

# Annual Child Abuse and Neglect Prevention Training

New York City Department of Education  
2016-2017 Designated Liaison Training

DOEcah8-16

# *Why the mandates?*



*Who am I?*

*What do we have in common?*

# TRAINING:

Overview of ACS Protocol

Overview of SSL 413 and  
Chancellor's Regulation A-750

Educational Neglect and  
Attendance Protocol

Resources

# Highlights of Chancellor's Regulation A-750

**If you have reasonable cause to suspect child maltreatment:**

**Mandated Reporters must  
immediately call State Central Register (SCR)  
1(800) 635-1522**



**Obtain the "Call I.D. Number" from the SCR**



**Notify the Principal or Designee  
of "Call I.D. Number" immediately upon filing the  
report to the SCR**



**“Designee” completes and submit  
the LDSS 2221-A within 48 Hours**  
(To the ACS Field Office in the borough where the  
alleged subject of the report resides)



**Principal or Designee completes a DOE “OORS”  
report and enters the “Call I.D. Number” as well as the type of  
abuse or neglect that was reported**



**Copies of the LDSS 2221-A must be submitted to:**

- **Principal or Designee**
- **FSC Liaison –School Counseling Manager**



# New Law

- ▶ Each school must prominently post a copy of the revised “Highlight of Chancellor’s Regulation A-750” – (aka the “Blue Card”).  
*(Section VI, B)*
- ▶ NYS Central Registry hotline number must be posted in English and Spanish.



*Administrative Requirements*  
*for Administrators*  
*and the*  
*“Designated Liaison”*

# Who Calls the SCR? Why?

All pedagogical and non-pedagogical school personnel are mandated reporters.  
*(Section I, A, 1)*

All mandated reporters must personally make the call to the State Central Register whenever they have reasonable cause to suspect that a child has been abused or neglected.

*(Section I, A, 1, a)*

The reporter is not required to possess certainty or to interview the child.

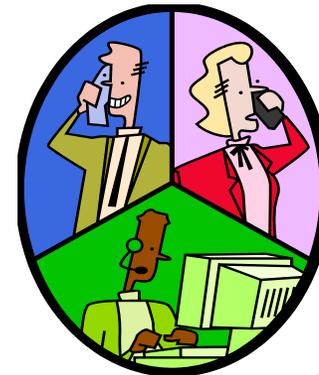
*(Section I, A, 1, a)*

The mandated reporter number is:

**1(800) 635-1522**

*Mandated Reporters are required to inform parents that a suspected child abuse/maltreatment report is being made.*

▶ **True or False?**



**Mandated reporters may consult with the principal/designee when they have reasonable cause to suspect child abuse and direct knowledge that a report has already been made to the SCR by another mandated reporter in the school. (*Section I, A, 4*)**

**The principal/designee must confirm whether another report has been made, on the same allegations, by providing the “Call I.D.” number to the mandated reporter. (*Section I, A4*)**

# *Reporting Protocol*

All Allegations To The  
State Central Registry



Accepted calls sent to ACS  
CPS responds within 24 hours



Investigation  
60 days to make determination

# ***Mandated responsibility***

**Staff must immediately notify the principal or designee after making the report to the SCR.**

***(Section I, A, 3)***

**The principal shall appoint a designated liaison on an annual basis.**

***(Section IV, A, 4)***

**The source of the report must provide the principal/designee with the allegation (s) and the call ID number.**

***(Section I, A, 3)***

**The principal or designee serves on the school's child abuse prevention and intervention team.**

***(Section I,A,3)***

# ***Facts for LDSS 2221A form***

*Within 48 hours of making an oral report to the SCR.*

- ✓ *Information required:*
- ✓ *Student Name(s)*
- ✓ *Sibling/s parent/s*
- ✓ *Full reason for the SCR call*
- ✓ *Source contact info.*
- ✓ *Person Making the report contact info.*



# *Responsibility of the Designee*

The principal/designee has the primary responsibility for completing the New York State LDSS-2221A form.  
*(Section I, A, 5)*

The LDSS-2221A must be emailed within 48 hours of the oral report to the ACS field office in the borough in which the alleged subject of the report lives.

