FAQs
University of Illinois Policy: “Protection of Minors”
Updated December 3, 2020

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?

Employees must complete the University of Illinois System provided mandated reporter training and the Department of Children and Family Services (DCFS) Acknowledgement of Understanding. If an employee suspects abuse or neglect of a minor, they must call DCFS at 1-800-25-ABUSE. They must also contact University police. 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 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 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 understanding”?

The “acknowledgement of understanding” is simply a certification to be completed after the mandatory education program indicating your understanding of the requirements of a mandatory reporter.

8. When will I sign the “acknowledgement of understanding”?

Employees new to the University will complete the training and the “acknowledgement of understanding” as part of the onboarding process. All other employees must complete recertification training when requested by the University of Illinois. This retraining will take place approximately every three years, but may be more frequent depending on the University’s training cycle. If you are unsure of your completion status, please contact protectminors@uillinois.edu.

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 these records.

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 signed the acknowledgement of understanding years ago. Do I need to re-sign it?

Yes, all University employees are expected to complete the education program and the acknowledgement of understanding every three years. Illinois law requires this acknowledgement to become a part of the employee’s personnel record.

11. Do I need to complete the acknowledgement of understanding every year?

No, current Illinois legislation requires that employees complete training at least every third year. Depending on when you are hired, you may need to retake the training before you enter your third year of employment. Questions about when you are required to complete training may be directed to your university or system human resources office.

12. What if I do not complete the acknowledgement of understanding?

Failure to comply with the provisions of University policy related to ANCRA 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 acknowledgement of understanding different from the annual sexual misconduct prevention, harassment and discrimination training?
Yes, the ANCRA education program and acknowledgement form 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.

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<tr>
<th>Office Name</th>
<th>Telephone Number</th>
<th>Website</th>
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<tr>
<td>Chicago UIC Police</td>
<td><strong>Emergency</strong> 911 or (312) 355-5555</td>
<td><a href="https://police.uic.edu/">https://police.uic.edu/</a></td>
</tr>
<tr>
<td>Urbana University Police</td>
<td><strong>Emergency</strong> 911</td>
<td><a href="https://police.illinois.edu/">https://police.illinois.edu/</a></td>
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<td><strong>Non-Emergency</strong> (217) 333-1216</td>
<td><a href="https://police.illinois.edu/services/protection-of-minors/">https://police.illinois.edu/services/protection-of-minors/</a></td>
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<tr>
<td>Springfield UIS Police</td>
<td><strong>Emergency</strong> 911 or (217) 206-7777</td>
<td><a href="http://www.uis.edu/police/">http://www.uis.edu/police/</a></td>
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<td><strong>Non-Emergency</strong> (217) 206-6690</td>
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d. Policy clarification and interpretation: System Human Resource Services
https://www.hr.uillinois.edu/
protectminors@uillinois.edu
(217) 333-2600