

# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

**TITLE:** Child Abuse Awareness Training (CAAT)  
and Resources 2021-2022 School Year

**NUMBER:** MEM-6338.8

**ISSUER:** Maryhelen Torres, Administrator of Operations  
Division of District Operations

**DATE:** August 16, 2021

**ROUTING**  
All Employees

**PURPOSE:** One of the District's top priorities is to ensure the safety of our students. It is the policy of LA 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 training 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.

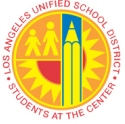
After completing the training, employees will be aware of the suspected child abuse reporting requirements which include, but are not limited to:

- 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 LA Unified Child Abuse Awareness Training and Resources, and replaces MEM-6338.7, "Child Abuse Awareness Training (CAAT) and Resources," issued on August 3, 2020, by the Division of District Operations. The training must be completed **only** during work hours.

**INSTRUCTIONS:**

- I. Fall Child Abuse Awareness Training
  - A. All LA Unified employees are auto-enrolled during the first week of July and are required to complete the Fall CAAT in My Professional Learning Network (MyPLN) online course, and assessment **only** during work hours no later than September 30, 2021. Substitutes who have completed the hiring



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process are also auto-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 LA 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, all employees must pass the assessment with 100% 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 in the CAAT online course. Child abuse training requirements should be checked with agency supervisors. If it is required, contractors with an active LA 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 on how to access the online training.

## 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 printing 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  
BUL-5167.0 Code of Conduct with Students, July 1, 2010



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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.



## How to Access and Complete the Online Training

Participants must use a current version of Firefox or Chrome web browsers that [allows cookies and pop-ups](#). Please contact the [ITD Helpdesk](#) for assistance with configuring MyPLN requirements on your laptop or desktop.

The Child Abuse Awareness Training is made available via auto-enrollment for LA Unified employees. Others may go to MyPLN to self-enroll (contracted and charter school personnel).

1. Launch ONLY a Firefox or Chrome browser and go to <http://achieve.lausd.net/mypln>. Click the **Login to MyPLN** button and enter your full LA Unified email address and password.

2. **Search/Register:** Type 'CAAT' keyword in the search field located in the upper-right hand corner of the Home page.

- a. In the search results, click the title for the *2021-2022 Annual Child Abuse Awareness Training*.
- b. In the Learning Details screen, click the **Open Curriculum** button.
- c. Continue at Step 4.



2021-2022 Annual Child Abuse Awareness Training

3. **Auto-enrolled:** Hover over the **Learning** menu and click **View Your Transcript**.

4. From your **Active** transcript, click on the training's **Open Curriculum** button. Review the training description and related information.

5. Click the **Activate** and **Launch** buttons, then click the arrow icon to start the video.



6. Review MyPLN Online Course Requirements and click the **Agree** button at the bottom.

7. After the training module is successfully completed, the **Launch Test** button will enable.
  - a. Click on the **Launch Test** button.
  - b. Review the Examination Instructions and click the **Continue** button to begin the assessment.

- c. You may click on the **Retake** button until a 100% passing score is achieved.

8. To access a training certificate, return to your **Active** transcript.

- a. Select your **Completed** transcript.
- b. Click on the training's **View Certificate** button.

- c. How to access your certificate video: [click here](#).