

MIU IV Act 89 Staff Procedures for Childline Reports (Under 18)

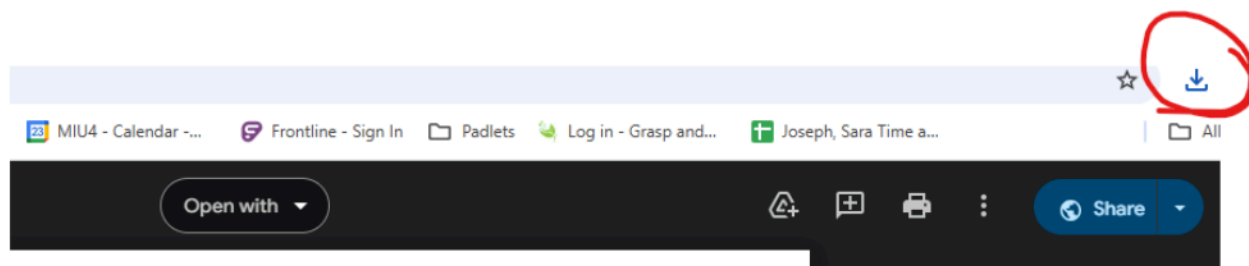
Once you suspect child abuse/neglect, do not continue to ask questions to the child. PA law requires that the Childline report be made immediately.

All of the tasks within this form are to be completed within the same working day.

Step-by-step video on instructions for completing the reporting process- [Click for Video](#)

A Childline report can be made in two ways:

1. Via the online portal
 - a. <https://www.compass.state.pa.us/cwis/public/home>
 - b. Click "individual login" (or create if you need to make an account)
 - c. Click "access my referrals"
 - d. Scroll down to the bottom and click "continue" (right hand side)
2. Via telephone
 - a. Call 1-800-932-0313
 - b. If you complete the report via telephone, **you must complete a CY-47 document**
 - c. [CY-47](#)
 - i. **This document must be signed.**
 - ii. Download this form.
 1. Click the above link.
 2. Click the downward facing arrow to download it.
 3. Click the blue downward facing arrow at the top of your screen



4. Click on the form you just downloaded. It will open it.
 5. Fill it out, and type your name in the signature box.
- iii. Save the form (*you will need to attach it to the Google form - instructions below*)

Once you make the report (either online or by phone), you must complete the MIU IV Google Form below and complete all of the steps within the form:

- a. [Act 89 Staff Reports of Suspected Child Abuse UNDER 18 form](#)
- b. Input all of the required information
- c. Notify the Director of Act 89 and State/Federal Programs via phone call that the report was made
- d. Attach the CY-47 to the bottom of the Google Form
 - i. If made online, you can just attach the form from your online submission
 - ii. If made by telephone, complete the form linked above and attach to the Google form.
 - iii. You will need to delete the CY47 form from your computer.
- e. Submit the Google form
 - i. Please make sure that you fax the CY-47 form to the appropriate county (if reported online skip this step):
 - Butler County CYS: 724-284-1433
 - Lawrence County CYS: 724-658-5503
 - Mercer County CYS: 724-662-0676
- f. RaeLynn Genareo will send the completed Google form through HelloSign for the Director of Act 89 and State/Federal Programs signature.