The USM Board of Regents adopted the policy on the reporting of suspected child abuse and neglect in the USM institutions in December (VI—1.50 Policy on the Reporting of Suspected Child Abuse and Neglect). Since that time, a USM-wide implementation workgroup has been considering various implementation challenges, developing materials to assist institutions in their efforts to administer the policy, and collaborating with representatives of the Department of Human Resources Child Protective Services Division (CPS) to ensure consistency with the requirements and expectations of the State’s child protective authorities. The Workgroup was made up of dedicated volunteer representatives from a cross section of institutions, including institution counseling, student affairs, academic affairs and legal staff, and the Office of the Attorney General.

Attached is a set of documents that the Workgroup has prepared which may be helpful to your institution. The USM policy anticipates that informational materials, including materials to facilitate reporting of suspected child maltreatment incidents, will be made widely available to each campus community. At a minimum, such information should be posted on each institution’s website, along with contact information for your county’s Child Protective Services Office, local police department and local states attorney. The attached documents are available to assist you institution in meeting this obligation. The documents include:

1. **USM Model Procedures for Reporting Child Abuse and Neglect at USM Institutions.** Each institution is required to have procedures to implement the USM policy. This document provides a core set of procedures that an institution may adopt (with necessary institution-specific contact information added), or use as appropriate to supplement procedures already in place. The model procedures may be particularly helpful because they address both fundamental reporting requirements and issues specific to the higher education environment, including the special challenges of implementing the Attorney General’s Opinion requirement that past abuse disclosed by adult victims be reported under the law. Please note that these model procedures have been reviewed and approved by CPS administration and counsel for CPS from the Attorney General’s Office.

2. **University System of Maryland Form for a Report of Suspected Child Abuse/Neglect.** In some instances, the State’s child maltreatment reporting laws require the submission of a written report with specified content. The attached USM reporting form provides a convenient reporting format for members of the USM community that sets out the all of the elements required by law. It adapts a generic child maltreatment reporting form distributed by CPS to better meet the needs of higher education professionals. The use of this particular form is not required, but USM employees may find that it
provides a more user-friendly format for meeting their reporting requirements as higher education professionals.

3. **Student & Employee Model Handbook Language.**
   The USM policy requires that institution student and employee handbooks inform students and employees of the requirement to report suspected child abuse and neglect. Attached are two options for meeting this notification requirement that institutions may wish to use or adapt for this purpose. This language may also be used for volunteer agreements.

4. **Model Language for Contracts Involving Services Performed on Campus.**
   The USM policy is expressly applicable to contractors who perform services on campus or in connection with institution-sponsored programs. The attached model contract language provides options for notifying such contractors of the child maltreatment reporting requirements, their applicability to the contractor and its employees on campus, and right of the institution to terminate the contract for failure to comply with the requirements. Again, institutions may wish to consider including this or similar provisions in their contracts with on-campus service providers, particularly contractors who run summer programs or otherwise regularly have employees on campus. The model language also includes specific provisions mandated by state regulations for summer camps.

5. **Frequently Asked Questions about Reporting Child Abuse and Neglect.**
   This FAQ was compiled by the Workgroup, based upon questions they had as they reviewed the reporting requirements or have received from their institution colleagues. In addition to addressing basic questions about how child abuse is defined and when the reporting requirements apply, the FAQs provide a series of scenarios in which challenging reporting questions might arise in an institution context--such as disclosures made in student essays and at campus events--and provides specific guidance as to appropriate responses in those situations. Institutions are welcome to post this document, use its contents selectively, or develop their own FAQ. Once again, these responses were developed in collaboration with CPS administrators and attorneys, and we are confident that the guidance that they provide meets all CPS requirements.

We hope that this information will be useful to the institutions in implementing the USM policy and, in particular, providing information to faculty, staff and students regarding their obligations and the procedures for meeting them. Institution representatives should feel free to send any questions regarding these documents, suggestions on additional information needs, or concerns regarding policy implementation to JoAnn Goedert, jgoedert@usmd.edu or 301-445-1921. Thank you very much.

cc: Janice Doyle
    Joseph Vivona
    Workgroup Members