

Florida Department of Children and Families Identifying and Reporting Child Abuse and Neglect Training

As part of the requirement for youth camps and programs that are held on University of Miami campuses, all directors, staff, and volunteers (which includes University staff and faculty members) who work with minors are required to complete the Florida Department of Children and Families (DCF) online training module - Identifying and Reporting Child Abuse and Neglect. This comprehensive training consists of the following topics related to minors:

Module 1

Identifying Child Abuse and Neglect

- Overview
- Course Introduction

Module 2

Reporting Child Abuse and Neglect

- Course Conclusion
- Resources
- Course Links and Documentation

The training is free to anyone who registers through the DCF portal. Although the training refers to responsibilities involving teachers and others, the same information also applies to anyone who works with minors in youth camps and programs.

The training takes approximately one hour to complete and contains a quiz that must be passed in order to successfully complete the training. You have the option to read the passages contained in the training module, or you have the option to place the training in “Listen” mode. This will allow you to hear the passages as you go through the training.

Once an individual has undergone the training modules and successfully passed the quiz, they will be given the option to download a certificate of completion at the end of the course. Once the certificate has been downloaded, a copy must be sent to Conference Services at conferences@miami.edu

Login Instructions:

Please click the website link below. Once on the DCF website, you will need to enter the site as a “**New User**.” You need to fill out the information section and register as “**Other**” for the section that states “Place of Employment.” You will also need to insert the numbers “**111**” for the “District Personnel Employee ID Number.”

DCF - Identifying and Reporting Child Abuse and Neglect Online Training:

<https://www3.fl-dcf.org/RCAAN/>

If you should have any issues logging in, please contact:

Technical Support

(800) 357-1072

support+RCAAN@fcim.org

*It is important to note that you are required to report instances of child abuse and neglect to DCF, pursuant to the training, and you must also report the complaint to the University’s Title IX Coordinator.

Note: For faculty members, please refer to the University of Miami Faculty Manual (<https://fs.miami.edu/faculty-manual/index.html>) for the Title IX reporting process.

Office of Title IX Compliance

c/o Title IX Coordinator

6200 San Amaro Drive

Coral Gables, Florida 33146

Telephone: 305-284-8624

Email: titleixcoordinator@miami.edu

Website: www.miami.edu/titleix

To report incidents of Child Maltreatment to the Title IX Coordinator:

1. Go to www.miami.edu/youthprograms
2. Scroll down to Title IX section
3. Select Youth Programs and Activities on the left
4. Select "Report Child Maltreatment"
5. Either upload a copy of the completed DCF Fax Reporting Form or complete and submit the University Online Reporting Form. (You will receive a copy of your report via email, which you may then submit to DCF via fax.)