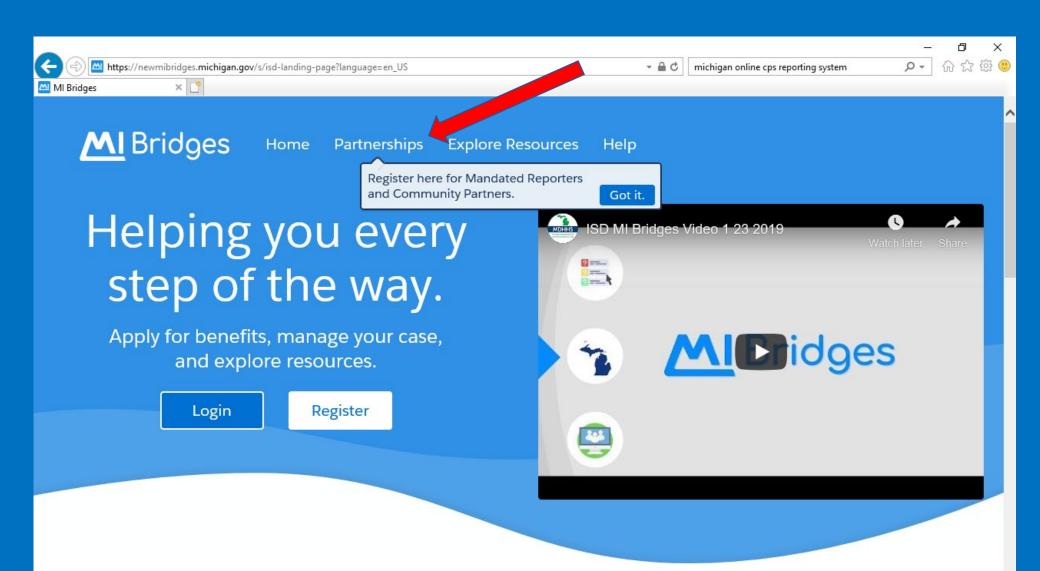
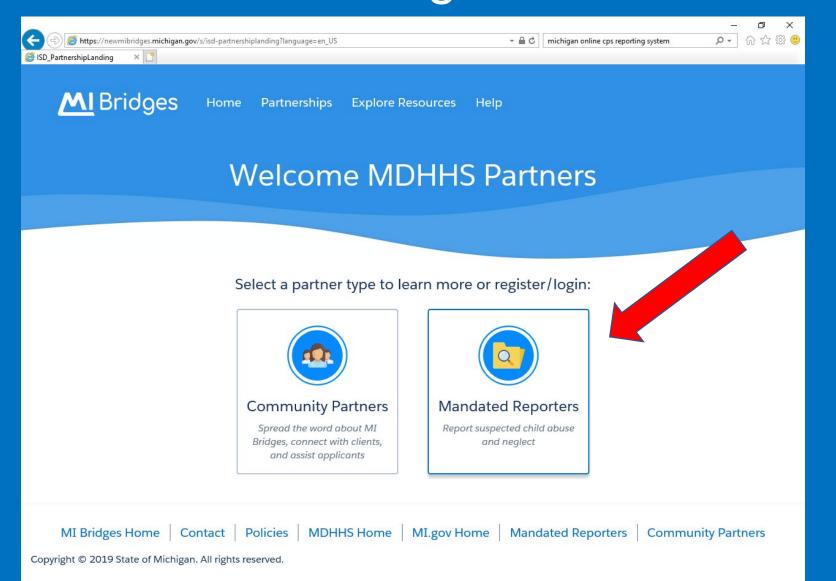
# How to Use the Online Reporting System for Mandated Reporters



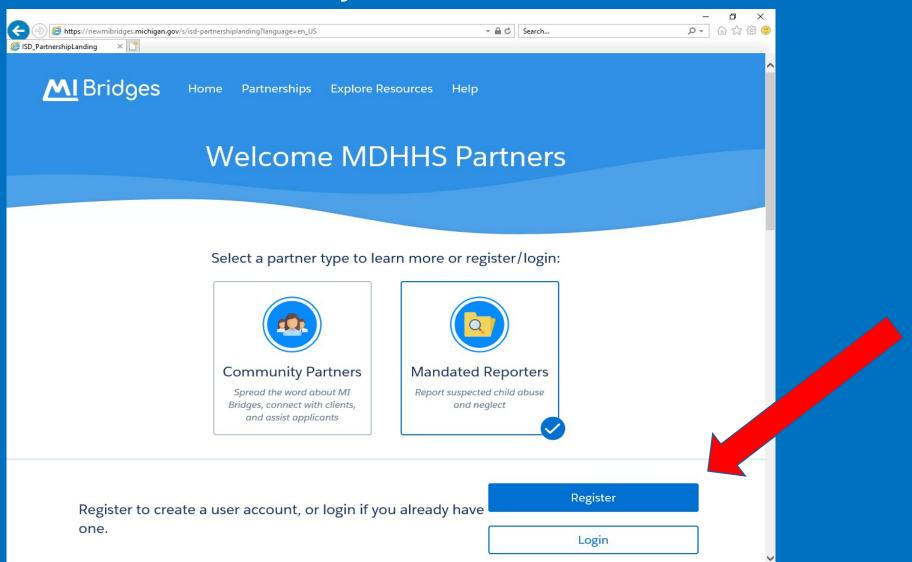
## Go to the MI Bridges website, https://newmibridges.michigan.gov and click on the "Partnerships" tab.



## Click on the "Mandated Reporters" option on the the right.



This banner will appear at the bottom of the screen. Click "Register" if it is your first time using the online reporting system.