*(Section I, A, 5)*

The LDSS-2221A must include the name, title and contact information for all school officials having direct knowledge of the child abuse allegations. *(Section I, A, 5)*

And also a copy of the LDSS 2221-A must be sent to the **FSC Deputy Director/designee.**

*(Section I, A, 5)*

**Children's Services Email List**  
**LDSS 2221 A**  
**Electronic Copy from DOE to Children's Services**

<u>Borough/Office</u>	<u>Primary &amp; Back up</u>	<u>Email Address</u>	<u>Telephone</u>
<u>Brooklyn</u>	Kathy Mays	<a href="mailto:Kathy.Mays@acs.nyc.gov">Kathy.Mays@acs.nyc.gov</a>	718-623-4531
	Margaret Volcy	<a href="mailto:Margaret.Volcy@acs.nyc.gov">Margaret.Volcy@acs.nyc.gov</a>	718-522-8214
	Cathy Chiou	<a href="mailto:Cathy.Chiou@acs.nyc.gov">Cathy.Chiou@acs.nyc.gov</a>	718-218-6619
	Randall Stevens	<a href="mailto:Randall.Stevens@acs.nyc.gov">Randall.Stevens@acs.nyc.gov</a>	718-942-8811
	Joyce Frederique	<a href="mailto:Joyce.Frederique@acs.nyc.gov">Joyce.Frederique@acs.nyc.gov</a>	718-348-8102
<u>Bronx</u>	David Reznik	<a href="mailto:David.Reznik@acs.nyc.gov">David.Reznik@acs.nyc.gov</a>	718-933-2140
	Marvin Benson	<a href="mailto:Marvin.Benson@acs.nyc.gov">Marvin.Benson@acs.nyc.gov</a>	718-933-1313
<u>Manhattan</u>	Barbara Alexander	<a href="mailto:Barbara.Alexander@acs.nyc.gov">Barbara.Alexander@acs.nyc.gov</a>	212-534-6975
	Cheril John	<a href="mailto:Cheril.John@acs.nyc.gov">Cheril.John@acs.nyc.gov</a>	212-341-3315
<u>Queens</u>	Nancy Kernisant	<a href="mailto:Nancy.Kernisant@acs.nyc.gov">Nancy.Kernisant@acs.nyc.gov</a>	718-557-8939
<u>Staten Island</u>	Raka Sarker	<a href="mailto:Raka.Sarker@acs.nyc.gov">Raka.Sarker@acs.nyc.gov</a>	718-720-2817
<u>Office of Special Investigations (OSI)</u>	Yvonne Douglas	<a href="mailto:Yvonne.Douglas@acs.nyc.gov">Yvonne.Douglas@acs.nyc.gov</a>	212-442-8317
	Theresa Williams-Lloyd	<a href="mailto:Theresa.Williams-Lloyd@acs.nyc.gov">Theresa.Williams-Lloyd@acs.nyc.gov</a>	212-442-7517

**If the principal/designee does not provide the mandated reporter with the “Call I.D.” number by the end of the school day, the mandated reporter must immediately call in the report to SCR.**

*(Section I, A, 4)*

**The principal/designee must file a DOE OORS report child abuse report within 24 hours. The “Call ID” number obtained from the state shall be entered in the OORS report.**

*(Section I, A, 2 & VII)*

**DOE officials may not take any retaliatory personnel action against a reporter that filed a report in good faith.**

*(Section III, C)*

**If a SCR operator declines to accept a report, you may request that an SCR supervisor review your report. Declined calls should be posted in ATS Intervention Log (ILOG).**

*(Section I, C, 1)*

**Any breach of confidentiality must be reported to the DOE's Office of Legal Services.**

*(Section I, A, 7)*

Principals/Designees may take, or cause to be taken, photographs of trauma visible on the child who is the subject of the report.  
(Section I, A, 9)

Emergency medical services may be requested when warranted.  
(Section I, B, 2)

If a CPS (Child Protective Specialist) has not responded by 3:00pm in a case involving imminent danger, the principal or designee must call 911 for emergency police assistance, after consulting with the BFSC Deputy Director/designee.  
(Section I, B, 1)

# *CPS Identification and Authentication*



Principal/designee must verify the CPS worker's credentials by asking to see his/her Photo I.D. card. (*Section II, A, 1, a*)

**School officials are not authorized to make photocopies of the CPS worker's Photo I.D. card.**

CPS might call to speak to the source or request additional information. Principal/designee must request CPS send an email from ACS email address or fax on ACS' letterhead.

