



DCF Mandated Reporter Training Reference Guide

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (CSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

In accordance with the Board of Regents (BOR) Policy Regarding Reporting Suspected Abuse or Neglect of a Child, **all full-time and part-time faculty and staff (excluding Student Workers)** are required to take the Department of Children and Families (DCF) Mandated Reporter Training.

Please Note: If you have previously completed this training at NCCC (or with another CSCU institution) and the NCCC HR Office has your documentation, then you will not need to complete this training again. However, we encourage all employees to complete this training as a refresher.

For a complete copy of the BOR policy, please navigate here:

<http://www.ct.edu/files/pdfs/hr-policy-reporting-suspected-abuse.pdf>

If you have any questions or concerns about this mandatory training, please contact Wendy Bovia, Director of Human Resources, at 860-738-6325 (phone) or wbovia@nwcc.edu (email).



DCF Mandated Reporter Training Reference Guide

This Reference Guide provides step-by-step instructions (and print screens) on how to access the DCF Mandated Reporter Online Training on the DCF website.

Step 1 – Navigate to the DCF website at: <http://www.ct.gov/dcf/cwp/view.asp?a=3483&Q=413540>

Step 2 – Click the link for “School Employees”.

The screenshot shows the DCF Department of Children & Families website. The header includes the DCF logo and the text 'DEPARTMENT OF CHILDREN & FAMILIES'. Below the header is a navigation menu with links for 'Home', 'About DCF', 'Publications', 'Contact Us', and 'Forms'. The main content area is titled 'DCF Mandated Reporter Training' and includes a link to 'Return to the Academy for Workforce Development homepage'. Under the 'On-Line Training' section, there are two links: one for 'School Employees' (highlighted with a red box and a red arrow) and one for 'all other Mandated Reporters'. Below this is the 'In-Person Training' section, followed by 'Mandated Reporter Program Information' which includes a list of links: 'Area Office Liaison List', 'What Mandated Reporters Need To Know!', and 'Q & A About Reporting Child Abuse and Neglect'. At the bottom, there is a section for 'PUBLIC ACT 11-93 - MANDATORY TRAINING OF SCHOOL DISTRICT PERSONNEL'.



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Step 3 – You will see a Welcome page. The training will take approximately 30 to 45 minutes to complete. You may stop, save, and continue the training at a later time. Click “Start”.

Step 4 – A pop-up box will appear. Fill in the fields with your name and information. Multiple people may view the training together. In such cases, please send an email to the HR Office with the list of participants’ names. Click “Done”.



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Step 5 – Read about the Important Points about This Training. There are a total of 4 sections. Each section will be followed by a short quiz. A Certificate of Completion is available after a brief Feedback Survey is completed. Click “Next”.

The screenshot shows a web browser interface for the training. At the top, there is a navigation bar with 'Logout', 'Save', 'Previous', and 'Next' buttons. The main heading is 'Important Points about This Training'. Below the heading, there is a paragraph: 'Please review these tips and then click NEXT to begin the training'. A list of six numbered points follows, providing instructions on saving progress, handling delays, audio/captioning, quiz completion, and time constraints. The sixth point includes a warning: 'Pressing NEXT before the timer expires will create an error message and / or freeze the training.'

Step 6 – You will see an Introduction slide. (As of this writing, DCF last updated this training on October 1, 2015.)

The screenshot shows a video player interface. The video title is 'Mandated Reporter Training for School Employees' and the subtitle is 'State of Connecticut – Department of Children and Families'. A date stamp 'October 1, 2015' is visible in the bottom right corner of the video frame, highlighted with a red box and a red arrow. To the right of the video player is a 'Menu Notes' sidebar with a list of 21 items, including 'Introduction Slide', 'Mission of the Department', 'Purpose of Training', 'Who Must Report', 'Public Act No. 14-186', 'Reasonable Cause to Suspect', 'Definitions: Abuse', 'Possible Indicators of Sexual Abuse', 'Age of Consent for Sexual Activity', 'Human Trafficking', 'Definition of Neglect', 'Educational Neglect', 'Medical Neglect', 'Child Left Alone', and 'End of Section 1'. A red arrow points from the date stamp to the 'Introduction Slide' item in the menu.



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Step 7 – For Closed Captioning, click the “Notes” Tab above the menu on the right-hand side. Click “Next” to begin.

The screenshot shows a video player interface. The video content displays a young boy sitting at a desk, looking down with his hand on his head. Below the video, the title "Mandated Reporter Training for School Employees" is shown, along with the text "State of Connecticut – Department of Children and Families" and the date "October 1, 2015". A red arrow points to the "Notes" tab in the right-hand menu, which is currently selected. The menu also shows "Introduction Slide" and some introductory text. The video player controls at the bottom include a play button, a progress bar, and a "NEXT >" button.

Step 8 – At the conclusion of Section 1, you will take a short quiz. There are a total of 5 questions. Click on “Click Here to Begin the Quiz”.