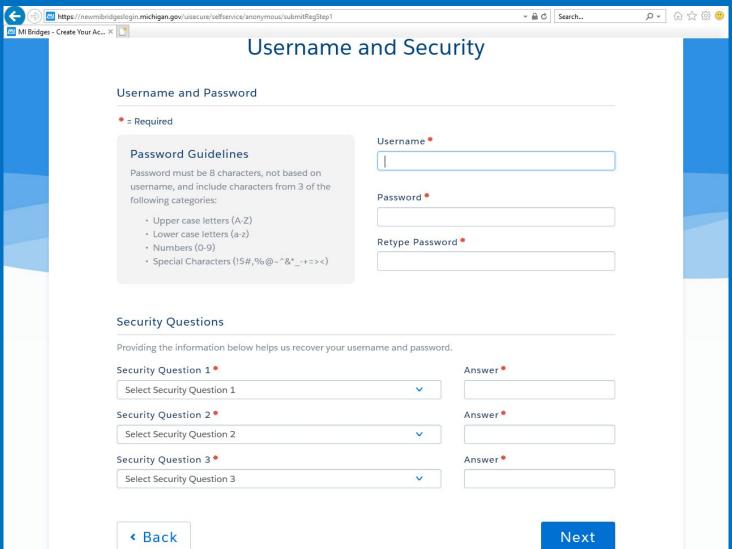


Fill in your contact details according to the prompts. A phone number is required, but the email address field is not. If you use your work phone number instead of your personal phone number, it may be difficult for a worker to reach you about details of the report.

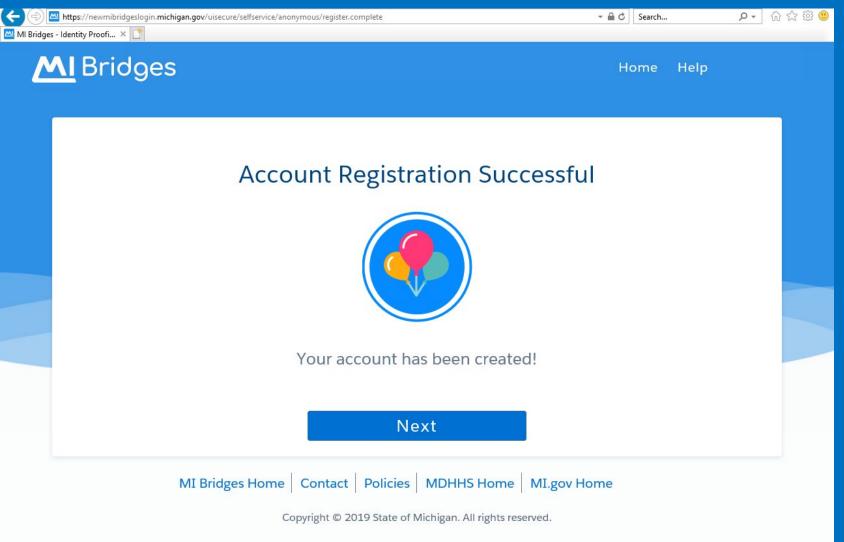
Ac × 📑		
Accour	nt Registration	
Personal Information		
• = Required		
First Name*	Last Name *	
Contact Details		
MI Bridges can send you updates about your account and email.	and help reset your password if you provide your cell pho	one number
Primary Phone Number *	Secondary Phone Number	
Email		
Dahat Overtier		
Robot Question		
To prove you are not robot, please solve the question	below.	
I'm not a robot		
Try different option to prove you are not robot		
☐ I agree to the Terms and Conditions. •		

Click "Next" once you have filled out the required fields, proved you are not a robot, and agreed to the terms and conditions.

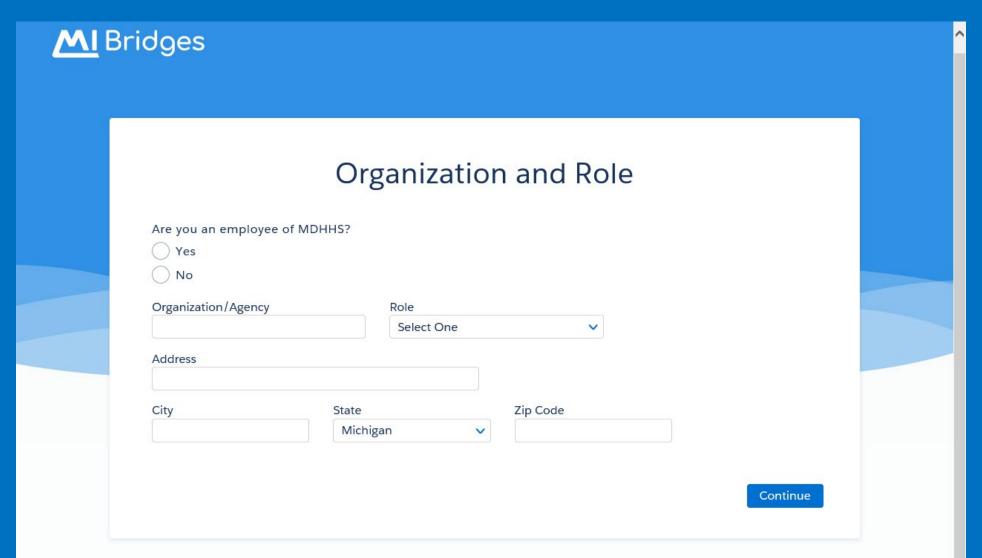
Create a username, and a password that follows the password guidelines. Make sure to write down what you chose or use something that will be easy for you to remember. Choose security questions that you know the answer to so you can answer them to unlock you account if you needed to in the future.