**(No written request or parent consent required)**

# Parental Consent?

Parental consent is not required to release a child's record when ACS is conducting a child abuse investigation. (*Section II, A, 1*)

Parental consent is required to release a child's record to all preventive service agencies **except** for **Foster Care Agencies.**

# **School Records**

**Permit child protective workers to have access to all school records relating to the child or siblings once the worker has been cleared. (*Section II, A, 1, c*)**

**A child's records may be released to the police or district attorneys after consulting with the FSC Deputy Director/designee. (*Section I, C, 2*)**

# *CPS Investigation*

Principals, designees as well as all other school officials are legally obligated to cooperate in all investigations of alleged child abuse regardless of the reporting source.

*(Section II, A, 1)*

A member of the school staff familiar to the child may be present during the interview if the child appears uncomfortable being alone with the caseworker.

*(Section II, A, 1, c)*

# *CPS Investigation*

- ▶ **Principal/designee must allow CPS workers to interview and examine, on school property, children who have been reported abused or their siblings, regardless of the reporting source.  
*(Section II, A, 1, d)***
  
- ▶ **A child protective worker is authorized to remove a child's outer garment in the presence of a second CPS worker or another school official.  
*(Section II, A, 1, e)***

## **Further Investigation**

- ▶ **Schools must permit a member of the MDT to take a child to a CAC/CPC upon presentation of the Child Advocacy Center (CAC) or Child Protective Center (CPC) Multidisciplinary Team Release Form. (Section II, B, 3, b)**

# *Court and Legal Procedures*

Principals must permit child protective workers to take a child into their custody, upon the presentation of **701c, ACS letter, court order or subpoena**. (*Section II, B, 3, a*)

- Principals must immediately inform and forward a copy of the court order or letter authorizing the transfer or removal to the FSC Leader/designee. (*Section II, B, 3, d*)

School staff must immediately contact the FSC and the Office of Legal Services when they receive a subpoena to appear in court. (*Section III, D*)

# *Ethics or Law?*

Ask a Child Protective Specialist to:

- ▶ Make an appointment to visit the school
- ▶ Come back another day
- ▶ Delay or hamper the investigation of an allegation of Child Abuse, Neglect or Maltreatment
- ▶ **To make false reports to the SCR**

*{Any of these actions could cause further harm to a child and is considered a **Class A Misdemeanor**}*

# **SCHOOL STAFF**

**Any information concerning sexual abuse and/or misconduct involving students by DOE employee or others connected with school programs or services, whether on or off school premises must be immediately reported to the Special Commissioner of Investigation at 212-510-1400. (*Section I, D*)**

# **KEY POINTS TO CONSIDER**

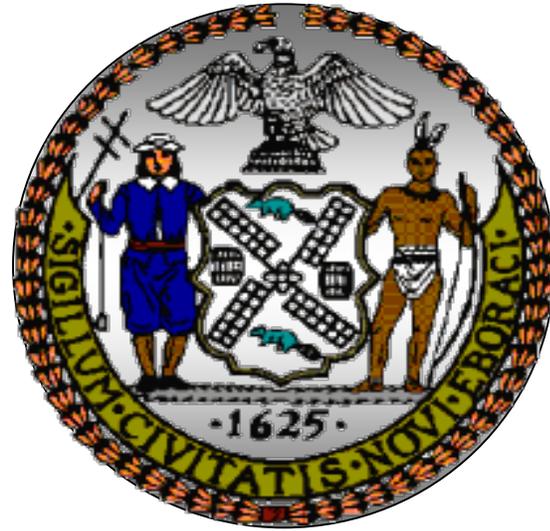
**Mandated reporters only report suspected child abuse or neglect. They do not confirm.**

**A “report” of suspected abuse or neglect is actually a request to the CPS for an investigation.**

**By New York State Law, only reasonable suspicion is required.**

**The purpose of mandatory reporting is to stop or prevent abuse or neglect as soon as possible and to arrange for or provide rehabilitative and ameliorative services for the children, parents, and other family involved.**

# *Defining Educational Neglect*



*Is this a case for the SCR?*

# *Educational Neglect*

**Educational neglect is considered to be the failure of a parent, or person legally responsible for a child, to ensure their child's prompt and regular attendance in school or the keeping of a child out of school for impermissible reasons resulting in an adverse effect on the child's educational progress or imminent danger of such an adverse effect.**