The screenshot shows a quiz page titled "Mandated Reporter Section 1 Quiz - Role of Mandated Reporter and Definitions of Abuse & Neglect" with "5 Questions". A red arrow points to a button labeled "Click Here To Begin the Quiz". The page also features a "powered by ProProfs" logo in the bottom right corner.



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Step 9 – Once you have completed the quiz, proceed to Section 2. Click “Next”.

DCF | Logout | Save | Previous | Next

Section 2 - Reporting Procedures

Click the Next Button on the top of the screen to begin this module.

There might be a slight delay as the training module loads. Once it appears, use the previous and next buttons on the bottom of the PowerPoint to progress through the training.



Step 10 – At the conclusion of Section 2, you will take another short quiz. There are a total of 5 questions. Click on “Click Here to Begin the Quiz”.

DCF | Logout | Save | Previous | Next

Mandated Reporter Section 2 Quiz - Legal Protections

5 Questions



Click Here To Begin the Quiz

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Step 11 – Once you have completed the quiz, proceed to Section 3. Click “Next”.

DCF | Logout | Save | Previous | Next

Section 3 - Legal Protections for Reporting and Consequences for Failing to Report

Click the Next Button on the top of the screen to begin this module.

There might be a slight delay as the training module loads. Once it appears, use the previous and next buttons on the bottom of the PowerPoint to progress through the training.




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Step 12 – At the conclusion of Section 3, you take another brief quiz. There are a total of 4 questions. Click on “Click Here to Begin the Quiz”.

DCF | Logout | Save | Previous | Next

Mandated Reporter Section 3 Quiz - Confidentiality/Anonymity and Legal Protections / Consequences (School Employee)

4 Questions



Click Here To Begin the Quiz

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Step 13 – Once you have completed the quiz, proceed to the final section. Click “Next”.

DCF | Logout | Save | Previous | Next

Section 4 - Differential Response System, Disproportionality and Early Childhood Protection

Click the Next Button on the top of the screen to begin this module.

There might be a slight delay as the training module loads. Once it appears, use the previous and next buttons on the bottom of the PowerPoint to progress through the training.




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Step 14 – At the conclusion of Section 4, you will take the last quiz. There are a total of 4 questions. Click on “Click Here to Begin the Quiz”.

DCF | Logout | Save | Previous | Next

Mandated Reporter Section 4 Quiz: DRS, Disproportionality and Early Childhood Protection
4 Questions



Click Here To Begin the Quiz

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Step 15 – The last part is to complete the DCF Feedback Survey. Then click “Submit”.

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Logout Save Previous Next

Mandated Reporter Training Survey - School Employee

Your feedback in this survey will assist in improving this training program. Your responses are anonymous.

	Very Helpful	Helpful	Not Helpful
Did you find this training helpful to your understanding of Mandated Reporting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you find this training helpful to your understanding of Department of Children and Families?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Did you find this training applicable to your employment or profession?

Yes No Unsure

Did you find the software user-friendly?

Yes No Other (Please specify)

Comments/Suggestions for improvements

Submit

Step 16 – Click “Next”.

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Logout Save Previous Next

Mandated Reporter Training Survey - School Employee

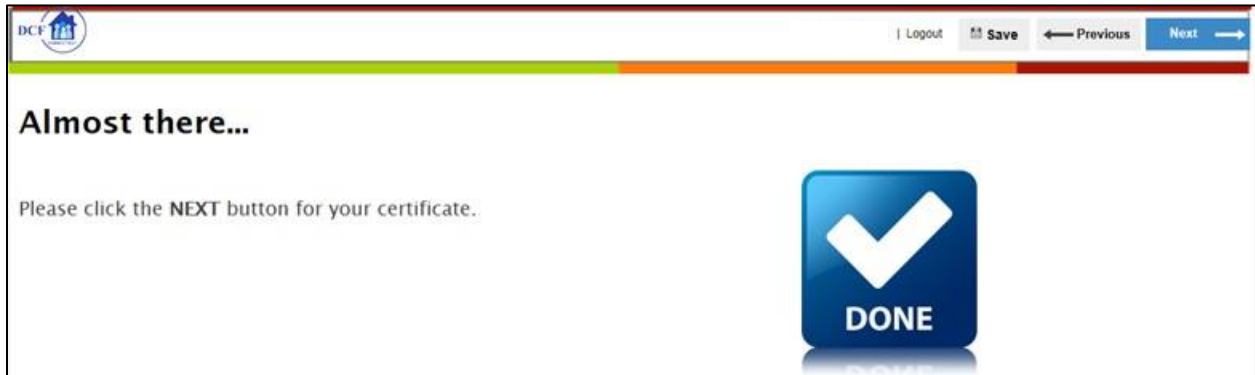


Thank you for your feedback.
Click the **NEXT** button to receive your certificate



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Step 17 – Click “Next” again to receive your certificate.



Step 18 – Print your certificate and send to the HR Office for your files.



CONGRATULATIONS! YOU HAVE COMPLETED THE DCF MANDATED REPORTER TRAINING!