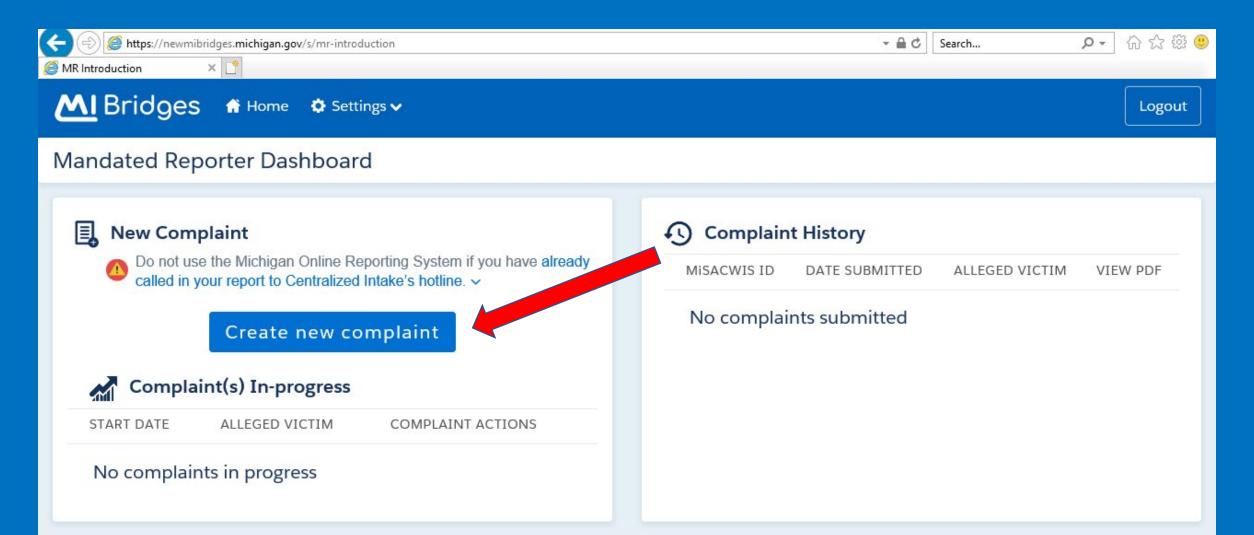
# Once you have filled in all the required prompts and clicked "Next", this screen should appear if everything was done correctly. Click "Next" again.



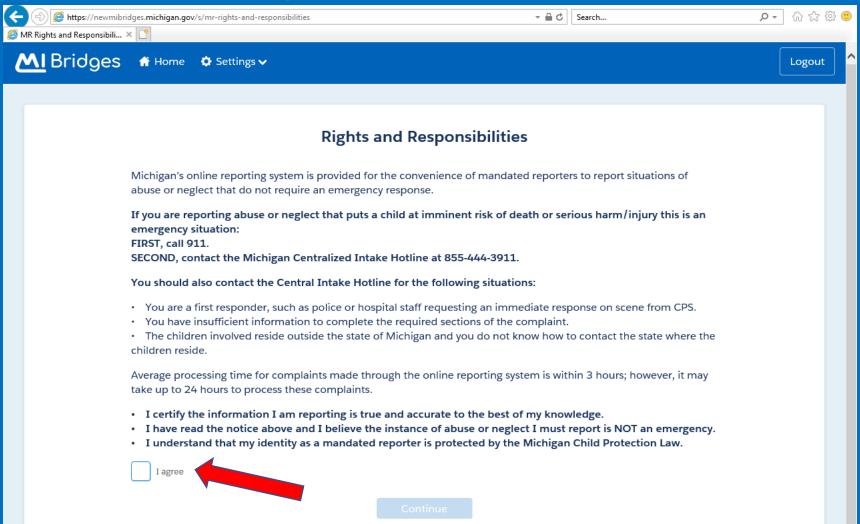
It will gather more information about you. These prompts are not required, but it is best to give as much information as you can. Click "Continue" when done.



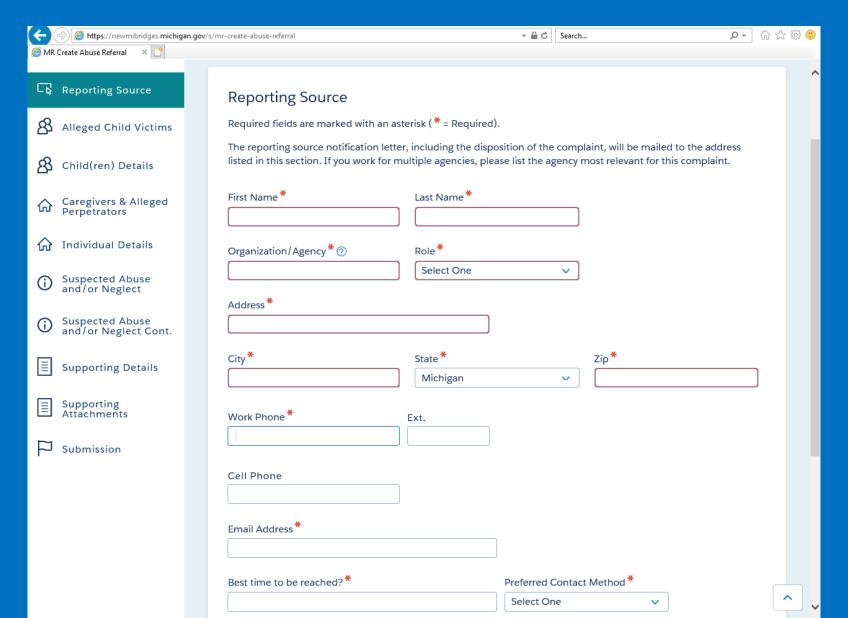
# This is what the Homepage looks like. This is what you will see any time you access your online reporting account. Click "Create a new complaint" to make a report.



