



Children's Waiver Mandated Reporter Training Requirements

TO: Health Homes Serving Children (HHSC), Care Management Agencies (CMAs), Children and Youth Evaluation Services (C-YES), and Children's Home and Community Based Service (HCBS) Providers

RE: Mandated Reporter Training and Incident Reporting and Management System (IRAMS) Requirements

DATE: December 23, 2024

Effective January 1, 2025, all Children's HCBS provider, HHSC, CMA, and C-YES staff are required to conduct Mandated Reporter Training annually beginning in 2025.

The New York State Department of Health 1915(c) amended Children's Waiver was updated to require that all HCBS provider, HHSC, CMA, and C-YES staff receive Mandated Reporter Training annually.

HCBS provider, HHSC, CMA, and C-YES staff are mandated to report suspected child abuse or maltreatment, per NYS Social Services Law 413. HCBS providers, HHSCs, Children's CMAs, and C-YES staff working directly with children are required to receive Mandated Reporter training prior to service delivery and **annually thereafter**. **The NYS [OCFS Mandated Reporter Training](#) is required without substitution** by other Mandated Reporter trainings. An annual certificate of completion must be kept on file by the HCBS provider, HHSC, CMA, or C-YES, as applicable and entered into the Staff Compliance Tracker within IRAMS. Annual Mandated Reporter training completion should be entered in IRAMS within thirty (30) days of training completion.

Additional information on maintaining Staff Compliance information within the IRAMS Staff Compliance Tracker can be found in the following resources:

- Children's Staff Compliance Tracker Updates for Waiver Year 2023-2024 ([Web](#)) - ([PDF](#)) - May 24, 2024
- Children's Waiver Qualification and Training Tracker Webinar (Now called Staff Compliance Tracker) - ([PDF](#)) | [Recording](#) (YouTube) - June 28, 2023
- IRAMS Staff Qualification Webinar Q & A - ([Web](#)) - ([PDF](#)) - June 28, 2023
- Staff Compliance User Guide - ([PDF](#)) - August 2024

All HCBS providers, HHSCs, Children's CMAs, and C-YES must be compliant with this requirement by July 1, 2025.

Any questions related to this requirement can be submitted to BH.Transition@health.ny.gov .