# **A report must be filed when the following conditions exist:\***

**1.**

- **Reasonable cause to suspect that the parents are aware or should have been aware of the illegal absenteeism;**

**2.**

- **Reasonable cause to suspect that the parents contributed to the problem or are failing to take steps to effectively address the problem (i.e., failure to provide a minimum degree of care); and**

**3.**

- **Reasonable cause to suspect educational impairment/harm to the child or imminent danger of impairment/harm (proof of actual educational harm is not necessary so long as harm can be reasonably presumed).**

# *NYC SCR Educational Neglect Reports*

## *2014 to 2016 update*

<i>Year</i>	<i># of Ed. Neglect Reports</i>	<i>% of Ed. Neglect Reports</i>	<i>Indication Rate Ed. Neglect Reports</i>
<b>2014</b>	<b>7,208</b>	<b>26.53%</b>	<b>47.77%</b>
<b>2015</b>	<b>7,465</b>	<b>25.96%</b>	<b>43.39%</b>
<b>2016</b>	<b>6,697</b>	<b>22.90%</b>	<b>38.56%</b>

Note: School year 2015-16 covers SCR Reports from 9/2015 thru 6/26/2016. Total calls to SCR - 28,760

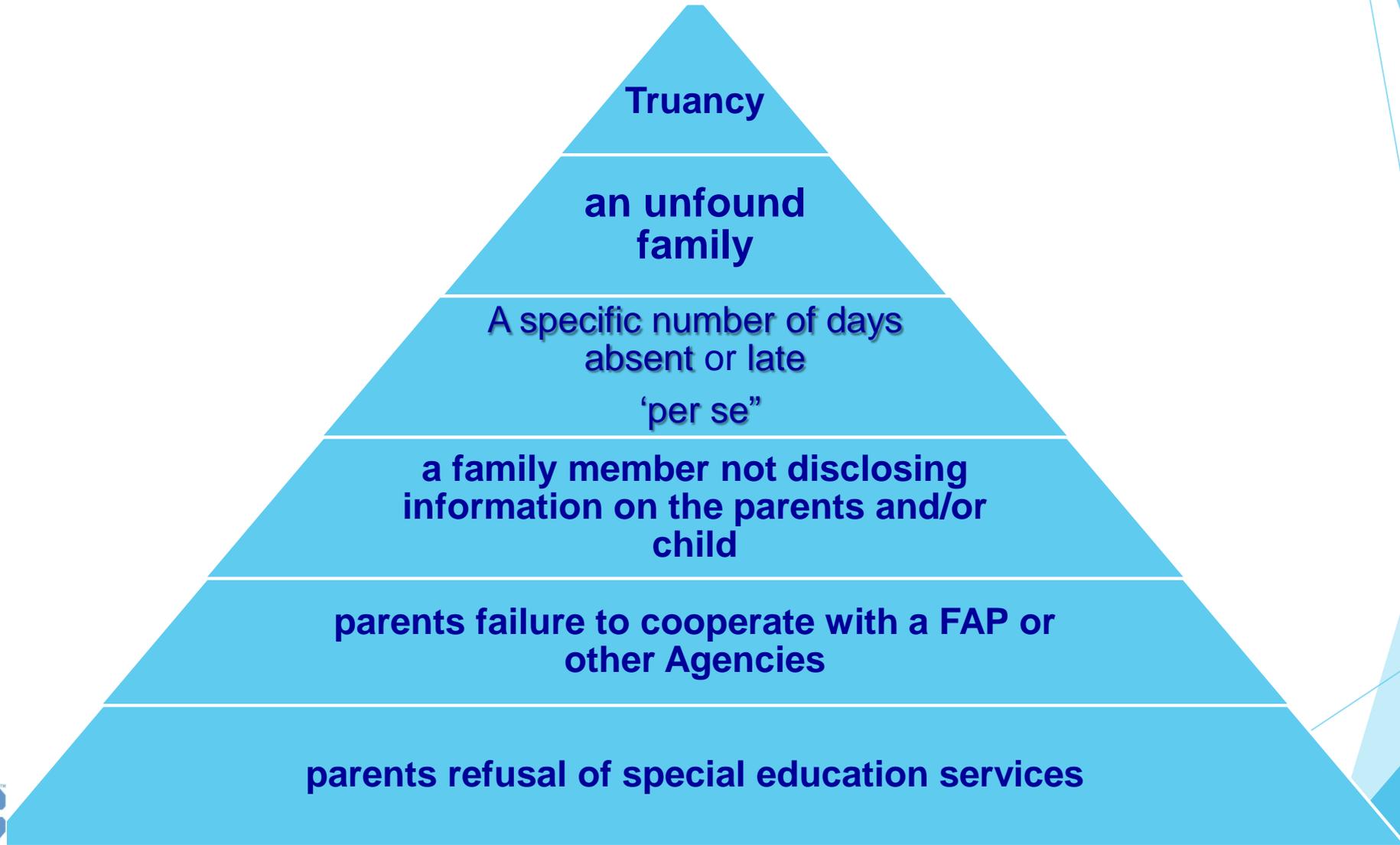
*Source: SCR - June 30 2016*

# *Educational Neglect*

- ▶ **Main issues:**
  - **Calls made to SCR (**May to June 27**) for students who were absent or late for most of the school year. (**90-158 days**)**
  - **Multiple calls made to SCR on the same day by the same member of school staff with no direct knowledge of the cases.**
  - **Multiple calls made within a few days by various members of the school staff regarding the same student.**

- **Calls made to the SRC the last week or day before school recess on students with 30 or more days of absents.**
- **All Ed. Neglect calls to the SCR must have proof of attendance outreach. (see Chancellor's Regulation A-210; The Attendance Agenda and Present & Accounted For Issue #8)**

