

Mandated Reporter Tip Sheet

Start Here

P.A.S.S.

- 01 PAUSE**
Take a moment to slow down.
- 02 ANALYZE**
Ask yourself questions such as:
 - What information suggests there is a reason to believe a child has been maltreated?
 - What have you observed?
 - Who have you spoken to?
- 03 SELF REFLECT**
Ask yourself questions such as:
 - 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?

04 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 REPORT

- Information about the family including 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 [these resources](#) to help guide you through the process. For additional support, request a consultation with your [local child welfare agency](#).



MN Child Welfare
Training Academy™

