

# Mandated reporter cheat sheet

## P.A.S.S.

### 1 PAUSE

Take a moment to slow down

### 2 ANALYZE

Ask yourself questions such as

- What information suggests maltreatment?
- What have you observed?
- Who have you spoken to?

### 3 SELF REFLECT

Ask yourself questions such as

- How am I certain this is maltreatment?
- What more can I do?
- Am I observing abuse or could this be a cultural difference in parental style?
  - Would I still be making this report if this family looked like my family?

### 4 SUPPORT or REPORT

## Reporting



### WHEN TO REPORT

- Verbal reports must be made immediately (no longer than 24 hours). Verbal reports can be made at all times, including evenings, weekends and holidays.
- A written report must be submitted within 72 hours to the local child welfare agency (weekends and holidays are excluded).



### WHERE TO REPORT

- Immediate danger: Contact your local law enforcement agency right away.
- No immediate danger: Contact the local child welfare agency.



### WHAT TO INCLUDE IN A REPORT

- Information about the family which should include the names and addresses of the child and parents.
- Specific descriptions of the suspected abuse and neglect to the child -- what happened, when it occurred and the identity of the alleged offender.

## Support & Resources

Resources are appropriate for situations in which a mandated reporter does not think a report is required, but does believe a family could use some support and resources. The MNCWTA has compiled [resources](#) to help guide you through the process. For additional support, request a consultation with your local child welfare agency.

Le Sueur County Child Protection Intake

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