# *Educational Neglect - Is not:*



# *School Responsibilities*

- Each school principal must establish a School “Child Abuse Prevention and Intervention Team”.  
*(Section IV, A, 3)*
- School teams shall be provided with training and support in the area of child abuse prevention by the FSC School Guidance Child Abuse Prevention Team.  
*(Section IV, B, 4)*
- Each school shall develop a child abuse prevention/intervention plan. The plan must be submitted annually.  
*(Section IV, C, 1)*

- **School staff must be provided with training in child abuse prevention and intervention.**  
*(Section IV, C, 3 & V, A )*
- **School shall provide child abuse prevention training to parents and students.**  
*(Section V, A)*
- **Each principal must provide all staff with a copy of the revised Highlights of Chancellor’s Regulation A-750 (aka “Blue Card”).**  
*(Section VI, C)*
- **The school based designated liaison, appointed by the principal, shall serve as a liaison to the FSC on child protective matters.**  
*(Section IV, A, 4)*

# *Field Support Center Responsibilities*

- Each FSC shall establish a working relationship with the local CPS, CBO's and service providers to improve communication and services for school staff, parents and students. (*Section IV, B, 2*)
- Each FSC shall receive LDSS-221A reports from principal on all cases reported to the SCR (*Section IV, B, 3*)
- Each FSC shall provide ongoing support and training on child abuse prevention to schools in their jurisdiction. (*Section IV, B, 4*)

# *Department of Education* *Online Occurrence Reporting System* *(OORS)*



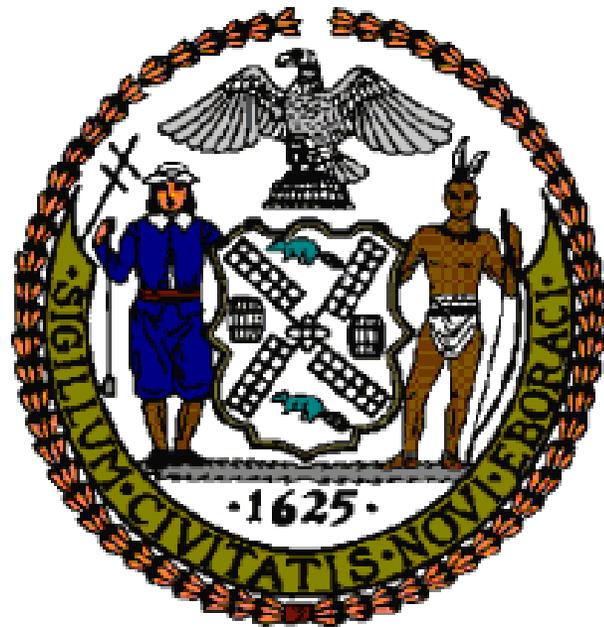
## **Chancellor's Regulation A-750 - Section I, A, 2**

