

## CARELINE AND INTAKE

### Mandated Reporter's Failure to Report

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#### Policy

DCF shall notify the Chief State's Attorney whenever the Commissioner or designee has reason to believe that a mandated reporter has

- failed to make a report of suspected child neglect or abuse
- delayed making a timely report of suspected child abuse or neglect (within twelve hours of developing a reasonable suspicion or belief that a child may have been neglected, abused or placed at risk of serious harm)

or

- intentionally or unreasonably interfered with a Careline referral of suspected child abuse or neglect.

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

#### Notification to Chief State's Attorney

When a report is received at Careline and there is reason to believe that a mandated reporter, other than an employee of a local or regional board of education, failed to make a report or failed to make a timely report, Careline shall refer the matter to the Chief State's Attorney with a brief description of the basis for the reason to believe there was a failure to report or timely report and include a recommendation that any resolution of the matter include on-line mandated reporter training.

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.

#### Mandated Reporters Employed by a Local or Regional Board of Education

When the mandated reporter is an employee of a local or regional board of education, the case shall be assigned to a Special Investigations Unit (SIU) Social Worker who 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
- if known, actions taken by the employing local or regional school board or superintendent of school for the district in response to the alleged failure to report.

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**Mandated Reporters Employed by a Local or Regional Board of Education (continued)**

In determining whether it is appropriate to notify the Chief State's Attorney concerning an employee of a local or regional school board of education, 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, SIU shall promptly send a letter to that office and provide relevant information about the incident. The letter shall include the Department's recommendation about on-line mandated reporter training. The letter shall be entered into the failure to report database.

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**Notification to Careline 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:

- ensure that a report regarding the suspected child abuse or neglect has been made to the Careline, including calling the Careline themselves to file the report if necessary;
  - report the external mandated reporter for failure to report by contacting the Careline via the DCF FTR NOTIFICATION mailbox ([DCFFTRNOTIFICATIONS@ct.gov](mailto:DCFFTRNOTIFICATIONS@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.
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**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:

- ensure that a report regarding the suspected child abuse or neglect has been made to the Careline, including calling the Careline themselves to file the report if necessary;
- report the DCF employee for failure to report by contacting the Careline via the DCF FTR NOTIFICATION mailbox ([DCFFTRNOTIFICATIONS@ct.gov](mailto:DCFFTRNOTIFICATIONS@ct.gov)) with the following information:
  - date report made (suspected abuse and neglect)
  - reporter's name
  - reporter's employer
  - name of DCF employee who failed to or delayed reporting
  - approximate date DCF employee 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.

The Careline shall forward the notification to the Assistant Human Resources Director and respective Area Office Director. The Careline Director or designee will assess the suspected failure to report with the Human Resources Assistant Director and Area Office Director for determination of next steps, including whether a referral to the Chief State's Attorney is necessary.

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**Review by Human Resources and Notification to Chief State's Attorney**

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, Human Resources 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.

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**Documentation** SIU 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.
- when/if the Chief State's Attorney or designee was notified by DCF.

The Office of Legal Affairs will enter the determination of legal sufficiency when necessary.

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**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.

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**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 shall include information regarding the availability of on-line mandated reporter training for anyone who is found to have failed or delayed in making a mandated report of child abuse or neglect.

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**On-Line Reports** On-line reports may be made to the Careline by mandated reporters if the report is of a non-emergent nature. However, it will **not** be considered a failure to report if an on-line report is made and it is later determined that the report concerned an emergent situation. The reporter may be referred for further training regarding the appropriate use of on-line reporting.

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