



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Child Abuse Awareness Training (CAAT)
and Resources

NUMBER: MEM-6338.5

ISSUER: Darneika Watson-Davis, Ph.D., Executive Director
Division of District Operations

Vivian Ekchian, Deputy Superintendent
Office of the Deputy Superintendent

DATE: January 11, 2019

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 Los Angeles Unified School District that all employees shall report instances of suspected child abuse or neglect. Child Abuse Awareness Training (CAAT) is aimed 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. In addition, the Division of District Operations works with school principals, division leads, and local district staff to ensure all employees complete the child abuse training by the required due date.

The 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 LAUSD Child Abuse Awareness Training and Resources, and replaces Memorandum MEM-6338.4, "Child Abuse Awareness Training (CAAT) and Resources," issued on September 19, 2018, by the Division of District Operations.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

The information has been updated to inform employees that schools and offices (including substitutes) are not required to participate in the Spring CAAT.

INSTRUCTIONS: I. Fall Child Abuse Awareness Training

- A. All LAUSD employees are auto-enrolled and are required to complete the Fall CAAT and assessment annually between July 1 and no later than September 30, 2018. Substitutes who have completed the hiring process are also auto-enrolled in the My Professional Learning Network (MyPLN) 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 LAUSD 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. See [Attachment A - CAAT Course Guide](#) for a step-by-step user guide. Employees will have the ability to start and stop the online video at various points and continue the training at their convenience.

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 LAUSD Single Sign On (SSO) account can search for and self-enroll into the training.” See [Attachment B - CAAT Self Registration Guide](#) for instructions.

II. Spring Child Abuse Awareness Training

Effective January 2, 2019, LAUSD employees (including substitutes) are not required to complete the Spring Child Abuse Awareness Training. Schools and offices are not required to comply with the CAAT spring online



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

certification in the Principal's Portal. The Division of District Operations and the Child Abuse Awareness Training websites have been updated with this information.

III. Printing Certificates of Completion

Employees may print a Certificate of Completion once they have passed the Fall CAAT assessment with a score of 100% and provide a copy to their immediate supervisor, who will keep them on file. See [Attachment A - CAAT Course Guide](#) for printing instructions.

IV. Principal Certifications

Principals are to certify via the Administrator Certification Online System, that they have provided the Fall CAAT training to employees on 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-1347.3 Child Abuse and Neglect Reporting Requirements, August 19, 2016
BUL-4748.0 Ethics Policies, May 18, 2009
BUL-5167.0 Code of Conduct with Students, July 1, 2010
REF-057699 Code of Conduct with Students – Online Training Module

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 4, then option 1 or [click here](#) to submit your request online.

How to Access and Complete the Online Training

Firefox or Chrome is recommended. **Do NOT use Internet Explorer.** Before you begin, please ensure your computer meets MyPLN requirements. For complete requirements, click [here](#).

1. Go to: <http://achieve.lausd.net/mypln>
2. Select the “Login to MyPLN” button.
3. Enter your user name and password as directed below and then select the “Sign in” button
 - User Name: Enter your **complete** LAUSD email address (i.e., john.doe@lausd.net)
 - Password: enter LAUSD single sign-on password
4. Select the “Transcript” button from the home page.



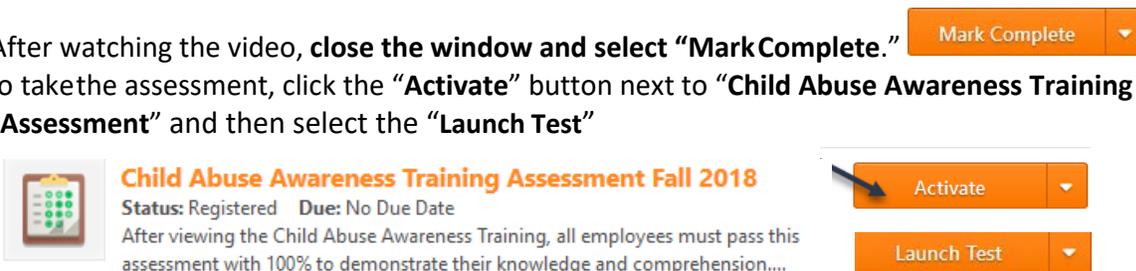
5. Click the “Open Curriculum” button to view the training and assessment.



6. Select the “Activate” button next to “Child Abuse Awareness Training...,” then click “Activate” and “Launch” and a new window with the video will appear.



7. After watching the video, **close the window and select “Mark Complete.”**
8. To take the assessment, click the “Activate” button next to “Child Abuse Awareness Training Assessment” and then select the “Launch Test”



NOTE: In order to be marked “completed” for the course, you must pass the assessment with a score of 100%. You have unlimited retake opportunities.

9. Your completion progress is tracked as you go through the materials, and they are check marked until you reach 100%. You may stop at any time, and the system will save your progress.



10. After completion of the course, you will receive an email confirmation with information on how to print your certificate. For a step-by-step guide on how to print your completion certificate go to <http://plld.org/mypln-cert>.

Need assistance with MyPLN?

Please call (213) 241-5200 option 4, then option 1 or [click here](#) to submit your request online.



How to Search for and Enroll in an Online Training

Firefox or Chrome is recommended. Do NOT use Internet Explorer. Before you begin, please ensure your computer meets MyPLN requirements. For complete requirements, click [here](#).

1. Go to: <http://achieve.lausd.net/mypln>.
2. Select the **Login to MyPLN** button.



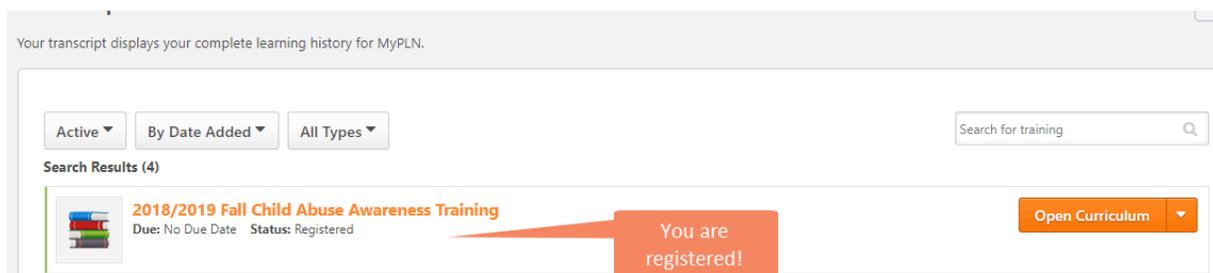
3. Enter your user name and password as directed below and then select the **Sign in** button.
 - User Name:** Enter your **complete** LAUSD email address (i.e., john.doe@lausd.net).
 - Password:** enter LAUSD single sign-on password.
4. Click on the **Search** tile. In the Global Search, enter the Keyword '**CAAT**' to find the training, then click the title to select it.



5. Click the **Request** button to be assigned the training.



6. This will take you to your **Transcript** where you can view information about face to face trainings you are enrolled in and launch training content (e.g., videos, materials, etc.).



Need assistance with MyPLN?