**DIOCESE OF SCRANTON**

**FLOW CHART FOR MANDATED REPORTERS**

**(Call 911 if the child is in imminent danger)**

**To make a report:**

**CALL CHILDLINE**

**1-800-932-0313**

**AND**

**Complete CY-47:**

Form (PDF) can be found online at:

<http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/c_137044.pdf>

Complete all information on form as far as you are able. There may be questions you are not able to answer. Please mail the form to the Local County Office of Children & Youth as directed.

**OPTION -Electronic Reporting:**

You may also report abuse online at

<https://www.compass.state.pa.us/cwis/public/home>

If you do not have a Keystone ID, you will need to create one. Click on “Access my Referrals”.

Complete all information as far as you are able. There may be questions you are not able to answer. A confirmation of the submittal will be sent by email.

If you have a Keystone ID you may view and print your report.

\*\*\*It is not required to submit the CY-47 Form if you report electronically.

**Inform person in charge:**

Pastor, Principal, Administrator, Director of Religious Education

**Call Local Children & Youth Agency**

Mail or fax copy of CY-47 to Local County Office of Children & Youth if a verbal report was made

Within 30-60 days, you should receive a letter from the Local County Office of Children & Youth that states the status of the report

**NOTES:**

**Keep copies of all your correspondence and a**

**record of to whom you spoke.**