**When making the oral report, the caller must ask the SCR for the “Call I.D.” number. The “Call I.D.” number must be retained and used by school officials to complete the New York State Office of Children and Family Services Form LDSS 2221-A and the DOE On-Line Occurrence (OORS) Report. In addition, the caller should request from the SCR the findings of the investigation.**

## **VII. REPORTING TO THE CHANCELLOR**

*“The principal/designee is required to go on-line onto the Department of Education webpage, access the On-line Occurrence Reporting System (OORS) and enter the “Call I.D.” that was provided by the New York State Central Register (Child Abuse Hotline). No information on the “source” of the report may be entered as this information is confidential. The child abuse OORS report must be submitted within 24 hours after the principal/designee is advised of the report to SCR and receives the Call I.D. number.”*

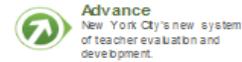
# *Department of Education Administration for Children Services Interagency Resources*



## *ACS - DOE Monthly Case Review Meetings*

<i>Borough</i>	<i>Coordinator</i>	<i>DOE ACS Monthly Meetings</i>	<i>Meeting Location</i>
Manhattan	Nilsa Ogilvie (212) 676-7083	2 <sup>nd</sup> Tuesday 10 to 12	110 William St. NY, NY 10038
Bronx	Jackie Berridge (718) 933-2702	1 <sup>st</sup> Wednesday 10 to 12	1 Fordham Plaza Bronx, NY 10453
Queens	Francisca Culley (718) 557-8964	4 <sup>th</sup> Tuesday 10 to 12	TBD
Staten Island	Lania Carter-Johnson (718) 720-8728	2 <sup>nd</sup> Thursday 10 to 12	350 St. Marks Place SI, NY 10301
Brooklyn	Ronald Bridges (718) 623-4990	3 <sup>rd</sup> Tuesday 10 to 12	TBD
D. 75	Roslyn Hoff 917-256-4273	3 <sup>rd</sup> Thursday 9am - 12	400 First Avenue New York, NY 10010

- > District 75 Alternative Schools & Programs
- > Transportation
- > **Child Abuse**
- > Students in Temporary Housing
- > Gang Prevention and Intervention
- > Guidance and School Counseling
- > Student Attendance
- > Homework Resources
- > After School
- > Safety and Discipline



agency coordination and a shared protocol for addressing the complex issues that such allegations present.

This joint policy statement applies to the NYC Department of Education (DOE) when reporting suspected educational neglect to the State Central Register (SCR), the Children's Services Division of Child Protection Services (DCP) when investigating educational neglect allegations, and the Children's Services Education Unit when identifying resources in educational neglect cases.

#### Professional Development

- [new! 2015-16 Designated Liaison Training Dates](#)

#### Training Handouts

- [Child Abuse Designated Liaison Training PowerPoint](#)
- [Highlights of Chancellor's Regulation A-750 Blue Card](#)
- [Quick Guide - Green Card](#)
- [Child Advocacy Center Multidisciplinary Team Release Form](#)
- [ACS - DOE Case Review Request Form](#)
- [FERPA Factsheet](#)
- [Foster Care Introduction Letter](#)
- [ACS Email Contacts for Child Abuse Reporting Form](#)
- [Child Abuse Prevention Resource Numbers](#)



#### NYC DOE Information

- [Chancellor's Regulation A-750 Child Abuse Prevention/Intervention](#)
- [Chancellor's Regulation A-755 Suicide Prevention/Intervention](#)
- [A-755 - DOE Suicide Reference Guide - Attachment 1](#)
- [Designated Liaisons by School](#)
- [ACS - DOE Interagency Liaisons](#)
- [Present and Accounted for newsletter - ACS and Attendance](#)

#### NYC Administration for Children's Services (ACS)

- [ACS page](#)
- [ACS Borough Office Directory](#)
- [ACS Education Unit](#)
- [ACS Instant Response Team Coordinators](#)
- [ACS Preventive Services Directory](#)
- [ACS Family Assessment Program \(FAP\) - includes this brochure](#)

#### NYC ACS Safety First

- [Safety First - includes this brochure](#)
- [Child Abuse Neglect Pocket Guide](#)
- [Safety First Chart Flyer](#)
- [Safety First Introduction Letter](#)