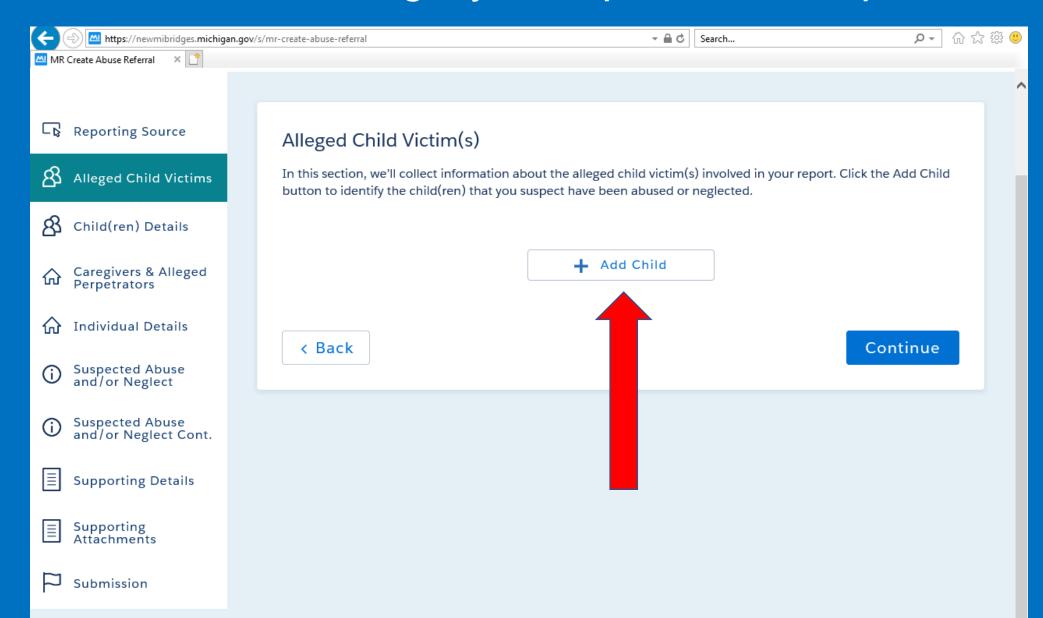
Read and adhere to these guidelines. Online reporting is for nonemergency situations regarding people residing in the state of Michigan. Check the "I agree" box once you have read and understood the guidelines. Then, click "Continue".



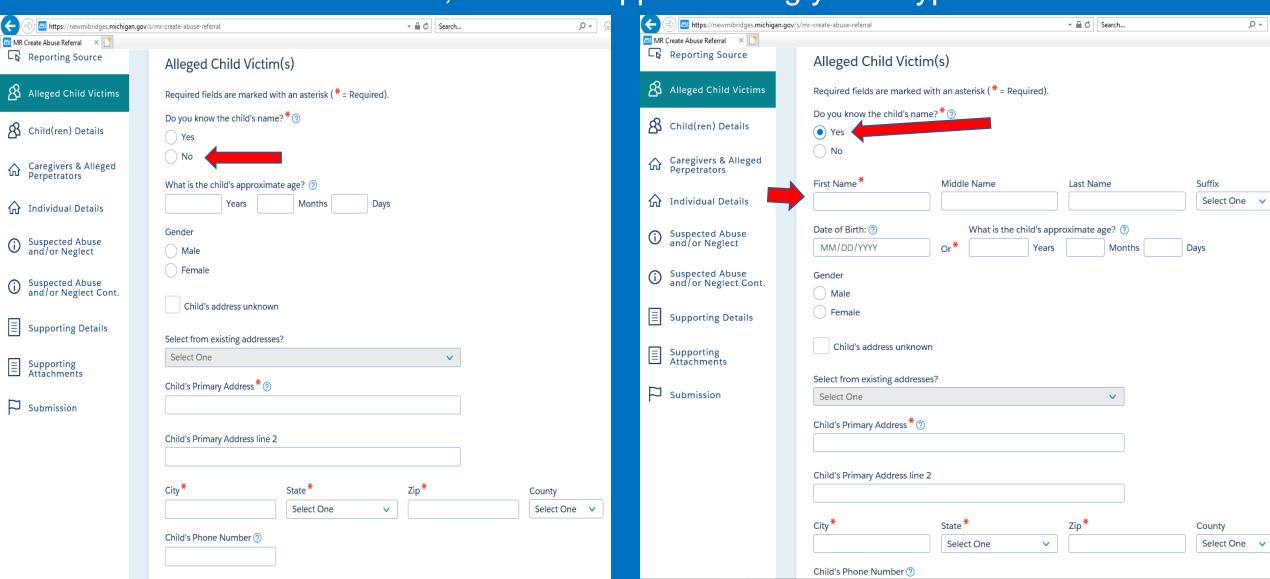
Most of the information on the next page should have filled in automatically for you. Ensure that it is all correct and fill in the remaining fields. Click "Continue" when done.



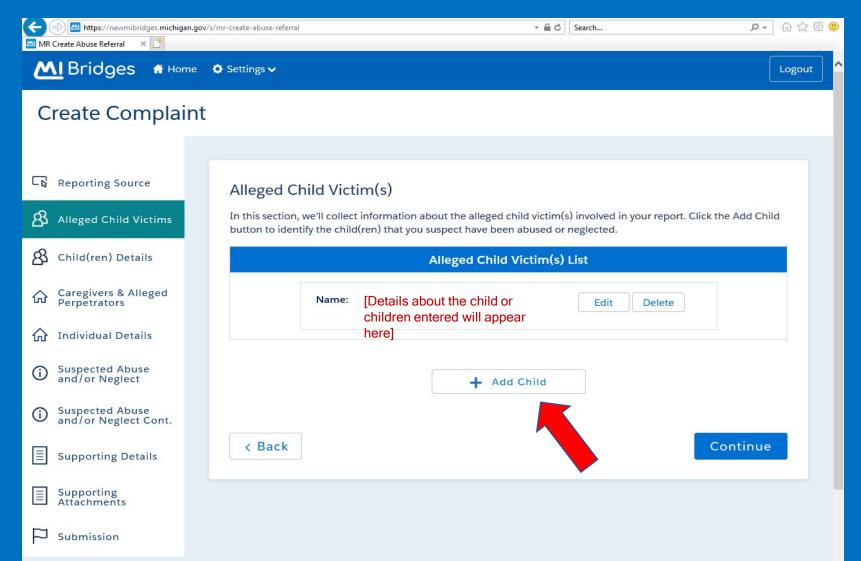
#### Click "Add Child" to begin your report about a specific child.



