MANDATED REPORTING WHILE WORKING REMOTELY

In the event that any staff member receives an email or receives information on a school program used for messaging students i.e. Skedula or while remote conferencing, from a student which indicates that the student is in crisis (e.g. alleged child abuse/neglect, suicidal ideation, self-harm), please follow these steps:

1. Before any session, ensure you check any means for student contact information to make sure you have updated parent / guardian / emergency contact information.

2. *Call 911 to report a SUICIDAL IDEATION immediately and provide the police with student information (make sure the student is not left alone during this time).*

3. As soon as possible, send an informational email for an OORS Report to your administrator(s).

4. In the case of alleged child abuse/neglect, you must call the Mandated Reporter Hotline (800-635-1522) to report the alleged incident. Ask for the name of the person that you are speaking with and the case number. Any questions, you can also ACS Safety First (718-KID-SAFE).

5. Upon completing the above steps, you must send a brief informational email to your administrator(s).

6. If a report for child abuse is called, the following required form would need to be completed and it can be downloaded at the link below:

   [https://ocfs.ny.gov/main/Forms/cps/LDSS-2221A.dot](https://ocfs.ny.gov/main/Forms/cps/LDSS-2221A.dot)

7. The form should be completed electronically and emailed to your administrator(s) and borough field support representative(s) for ACS.

PLEASE REMEMBER, YOU ARE ALL MANDATED REPORTERS DESPITE NOT BEING PHYSICALLY IN THE BUILDING.

Chancellor Regulation A-750 - Child Abuse and Maltreatment Prevention

Chancellor Regulation A-755 - Suicide Prevention / Intervention