medical personnel).



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# Steps to Complete Required DCFS Training

**New Users** – skip the steps below and go to the next slide and follow the instructions to create a new DCFS login and complete the training.

If you already completed the Mandated Reporting Training as an employee at Illinois State University (either as a new hire or during the annual training) and need to retake based on the information in the previous slide, follow the directions below.

**Returning Users** - follow the instructions below:

- Select [mr.dcfstraining.org](http://mr.dcfstraining.org) to go to the DCFS website\* and follow the **Returning Users** instructions.
- Log in using your Illinois State email address (ULID@ilstu.edu), and the DCFS password you created at that time. If needed, use the “Forgot your password” link to reset your password.
- Once logged in, select “Start New Course”.
- Follow the instructions until it confirms completion. *Note: There is no need to submit the certificate because your completion is registered in the training system. You may choose to print or save it for your records, but there is no requirement to do so.*

\* If you don't have an account with DCFS already established, go to the next slide and follow the instructions for “**New Users**” to create a DCFS login.

\*If you have technical problems or any questions about this website, please contact DCFS directly at: [866-250-5494](tel:866-250-5494) or email [dcfssupport@cait.org](mailto:dcfssupport@cait.org).



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# Steps for NEW users to Access the DCFS Training on the DCFS Website

Follow the steps below and on the following page to create a new DCFS account. (**Returning Users:** Skip this page and the following page.)

- Select [mr.dcfstraining.org](http://mr.dcfstraining.org) to go to the DCFS website\*.
- Select the green “Register for an account” button and enter your name, Illinois State email address, and select a password and security question.
- Select “Next” and select “Yes” that you work or volunteer in Illinois and select “An Illinois higher education institution”.
- Select “Next” and start typing our institution’s name until you can select “Illinois State University” from the drop-down list and enter your ULID in the Employee ID field (example: ULID@ilstu.edu).

*(Steps are continued on next page)*

\*If you have technical problems or any questions about this website, please contact DCFS directly at: [866-250-5494](tel:866-250-5494) or email [dcfssupport@cait.org](mailto:dcfssupport@cait.org).



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# Steps for NEW users to Complete Required DCFS Training, continued

- Select “Next” and enter the City “Normal”, enter “McLean” for the County of Employment, and “IL” for the State in the provided fields.
- From the drop-down menu under the question about your role, choose “Other” from the section of “School” employees.
- In the new field that opens, enter “Illinois State University Employee”.
- From the final drop-down box asking the reason you are completing the training, select “Mandated by Employer”.
- Select “Register” and begin the training, proceeding through the training until it confirms completion. *Note: There is no need to submit the certificate because your completion is registered in the training system. You may choose to print or save it for your records, but there is no requirement to do so.*

\*If you have technical problems or any questions about this website, please contact DCFS directly at: [866-250-5494](tel:866-250-5494) or email [dcfssupport@cait.org](mailto:dcfssupport@cait.org).



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# Reporting Quick Reference for Mandated Reporters

## Who must report?

**ALL** University Personnel

## What must be reported?

Suspected child abuse and neglect including:

- Physical Abuse
- Sexual Abuse

## How to report?

Emergency:

- [9-1-1](tel:911)
- Then, DCFS [1-800-25-ABUSE](tel:180025ABUSE)

Non-Emergency:

- DCFS [1-800-25-ABUSE](tel:180025ABUSE)
- Then, University Police at [\(309\) 438-8631](tel:3094388631) or TTY [\(309\) 438-8266](tel:3094388266)



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# Acknowledgment

## DCFS Mandated Reporter Acknowledgement Statement

I affirm that I have completed the DCFS Mandated Reporter training. I understand that as an employee of Illinois State University, I have knowledge and understanding of the DCFS reporting requirements. I also understand that I am a mandated reporter under the Abused and Neglected Child Reporting Act [325 ILCS 5/4] and am required to report, as described in this training, whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected.

Upon completion of this training, a DCFS Acknowledgement of Mandated Reporter Status (CANTS22 form) is available to save or print for your records if you like but is not required.

- Note: There is no need to submit *any* certificates because your completion is registered in the training system. You may choose to print or save it for your records, but there is no requirement to do so.



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