

MEMORANDUM

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To: Catholic Elementary and High School Principals

Date: March 10, 2010

Subject: DCFS Mandated Reporter On-line Training

cc: Jean Johnson, Marilyn Missel

The State of Illinois Department of Child and Family Services has developed an online interactive Mandated Reporter training “**Recognizing and Reporting Child Abuse: Training for Mandated Reporters**”, as an easy and accessible alternative for mandated reporters to learn about the duties and responsibilities expected of Mandated Reporters in Illinois. In addition to providing training specific to Mandated Reporters the training also reinforces the information contained in the Virtus® Protecting God's Children for Adults training program. The DCFS Mandated Reporter Training would provide all school employees with an opportunity to learn more about the duties and responsibilities they have acknowledged to uphold.

The DCFS Mandated Reporter training is viewed as a welcome addition to the safe environment program for the Diocese of Springfield in Illinois. Beginning with the **2010/2011** school year and each year thereafter all school employees are required to complete the Illinois Department of Children and Family Services “**Recognizing and Reporting Child Abuse: Training for Mandated Reporters**”. We felt it would be advantageous to repeat this training periodically and when polled the majority of the schools suggested that this be an annual requirement.

The training is interactive with video demonstrations and voice explanations and consists of a pre-training assessment of 13 multiple-choice questions, and then about 45 minutes of self-paced interactive training. A post-training assessment of 13 multiple-choice questions and if successfully completed a **Certificate of Completion** can be printed. In most cases the training can be completed in one hour or less.

For educational reviews a copy of each employee’s **Mandated Reporter Online Training Certificate of Completion** should be retained in the employee’s file along with the copy of the employee’s Acknowledgement of Mandated Reporter Status.

To access the training go to <https://www.dcfstraining.org/manrep/index.jsp> or go to the DCFS home page at <http://www.state.il.us/DCFS/index.shtml> and click on Mandated Reporter Training. Although the requirement for this training is 2010/2011 the schools are free to begin this training at any time.

As stated on the DCFS Online Training home page: “**The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse.**” Feel free to call me with any questions regarding this new training requirement.