#### New York State Forms

- [LDSS - 2221A Report of Suspected Child Abuse or Maltreatment \(Word\)](#)
- [LDSS-2221A Report of Suspected Child Abuse or Maltreatment \(PDF\)](#)
- [NYC OFCS FAQ for Mandated Reporters](#)
- [OFCS Summary Guide for Mandated Reporters in New York State](#)



#### Additional Resources

- [Child Fatality Report Brief](#)
- [Crisis Text Line](#)
- [Key Safety Messages - A Checklist for Parents and Caregivers](#)
- [One to One Response to a Known or Suspected Child Victim](#)

**Children's Services Email List**  
**LDSS 2221 A**  
**Electronic Copy from DOE to Children's Services**

<u>Borough/Office</u>	<u>Primary &amp; Back up</u>	<u>Email Address</u>	<u>Telephone</u>
<u>Brooklyn</u>	Kathy Mays	<a href="mailto:Kathy.Mays@acs.nyc.gov">Kathy.Mays@acs.nyc.gov</a>	718-623-4531
	Margaret Volcy	<a href="mailto:Margaret.Volcy@acs.nyc.gov">Margaret.Volcy@acs.nyc.gov</a>	718-522-8214
	Cathy Chiou	<a href="mailto:Cathy.Chiou@acs.nyc.gov">Cathy.Chiou@acs.nyc.gov</a>	718-218-6619
	Randall Stevens	<a href="mailto:Randall.Stevens@acs.nyc.gov">Randall.Stevens@acs.nyc.gov</a>	718-942-8811
	Joyce Frederique	<a href="mailto:Joyce.Frederique@acs.nyc.gov">Joyce.Frederique@acs.nyc.gov</a>	718-348-8102
<u>Bronx</u>	David Reznik	<a href="mailto:David.Reznik@acs.nyc.gov">David.Reznik@acs.nyc.gov</a>	718-933-2140
	Marvin Benson	<a href="mailto:Marvin.Benson@acs.nyc.gov">Marvin.Benson@acs.nyc.gov</a>	718-933-1313
<u>Manhattan</u>	Barbara Alexander	<a href="mailto:Barbara.Alexander@acs.nyc.gov">Barbara.Alexander@acs.nyc.gov</a>	212-534-6975
	Cheril John	<a href="mailto:Cheril.John@acs.nyc.gov">Cheril.John@acs.nyc.gov</a>	212-341-3315
<u>Queens</u>	Nancy Kernisant	<a href="mailto:Nancy.Kernisant@acs.nyc.gov">Nancy.Kernisant@acs.nyc.gov</a>	718-557-8939
<u>Staten Island</u>	Raka Sarker	<a href="mailto:Raka.Sarker@acs.nyc.gov">Raka.Sarker@acs.nyc.gov</a>	718-720-2817
<u>Office of Special Investigations (OSI)</u>	Yvonne Douglas	<a href="mailto:Yvonne.Douglas@acs.nyc.gov">Yvonne.Douglas@acs.nyc.gov</a>	212-442-8317
	Theresa Williams-Lloyd	<a href="mailto:Theresa.Williams-Lloyd@acs.nyc.gov">Theresa.Williams-Lloyd@acs.nyc.gov</a>	212-442-7517



**Office of Safety First**

**1-718- KID-SAFE**

**(543-7233)**

**Safetyfirst@acs.nyc.gov**



# Office of Education Support and Policy Planning Education Advocates

**Kathleen Hoskins**, Assist Commissioner - **212-341-0977**

**Roberto Romero** - **212-442-5046** (Bronx & D.75)

**Melissa Cueto** - **212-341-0913** (Brooklyn & Staten Island)

**Nancy Santiago Muniz** - **212-341-0957**

(Manhattan & Queens)

# Family Assessment Program (FAP)

Manhattan-212-341-0012

Brooklyn -718-260-8550 or 8508

Queens - 718-725-3244

Bronx - 718-590-6700

Staten Island - 718-720-0071

# *The Child Abuse Prevention Website:*

<http://schools.nyc.gov/StudentSupport/NonAcademicSupport/ChildAbuse/default.htm>

<http://schools.nyc.gov/Teachers/guidance/default.htm>

# FSC Contact Information