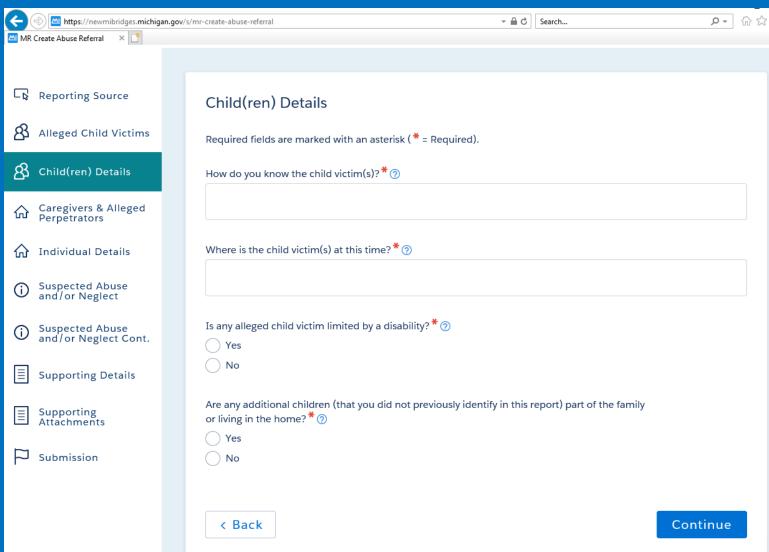
Fill in as much detail about the situation that you possibly can. From this point forward, each question you answer will prompt the system to reveal more questions. For example, on this screen, If you answer that you do know the child's name, a box will appear asking you to type in the name.



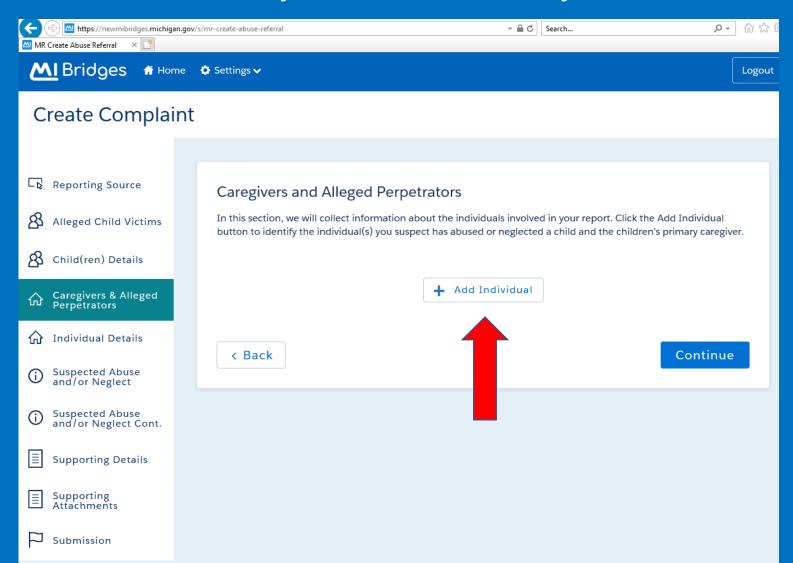
Once you finish adding information about a child, click "Save Child Details". You will see their details on your screen. Then, if there are more children that you know live in the same household, add them by clicking the "Add Child" button again even if you don't think they are a victim.



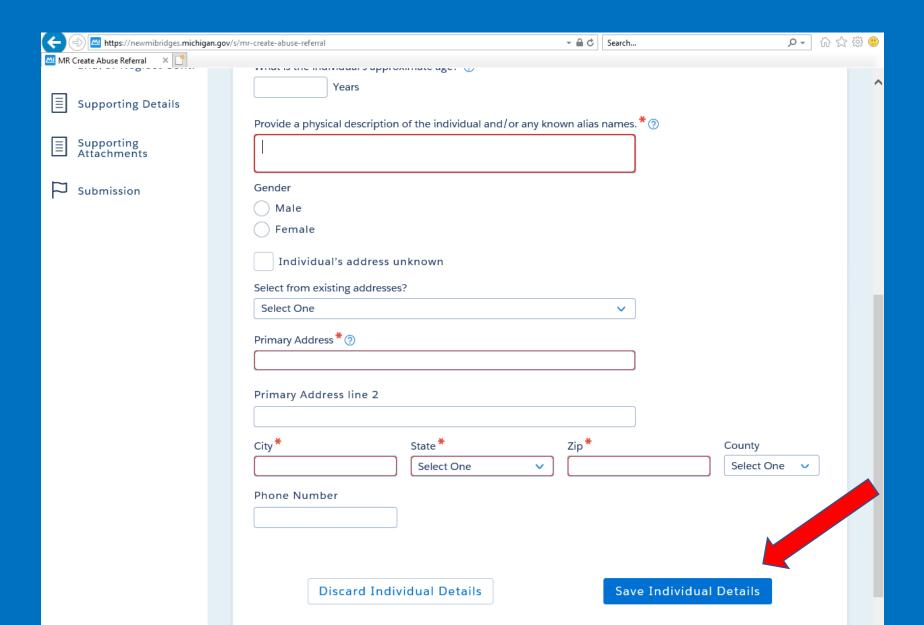
Once you have entered all the children that you are aware of living in the same household, click "Continue". Answer the prompts on the next page to the best of your knowledge. Then, click "Continue".



