

**Department of Human Services Course Approval Outline for Child Abuse Recognition and Reporting Training for Mandated Reporters**

**Submission for Review Must Include:**

1. Email address and phone number contact for agency/course lead
2. General training description including the method of delivery
3. Title of the training
4. Timed agenda and estimated length of training
5. Learning Objectives
6. Intended Audience
7. All course related materials including but not limited to handouts and narrated script or talking points for training. (Required). PowerPoint and note pages, interactive activities, exercises, videos etc., if applicable
8. Knowledge checks, quizzes, assessment of participant understanding of the material
9. Citation of sources, including permission to use copyrighted material
10. Written permission to use any copyrighted materials, if applicable
11. Anticipated credentials and/or experience level of presenter or biography of presenter if known
12. Any printed materials used to market the training
13. Evaluation assessing participants satisfaction with the presentation
14. Documentation of attendance and training completion which must include:
  - a. Title of the training
  - b. Date of training
  - c. Length of training
  - d. Name of presenter and signature
  - e. Statement affirming the participant attended the entire course (2 hours or 3 hours)
  - f. Course Number
15. Online trainings—all of the above and transcript of audio training, if applicable
16. If submitting training for approval through the Department of State (DOS), identification of the ability to report continuing education credits by participant electronically. This information may be sent in an Excel spreadsheet or other similar format in accordance with the attached process titled Pennsylvania Department of State Child Abuse Training Vendor Process and must contain the following elements for each participant:
  - a. First and last name, middle name optional
  - b. Last 4 of the social security number
  - c. Date of birth
  - d. Date training completed
  - e. License number, if already licensed
  - f. Course Name and number of credit hours
  - g. Provider License Number (which will be assigned by DOS upon initial approval)

## **Required Course Content for Child Abuse Recognition and Reporting Training**

- 1. Description of Child Welfare in Pennsylvania**
  - a. Child Protective Services vs. General Protective Services.**
    - i. Description/differentiation of the two types**
    - ii. Criteria for a report being a CPS vs. GPS**
- 2. Definitions that must be covered:**
  - a. Components of Child Abuse**
    - i. Child**
    - ii. Perpetrator**
      - 1. Inclusion of school employees**
    - iii. Act or failure to act**
  - b. All categories of Child Abuse**
  - c. Exclusions to Child Abuse**
    - i. Clarify exclusion to substantiating a report versus exclusion to reporting**
- 3. Provisions and responsibilities for Reporting Suspected Child Abuse**
  - a. Permissive reporters**
  - b. Mandated reporters**
    - i. Attorneys as Mandated Reporters**
    - ii. Privileged/confidential communications**
  - c. Reporting Process**
    - i. Mandated Reporters role related to reasonable cause to suspect vs. conducting an investigation**
    - ii. Reporting without having to determine the relationship of the perpetrator to the victim child**
    - iii. Streamlining of the reporting process**
      - 1. Direct reports by the person who suspects**
      - 2. Report immediately**
      - 3. Electronic submission of reports by mandated reporters**
    - iv. Reporting scenarios**
    - v. To whom and how quickly reports are made**
    - vi. What happens after a report is made**
  - d. Protections for reporters**
  - e. Penalties for Failure to Report**
  - f. Mandated Reporters Right-to-Know**
- 4. Recognition of Child Abuse i.e. Indicators**