



## MANDATED REPORTING: TIPS FOR STAFF

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### How to recognize?

As a mandated reporter, you don't have to decide whether or not a child is being abused or neglected.

That is the responsibility of the Monroe County Child Protective Services (CPS) staff.

You are mandated to call the Hotline if you have a *reasonable suspicion* of abuse or neglect.

### What are the major types of abuse and neglect?

**Physical abuse** is a non-accidental physical injury to a child and can include punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting burning, or otherwise causing physical harm.

**Neglect** is the failure of a parent or other caregiver to provide for a child's basic needs (*physical, medical, educational or emotional*).

**Sexual abuse** includes activities by a parent or other caregiver such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.

**Emotional abuse** (or psychological abuse) is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include withholding love, support, or guidance.

#### Abandonment

- When the parent's identity or whereabouts are unknown
- The child has been left alone in circumstances where the child suffers serious harm
- The child has been deserted with no regard for his or her health or safety
- The parent has failed to maintain contact with the child or provide reasonable support for a specified period of time

### How do I call the hotline?

Child abuse reports can be called in to the Child Abuse Hotline 24 hours a day, including weekends and holidays. These calls are answered by staff of the New York State Office of Children and Family Services in Albany, New York. If the Child Abuse Hotline registers a report, it is immediately electronically transmitted to the Monroe County CPS Team for investigation and follow-up. Here are the numbers you call to report child abuse in New York State:

**Mandated Reporters** call 1-800-635-1522

**General Public** call 1-800-342-3720

### What else do I need to do?

You are required by state law to fill out and send in a special form called the LDSS – 2221A Report of Suspected Child Abuse & Maltreatment. It may help you to fill out the form first so you know what to expect when you call; but this is optional. After you call, you must complete the form and mail it within 48 hours to:

Monroe County CPS Intake  
111 Westfall Road, Room 562  
Rochester, New York 14692