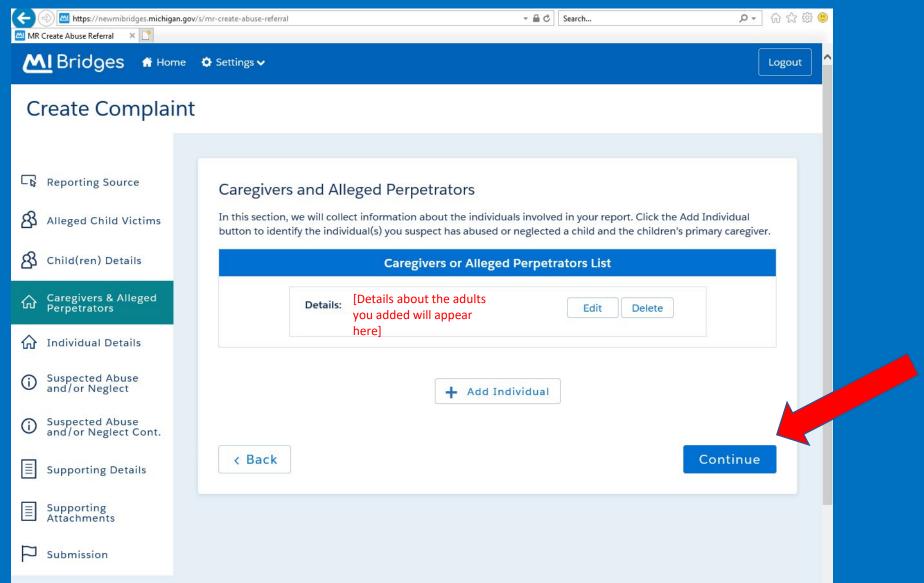
The next page asks about the adults in the household. Repeat the steps you followed for adding children; it is the same process when adding adults. Add all adults that you are aware of living in the household, even if you don't think they are an abuser.



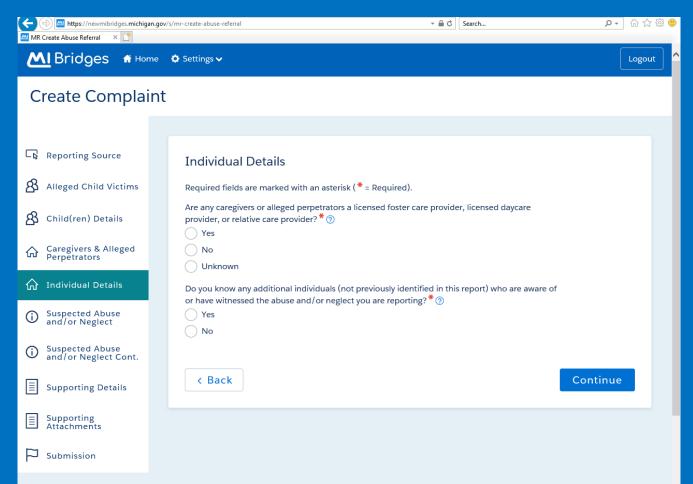
#### When you have finished filling in the details, click "Save Individual Details"



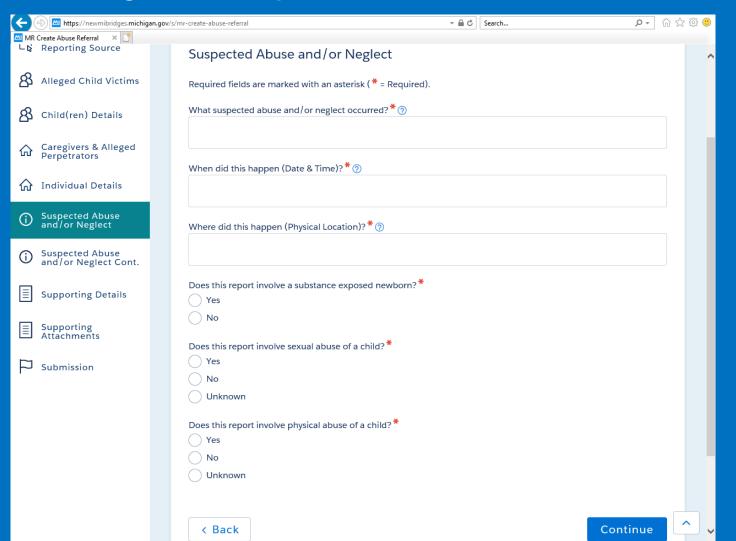
### Once you have finished adding all the adults in the household, click "Continue".



Answer the questions on the next page to the best of your knowledge. If you answer "yes", you will be asked to provide more information. If multiple people in your agency learned about the abuse or neglect, you do not need to create multiple reports. Instead, you include the other individuals that know about it on this page. Click "Continue" when finished.



The next page asks about the actual incident that caused you to file a report. Provide as many details as you possibly can. One small detail can be the difference between an investigator not having enough evidence and an investigator being able to open a case so the child receives help.



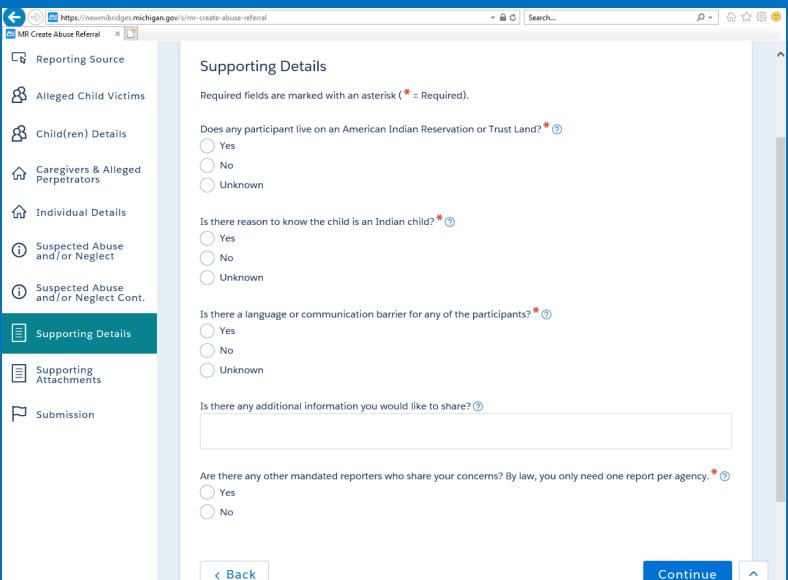
Click "Continue" when you have filled in all of the prompts.

If the previous page did not cover your allegation, there are more options on this page. If you can, please include details for the last question. CPS workers often come in contact with hazards in client's homes. It is helpful if they know that there are pets, pests, hostile individuals, or other hazards that they need to prepare for.

