



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Child Abuse Awareness Training (CAAT)
and Resources

NUMBER: MEM-6338.7

ISSUER: Zsuzsanna Vincze, Interim Administrator of Operations
Division of District Operations

DATE: August 3, 2020

ROUTING
All Employees

PURPOSE: One of the District’s top priorities is to ensure the safety of our students. It is the policy of the L. A. Unified that all employees shall report instances of suspected child abuse or neglect. The annual Child Abuse Awareness Training (CAAT) is designed to assist employees to better identify and report suspected child abuse. The District has resources available to address reporting of suspected child abuse and conducts trainings throughout the school year to reinforce these resources and comply with legal mandates.

The annual training is part of the District-wide initiative to ensure that all District employees clearly understand their duty to protect our students, and their individual responsibility as mandated reporters of suspected child abuse. The training also certifies that employees understand their responsibilities in reporting suspected child abuse.

After completing the training, employees will be aware of the suspected child abuse reporting requirements which include, but are not limited to:

- How to file a report of suspected child abuse and with what agency
- How they are protected when filing a report
- What happens after filing a report

MAJOR CHANGES: This Memorandum provides an update to the mandated L.A. Unified Child Abuse Awareness Training and Resources, and replaces MEM-6338.6, “Child Abuse Awareness Training (CAAT) and Resources,” issued on August 28, 2019, by the Division of District Operations.

INSTRUCTIONS: I. Fall Child Abuse Awareness Training

A. All L. A. Unified employees are auto-enrolled during the first week of July and are required to complete the Fall CAAT, My Professional Learning Network (MyPLN) online course, and assessment no later than September 30, 2020. Substitutes who have completed the hiring process are also auto-



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enrolled in MyPLN CAAT course. New employees hired after September 30 are required to complete the Fall CAAT within 30 days from the date of their enrollment in the training. Employees receive an email from the MyPLN system indicating that they have been enrolled along with instructions for accessing the training. To access the MyPLN platform, employees must have an active L.A. Unified Single Sign-On (SSO) account.

- B. The Fall CAAT is available online in MyPLN. The training consists of a customized District training video followed by an assessment. After reviewing the Fall CAAT video, all employees must pass the assessment with a 100% completion percentage to demonstrate their knowledge and comprehension.

Employees who fail to complete this mandatory training shall be subject to disciplinary action. Updates will be provided regularly to the local district superintendents, administrators of operations, district leadership, and school principals regarding employee CAAT training completion.

Note: Contracted service providers and independent charter school personnel are not auto-enrolled into the CAAT online course. Child abuse training requirements should be checked with agency supervisors. If it is required, contractors with an active L.A. Unified Single Sign-On (SSO) account can search for and self-enroll into the training. See Attachment A for a step-by-step user guide.

II. Printing Certificates of Completion

Employees should print or save an electronic version of their Certificate of Completion once they have passed the Fall CAAT assessment with a score of 100%. Immediate supervisors are strongly encouraged to collect a copy of the Certificate of Completion from everyone on their staff and keep them on file for three years. See Attachment A for instructions.

III. Principal Certifications

Principals are to certify via the Administrator Certification Online System, that they have reviewed child abuse laws, suspected child abuse reporting procedures, and prohibitions against corporal punishment. In addition, principals are to develop a child abuse reporting plan for the site.

RELATED RESOURCES: BUL-1347.4 Child Abuse and Neglect Reporting Requirements, August 28, 2018
BUL-4748.0 Ethics Policies, May 18, 2009



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BUL-5167.0 Code of Conduct with Students, July 1, 2010
REF-057699 Code of Conduct with Students – Online Training Module,
October 3, 2018

ASSISTANCE: For assistance or further information regarding navigating MyPLN, or accessing the Child Abuse Awareness Training (CAAT), employees should call the ITD Helpdesk at (213) 241-5200, Option 8 or [click here](#) to submit a request online.