

FAQs  
University of Illinois Policy: "Protection of Minors"  
Updated October 19, 2021

1. What is "ANCRA"?

*"ANCRA" stands for the "[Abused and Neglected Child Reporting Act](#)". It is an Illinois law that requires certain individuals to report to the Illinois Department of Children and Family Services if they suspect child abuse or neglect.*

2. What is a "mandated reporter"?

*A "mandated reporter" is an individual who must report suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. All University employees are considered mandatory reporters based on Illinois law.*

3. What is a "Member of the University Community"?

*A "Member of the University Community" is any employee, volunteer, or contractor of the University of Illinois. These individuals should be familiar and comply with the provisions of the Protection of Minors policy.*

4. I am an employee of the University of Illinois. What do I need to do to comply with this policy and the ANCRA law?

*Upon hire, employees must complete the University of Illinois System-provided mandated reporter training and the Department of Children and Family Services (DCFS) Acknowledgement of Mandated Reporter Status.*

*The ANCRA law also requires employees to complete training at least every three years after receiving an initial training. In compliance with ANCRA's requirements, all University employees must complete University-provided training approximately every three years, or when otherwise required to do so by the University. The University of Illinois System will maintain verification that you completed this training. As a mandated reporter, you should also keep a copy of the Certification of Completion for your records.*

*If an employee suspects abuse or neglect of a minor, discovered in their professional or official capacity as a University employee, they must call DCFS at 1-800-25-ABUSE (1-800-252-2873). They must also contact University police (contact information can be found in question #20 below). Furthermore, all employees who have reasonable cause to suspect that a child has died as a result of abuse or neglect should immediately report their suspicion to the appropriate [medical examiner or coroner](#).*

5. I am a volunteer of the University of Illinois. What do I need to do to comply with this policy?

*Volunteers must complete the University of Illinois education program "Child Abuse and Neglect*

*Reporting Requirements for Volunteers and Contractors” and the “U of I Volunteer/Contractor Identification and Protection of Minors Acknowledgement Form”. If a volunteer suspects abuse or neglect of a minor, discovered in their professional or official capacity as a University volunteer, then they must contact University Police. The [volunteer education program](#) can be found on the [System Human Resource Services website](#).*

6. I am a contractor of the University of Illinois. What do I need to do to comply with this policy?

*Contractors must complete the University of Illinois education program “Child Abuse and Neglect Reporting Requirements for Volunteers and Contractors” and the “U of I Volunteer/Contractor Identification and Protection of Minors Acknowledgement Form”. If a contractor suspects abuse or neglect of a minor, discovered in their professional or official capacity as a University contractor, then they must contact University Police. The [contractor education program](#) can be found on the [System Human Resource Services website](#).*

7. What is the “Acknowledgement of Mandated Reporter Status”?

*The “Acknowledgement of Mandated Reporter Status” is simply a certification to be completed after the mandatory education program indicating your understanding of the requirements of a mandatory reporter. This certification is developed by DCFS, and is sometimes referred to as “CANTS 22”. Employees complete this form when they are hired and the University of Illinois retains it.*

8. Will I need to complete additional mandated reporter training beyond what I have already completed or beyond what I complete as a new hire?

*Yes. Per the ANCRA legislation, mandated reporter retraining is required. Retraining will take place approximately every three years, but may be more frequent depending on the University’s training cycle*

9. Do U of I departments need to collect any paper acknowledgement forms?

*Departments do not need to collect paper acknowledgement forms for employees. System Human Resources will retain the completed Acknowledgement of Mandated Reporter Status forms in employees’ personnel files. If an employee returns the form to the department, please direct them to return it to System Human Resources Services.*

*However, departments must identify volunteers and contractors in their units and provide them with the education material. Departments are also responsible for collecting and retaining the acknowledgement forms for volunteers and contractors. The education material can be found on the [System Human Resource Services website](#).*

10. I have been a mandated reporter for many years and completed training years ago. Do I need to complete training again?