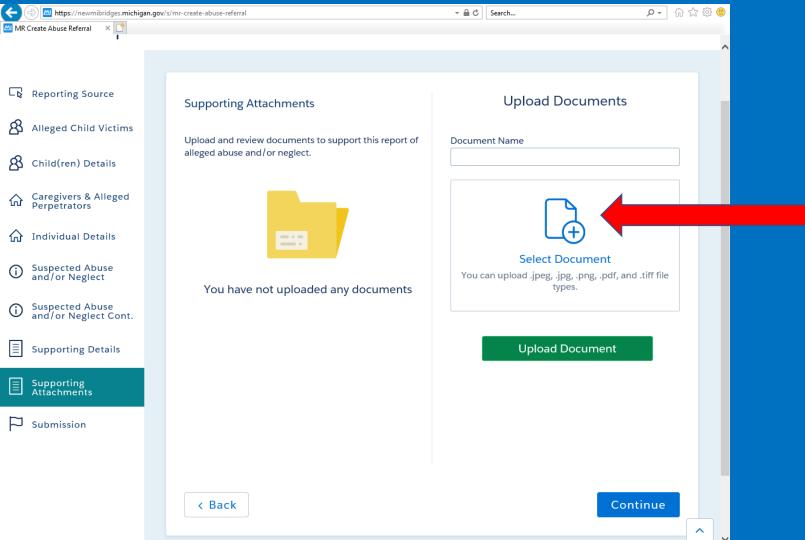
https://newmibridges.michig	an.gov/s/mr-create-abuse-referral	→ 🖺 🖒 Search	🔎 🔐 🙂
MR Create Abuse Referral ×			
- R Reporting Source	Suspected Abuse and/or I	Neglect Cont.	^
Alleged Child Victims	Required fields are marked with an aste	erisk ( * = Required).	
A Child(ren) Details	Does this report involve medical negled Yes	t of a child? **	
Caregivers & Alleged Perpetrators	○ No ○ Unknown		
	Does this report involve domestic viole	nce hetween adults?*	
Suspected Abuse and/or Neglect	Yes No	nce between addits:	
Suspected Abuse and/or Neglect Cont.	Unknown		
Supporting Details	Does this report involve a child at risk o	f suicide?*	
Supporting Attachments	○ No ○ Unknown		
Submission	How did you become aware of the susp Firsthand knowledge Informed by another person	oected abuse and/or neglect?*	
	Are the police involved in the situation Yes No Unknown  Are you aware of any safety risks to a C		
	Yes		

Press "Continue" when done.

On the next page, it will ask you if anyone on the case is affiliated with a Native American tribe. If they are, there are extremely different procedures that need to be followed by the workers to ensure that no one's rights are being violated.

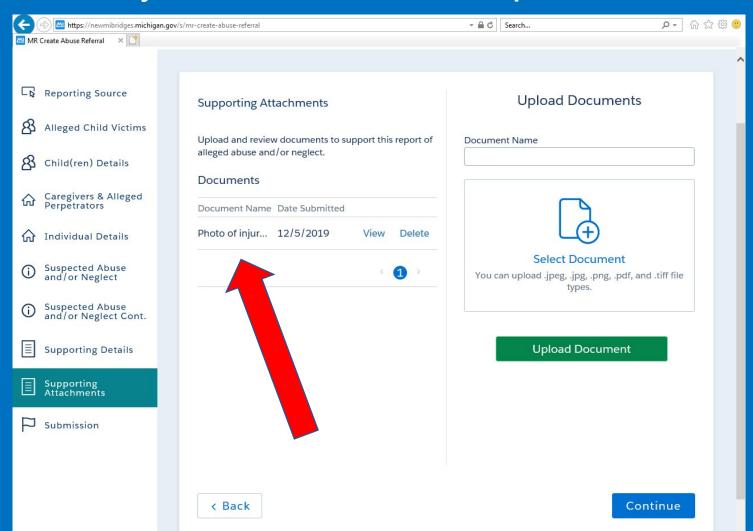


Click "Continue" when done. On the next page, it asks if there are any documents you want to upload to support your case. These could be police reports, photographs of an injury, attendance records from school, screenshots of concerning things on social media, statements from doctors, on any other documents or supplements that add evidence to your allegation.

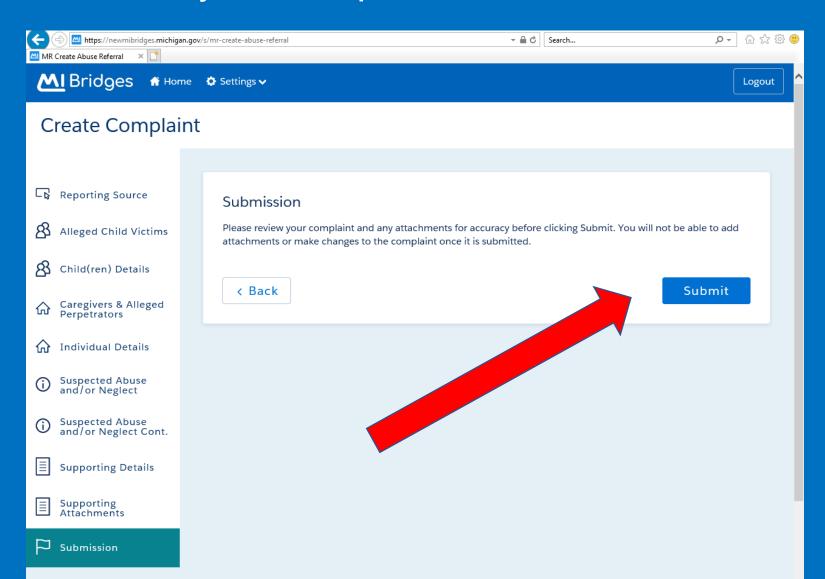


In "Document Name", type what you are adding, for example: "Photo of Injury on left forearm". Then, click on the image of the paper to search your computer files for the document. Once found, click it to select it, then click "Upload Document"

