

Bruce Rauner  
Governor



Beverly J. Walker  
Acting Director

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TO WHOM IT MAY CONCERN:

The Illinois Department of Children and Family Services developed an Online Reporting System for mandated reporters to submit reports of suspected child abuse and neglect. Reporters should use the system only in NON-EMERGENCY situations. If there is an imminent safety issue or a child is in police or physician custody, reporters must contact the Hotline at 1-800-252-2873 to make a report. The online system will be available 24/7.

Mandated Reporters may enter the web address below to submit a report using the Online Reporting System. Once a report is entered, the reporter will receive a reference number verifying the information was successfully submitted. A Child Welfare Specialist will assess the information to determine if the legal criteria are met to authorize an investigation. After the assessment is completed, the reporter will receive an email regarding the disposition of the assessment and an Intake ID number, which is used to track the information submitted and to confirm the mandate to report has been met.

<https://dcfs.partner.illinois.gov/OnlineReportingSite/SitePages/Index.html>

Reporters may continue to make verbal reports to the Hotline. This Online Reporting System provides an alternative reporting mechanism that will allow reporters to submit reports more expeditiously and conveniently.

Attached is a manual that provides step-by-step instructions to submit a report of suspected abuse or neglect. Please forward this information to your mandated reporters. It is highly recommended that the manual be utilized for the system to successfully process the information. *Reporters can obtain the online reporting link and manual from the DCFS website as well.*

If reporters have questions about or experience problems with the Online Reporting System, they can email [DCFS.OnlineReportingFeedback@illinois.gov](mailto:DCFS.OnlineReportingFeedback@illinois.gov). Thank you for your partnership in ensuring safety of the children of Illinois.

Respectfully,

A handwritten signature in blue ink that reads "Trista R. Cox".

Trista R. Cox, MSW  
SCR Assistant Administrator

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