

Department of Children and Family Services (DCFS) Mandatory Training for University Employees

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

When in Doubt - REPORT!

*Training presented by
the Office of Equal Opportunity and Access*



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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's the law!

Know Your Role

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

Report suspected child abuse or neglect to the Illinois Department of Children and Family Services (DCFS) 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 now 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 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). DCFS will assess the situation.

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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.

STEP 2 Immediately call the DCFS Hotline: 1-800-25ABUSE.

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 or TTY (309) 438-8266 or complete the [Public Incident Report Form](#) at the [Campus Safety & Security website](#).

Non-Emergency

STEP 1 Immediately call the DCFS Hotline: 1-800-25ABUSE.

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 or TTY (309) 438-8266 or complete the [Public Incident Report Form](#) at the [Campus Safety & Security website](#).



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Definition: Physical Abuse of Minors

Physical 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, or loss or impairment of any bodily function (e.g. bruises, bites, bone fractures, cuts, welts, and burns).
- **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** that results in physical or mental suffering by the child.
- **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 and Neglect of Minors

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

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



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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 Training that is hosted on their website* as a new hire and annually in the month of October. 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 DCFS 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 or email dcfssupport@cait.org.



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Steps to Complete Required DCFS Training

If you already completed the Mandatory Reporting Training as an employee at Illinois State University (either as a new hire or during the annual training), you are a **“Returning User”** and need to follow the directions below. Otherwise, skip the steps below and go the next page and follow the instructions for **“New Users”** to create a new DCFS login.

“Returning Users” - follow the instructions below:

- Select mr.dcfstraining.org to go to the DCFS website* and follow the **“Returning User”** 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 (Earns new completion certificate)”.
- Follow the instructions until it confirms completion. *Note: There is no need to submit the DCFS Acknowledgement form to any Illinois State official because your completion is registered in the training system.*

* If you don't have an account with DCFS already established, go the next page 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 or email 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 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 or email dcfsupport@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 for the reason you are completing the training, select “Mandated by Employer”.
- Select “Register” and begin the training and complete the training until it confirms completion. *Note: There is no need to submit the DCFS Acknowledgement form to any Illinois State official. Your completion is registered in the training system.*

*If you have technical problems or any questions about this website, please contact DCFS directly at: 866-250-5494 or email 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
- Then, DCFS 1-800-25-ABUSE

Non-Emergency:

- DCFS 1-800-25-ABUSE
- Then, University Police at (309) 438-8631 or TTY (309) 438-8266



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Other Resources

A downloadable [Quick Reference Guide](#)
can be found on the
[Title IX Website.](#)



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Acknowledgment

DCFS Mandatory Training Acknowledgement Statement

I affirm that I have completed the DCFS 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.

Note: There is no need to submit the DCFS Acknowledgement form to any Illinois State official since this acknowledgement certifies your completion of the mandated DCFS training.



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