



Mandated Reporter Quick Guide for Initiating a Report w/DCFS

Purpose: Reporting and Documenting Reasonable Suspicions of Child Abuse or Neglect.

A mandated reporter who has reasonable cause to believe or a child share they are experiencing abuse or neglect is required to inform DCFS immediately. It is a mandated reporter's legal obligation to make a report and not investigate.

1) Immediately call the DCFS Hotline at 1-800-252-2873 (1-800-25-ABUSE) (Please have mentee's demographics)

- a. Upon speaking to DCFS Agent, they will ask you if the child is in immediate harm or is the child afraid to go home. If this is the case, please communicate immediately.
- b. In the case of sexual abuse and the predator is in the home, they cannot go home. Communicate this is an emergency and the call needs to be taken immediately.
 - i. If the child is afraid to go home or is unsafe to go home, ask DCFS what they advise for you to do. (They may ask to keep the child with you, have you contact the police, and/or DCFS might meet the child at the home.)
- c. If your call is not taken immediately and is an emergency, please request to speak with a supervisor.
- d. If the child is not afraid to go home or there is minor bruising, then they will take your number and call you back within 24 hours.

****Note:** If you miss DCFS's callback you will have to call the hotline again and initiate a new report and await a returned call from a DCFS Agent.

2) Complete CANTS 5 Form within 48hrs of contacting DCFS

- a. CANTS 5 Form: <https://www2.illinois.gov/dcf/aboutus/notices/Documents/cants5.pdf>

3) Complete LOV Mandated Reporter Google Form within 48hrs of contacting DCFS

LOV Mandate Reporter Google Form:

- a. <https://docs.google.com/forms/d/e/1FAIpQLSea1JvF4BY8wzWctJLwMdQw35jAJJFGdIriMhO2Q3H81kkBUw/viewform>

Mandated Reporter Shall:

- Preserve confidentiality by discussing suspicions only with the alleged victim and LOV Leadership member only if necessary.
- Complete mandatory documentation needed by the following: DCFS Employee, Police Department or State's Attorney's Office; and the child's court appointed attorney or guardian.
- A mandated reporter shall cooperate fully with investigators from the DCFS Division of Child Protection (DCP).

Mandated Reporter Shall Not:

- Notify a parent, guardian, family or household member of allegations or investigations of suspected child abuse or neglect by a parent, guardian, family or household member as notification will be initiated by DCFS or the police.
- Shall not email Jamila Trimuel or any other LOV Leaders/Volunteers directly upon initiating DCFS report. (The LOV Mandated Google Form will be utilized as the official communication for tracking reports initiated to DCFS.)