CARELINE AND INTAKE

Mandated Reporter’s Failure to Report

Policy

DCF shall notify the Chief State’s Attorney whenever the Commissioner or designee, after considering the criteria set forth in this policy, has reason to believe that a mandated reporter has failed to make, delayed making or intentionally or unreasonably interfered with a Careline referral no later than 12 hours after developing a reasonable suspicion or belief that a child may have been neglected, abused or placed at imminent risk of serious harm.

Legal References: Conn. General Stat. §§17a-101a, 17a-101o, 17a-28(g)(9).

Notification to SIU by DCF Employee of failure/delay/interference by an external mandated reporter

Whenever a person employed by DCF suspects an external mandated reporter has failed to make, delayed making or intentionally or unreasonably interfered with a Careline referral regarding an incident of suspected child abuse or neglect, the DCF employee shall contact the Special Investigations Unit (SIU) via the DCF FTR NOTIFICATION mailbox (DCFTRNOTIFICATIONS@ct.gov) with the following information:

- date report made (suspected abuse and neglect)
- reporter’s name
- reporter’s employer
- name of mandated reporter who failed to or delayed reporting
- mandated reporter’s employer
- approximate date mandated reporter should have been aware of abuse/neglect/imminent risk
- type of incident
- Case Name
- LINK #
- CPS Report #
- description or rationale of why this is a suspected failure to report.

Review by SIU and Notification to Chief State’s Attorney

The assigned SIU Social Worker will contact the mandated reporter to assess the circumstances and determine whether there is reason to believe the mandated reporter failed to make a report or failed to make a timely report (within 12 hours), or whether a person intentionally or unreasonably interfered with a report to the Department’s Careline.

The assessment will include whether the mandated reporter had reasonable cause to suspect or believe that a child may have been neglected or abused or placed in imminent risk of serious harm.

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Review by SIU and Notification to Chief State’s Attorney (continued)

IF DCF has reason to believe that multiple mandated reporters employed by the same entity may have been aware of the same incident of suspected abuse or neglect, and no Careline referral was received from any of the mandated reporters, DCF will notify the Chief State’s Attorney of each mandated reporter’s name without conducting separate assessments of each individual.

In circumstances involving police officers, DCF will inform the Police Chief or designee of the suspected failure to report and any recommendations.

In determining whether it is appropriate to notify the Chief State’s Attorney, the SIU will consult with the DCF Office of Legal Affairs and review the information noted above. If the DCF Office of Legal Affairs determines there is a legal basis for notification to the Chief State’s Attorney or designee, the DCF Office of Legal Affairs shall promptly send a letter to that office and provide relevant information about the incident. The letter shall be entered into the failure to report database.

Notification to Human Resources of Failure/Delay/Interference with Report by DCF Employee

Whenever a person employed by DCF suspects another DCF employee has failed to make, delayed making or intentionally or unreasonably interfered with a Careline referral regarding an incident of suspected child abuse or neglect, the DCF employee shall make a Careline report and notify the Assistant Human Resources Director.

Review by Human Resources and Notification to Chief State’s Attorney

Human Resources will conduct an assessment using the above criteria.

In determining whether it is appropriate to notify the Chief State’s Attorney, Human Resources will consult with the DCF Office of Legal Affairs and review the information noted above. If the DCF Office of Legal Affairs determines there is a legal basis for notification to the Chief State’s Attorney or designee, the DCF Office of Legal Affairs shall promptly send a letter to that office and provide relevant information about the incident. The letter shall be entered into the failure to report database.

Human Resources shall take the appropriate administrative action based upon the findings of the assessment.
CARELINE AND INTAKE

Mandated Reporter’s Failure to Report

Documentation
For external mandated reporters, the details of the assessment will be captured in the family record associated with the CPS report.

SIU or the Assistant Human Resources Director will enter the following data points into the failure to report database:

- name of the mandated reporter who allegedly failed to report or delayed reporting
- the mandated reporter’s employer
- the date when the reporter should have been aware of the suspected abuse, neglect or imminent risk of serious harm
- the date the report was made and by whom.

The Office of Legal Affairs will enter the following information into the failure to report database:

- the Office of Legal Affairs’ determination about legal sufficiency
- when/if the chief states attorney or designee was notified by DCF
- whether the mandated reporter or his or her employer were required to participate in mandated reporter training.

Mandated Reporter Training
In any case of failure to report, delay in making or intentionally or unreasonably interfering with reporting that is referred to the Office of the Chief State’s Attorney, DCF will notify the Mandated Reporter regarding the outcome along with the requirement for the mandated reporter to participate in a mandated reporter training developed by DCF.

Trend Review
The Agency Legal Director or designee shall review the failure to report database at least quarterly and report any trends or clusters related to failure to report or delay in reporting child abuse and neglect to the Commissioner for appropriate follow-up activities, including but not limited to, offering mandated reporter training to those individuals or entities that will benefit from such training.