

FAQs
University of Illinois System Policy: "Protection of Minors"
Updated: October 23, 2023

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 (DCFS) 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 DCFS. All University employees are considered mandated reporters based on Illinois law.

3. Who are "Members of the University Community"?

All University Personnel, University Volunteers, University Contractors, and Other Designated Individuals are "Members of the University Community". Members of the University Community must report suspected child abuse or neglect to the appropriate University of Illinois Police Department. Accordingly, these individuals should be familiar with and comply with the applicable provisions of the Protection of Minors policy.

4. Who are "University Personnel"?

"University Personnel" include but are not limited to U of I System employees such as faculty, staff, Post-Doctoral Research Associates, and students in their capacity as student-employees. Excluded from this definition are individuals who began unpaid service to the U of I System prior to 2013 and who do not have any current affiliation with the University of Illinois.

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

Upon hire, employees must complete the University of Illinois System-provided mandated reporter training and the DCFS Acknowledgement of Mandated Reporter Status.

In compliance with ANCRA's requirements, all University employees must also complete University-provided training at least 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 make a report to DCFS. They must also contact University police (contact information can be found in question #25 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](#).

6. How do I contact DCFS?

In non-emergency situations, mandated reporters may report suspected abuse or neglect using the DCFS Online Reporting System. To use the Online Reporting System, go to the DCFS website (<https://childabuse.illinois.gov>) and select the "Make Report" link in the upper left of the navigation bar. If you believe the abuse or neglect you are reporting requires immediate action, you must call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) to make your report.

7. How do I know if a report requires immediate action?

DCFS considers the following situations as emergency in nature and mandated reporters should call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) as opposed to using the online reporting system:

- *Current injuries to the child*
- *Immediate need for medical treatment (including a child who is suicidal)*
- *Sexual abuse where the involved adult has or will have access to a child within the next 24 hours*
- *A child currently afraid to go home*
- *A child currently in protective custody of police or medical personnel*
- *A child death.*

If you believe a child is in immediate danger that could result in death or serious harm, you are expected to call 911 and/or the university police.

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

University Volunteers must complete the University of Illinois education program "Child Abuse and Neglect Reporting Requirements for Volunteers, Contractors, and Other Designated Individuals" and the "U of I Volunteer, Contractor, and Other Designated Individuals Identification and Protection of Minors Acknowledgement Form". The [Volunteers, Contractors, and Other Designated Individuals education program](#) can be found on the [System Human Resource Services website](#).

If a University 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. University Volunteers are also encouraged to report the suspected abuse or neglect to DCFS.

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

University Contractors must complete the University of Illinois education program "Child Abuse and Neglect Reporting Requirements for Volunteers, Contractors, and Other Designated

Individuals” and the “U of I Volunteer, Contractor, and Other Designated Individuals Identification and Protection of Minors Acknowledgement Form”. The [Volunteers, Contractors, and Other Designated Individuals education program](#) can be found on the [System Human Resource Services website](#).

If a University 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. University Contractors are also encouraged to report the suspected abuse or neglect to DCFS.

10. Who is an “Other Designated Individual”, and how do I know if I am included in this group?

Other Designated Individuals are people other than University Personnel, University Volunteers, and University Contractors who, because of their activities with or on behalf of the U of I System, must comply with the Protection of Minors policy. The relevant University department or unit will let you know in writing if you are considered an Other Designated Individual.

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

The “Acknowledgement of Mandated Reporter Status” is a certification to be completed after the mandatory education program indicating your understanding of the requirements of a mandated 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.

12. 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.

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

Departments do not need to collect paper acknowledgement forms from 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 Resource Services.

However, departments must identify University Volunteers, University Contractors, and Other Designated Individuals in their units and provide them with the required education material. Departments are also responsible for collecting and retaining the acknowledgement forms for these individuals. The education material can be found on the [System Human Resource Services website](#).

14. I am a Campus Security Authority (CSA). Is there any additional information I should be aware of?

Under the Clery Act, Campus Security Authorities (CSAs) are required to report Clery Act-qualifying crimes which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or leased by the university. All CSAs should review the information provided on their university's CSA website:

- Chicago: [Office of Preparedness and Response: Campus Security Authorities](#)
- Springfield: [UIS Police: Campus Security Authorities Reporting](#)
- Urbana: [Division of Public Safety: Campus Security Authorities](#)

15. Are there any special considerations for individuals involved with the Discovery Partners Institute (DPI)?

DPI employees are considered University Personnel and need to comply with the Protection of Minors policy.

Some individuals within DPI may be volunteers, contractors, or Other Designated Individuals and will need to complete the "Child Abuse and Neglect Reporting Requirements for Volunteers, Contractors, and Other Designated Individuals" training. DPI will notify those individuals in writing. To record training completion, volunteers, contractors, and Other Designated Individuals within DPI will need to electronically acknowledge they have completed the training by going to the following link:

https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/shrs/survey/ancra_for_dpi_volunteers_contractors_and_affiliates/

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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 or neglect of a child you must report it.

22. What if I am a University employee and 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 making a report to DCFS at any time. Please use your best judgment.

23. What if I am a University employee and 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 who is a minor 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 making a report to DCFS at any time. Please use your best judgment.

24. 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.

25. 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.*

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

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