*Yes, all University employees are expected to complete the education program at least every three years, as required by the ANCRA law, and when requested by the University of Illinois.*

11. I started employment with the University of Illinois System last week and completed the mandated reporter training as part of the onboarding process. Now I am receiving notification that I need to complete additional training as part of the university's training cycle. Do I need to complete it again?

*Yes. The University of Illinois System requires retraining of all employees on a schedule determined by the University of Illinois, which will be approximately every three years. Even if you just completed onboarding training, you will need to complete additional training when requested.*

12. What if I do not complete the mandated reporter training?

*Failure to comply with the provisions of University policy related to mandated reporter training may result in discipline in accordance with University policy, up to and including termination of employment and/or dismissal from the University.*

13. Is the mandated reporter training different from the annual sexual misconduct prevention, harassment and discrimination training?

*Yes, the mandated reporter education program is separate and distinct from the annual sexual misconduct prevention, harassment and discrimination training.*

14. What if I do not have access to a computer?

*Arrangements will be made for paper-based training for those individuals with no computer access in their workplace.*

15. I am a therapist who counsels patients who have abusive personalities or have a history of abuse. Am I required to report if I suspect abuse?

*Yes. If you suspect abuse of a child you must report it.*

16. What if I see or suspect abuse at a grocery store while shopping on the weekend? Do I need to report it?

*It depends. You are only required to report acts of suspected abuse or neglect that you discover in your professional or official capacity as a University employee, including (but not limited to) any abuse that you may witness on University property or at a University-sponsored event. Thus, if at the grocery store you converse with one of your students who is a minor and are informed by the minor student that he or she was being abused, you would have a duty to report that information because you know that student in your official or professional capacity as a University employee. If, on the other hand, you witness abuse at the grocery store of a minor who you do not know in your official or professional capacity, you would not have a duty to report. However, you are not prohibited from calling the DCFS hotline at any time. Please use your best judgment.*

17. What if I see or suspect abuse while working remotely? For example, if I see something out of my window while working, do I need to report it?

*It depends. You are only required to report acts of suspected abuse or neglect that you discover in your professional or official capacity as a University employee, including (but not limited to) any abuse that you may witness on University property or at a University-sponsored event. Thus, if you see a university student out your window, and that student is being abused, you would have a duty to report that information because you know that student in your official or professional capacity as a University employee. If, on the other hand, you witness abuse of a minor who you do not know in your official or professional capacity, you would not have a duty to report. However, you are not prohibited from calling the DCFS hotline at any time. Please use your best judgment.*

18. I am a student whose coursework requires that I work with children. Am I considered a mandated reporter?

*Perhaps. Your professor and/or a training representative from the University will inform you of your reporting and training requirements.*

19. If I have additional questions, who should I contact?

*The following offices are designated contacts under this Policy.*

- a. [Department of Child and Family Services \(DCFS\)](#) hotline for reporting suspected child abuse or neglect: 1-800-25-ABUSE (1-800-252-2873).
- b. [Illinois Coroners and Medical Examiners Association](#) website for obtaining contact information to report the death of a child which is suspected to be due to abuse or neglect.
- c. *Police Services: For all emergencies, dial 911.*

<b>Office Name</b>	<b>Telephone Number</b>	<b>Website</b>
<b>Chicago</b> UIC Police	<b>Emergency</b> 911 or (312) 355-5555	<a href="https://police.uic.edu/">https://police.uic.edu/</a>
<b>Urbana</b> University Police	<b>Emergency</b> 911  <b>Non-Emergency</b> (217) 333-1216	<a href="https://police.illinois.edu/">https://police.illinois.edu/</a>  <a href="https://police.illinois.edu/services/protection-of-minors/">https://police.illinois.edu/services/protection-of-minors/</a>
<b>Springfield</b> UIS Police	<b>Emergency</b> 911 or (217) 206-7777  <b>Non-Emergency</b> (217) 206-6690	<a href="http://www.uis.edu/police/">http://www.uis.edu/police/</a>

- d. *Policy clarification and interpretation:*  
**System Human Resource Services**  
[https://www.hr.uillinois.edu/  
protectminors@uillinois.edu](https://www.hr.uillinois.edu/protectminors@uillinois.edu)  
(217) 333-2600