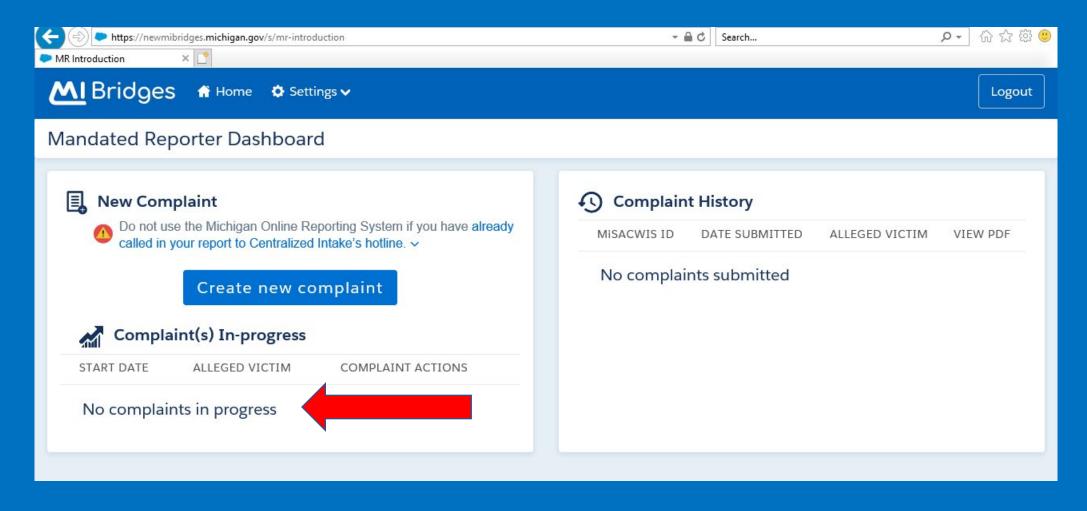
Once you have uploaded the document correctly, it will appear on the other side of the screen. If you want to add more documents, repeat the same process. Click "Continue" when all of your documents are uploaded.



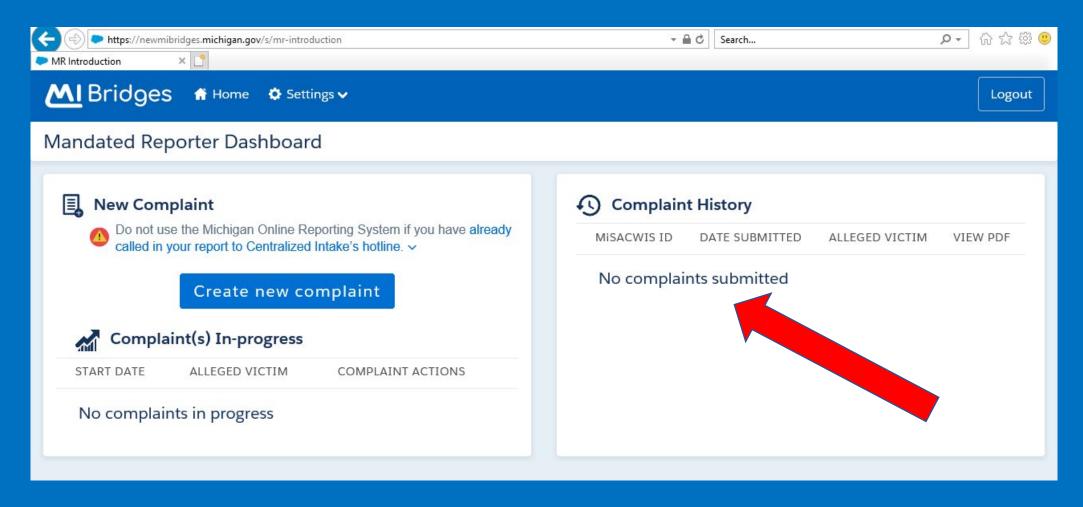
The next page is the final page in the process. When you are comfortable with the information you provided, click "Submit" to file your complaint with MDHHS.



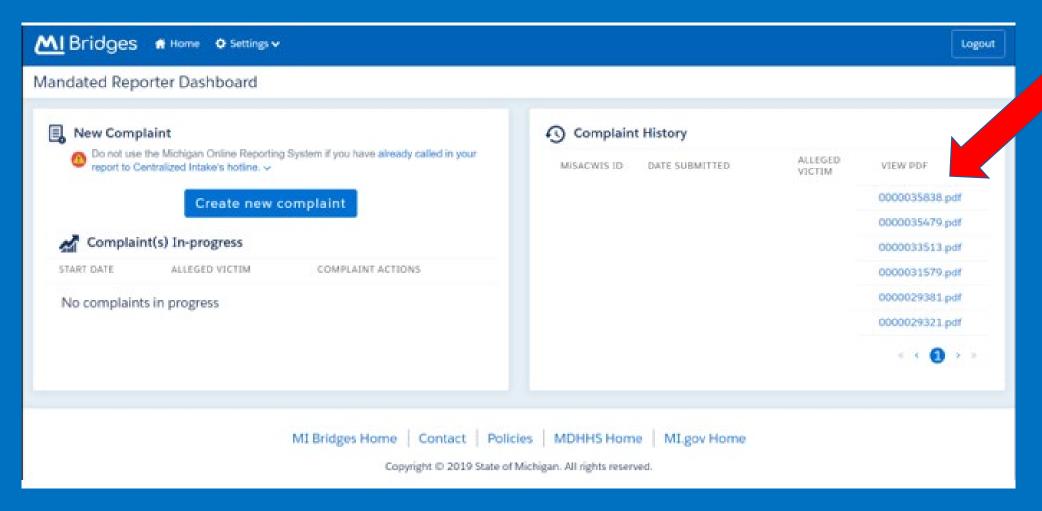
If, before submitting, you leave a complaint not fully filled out, you can find it here once you log back into your account. It will save any information that you previously entered. You will get email reminders to finish the report if you provided your email.



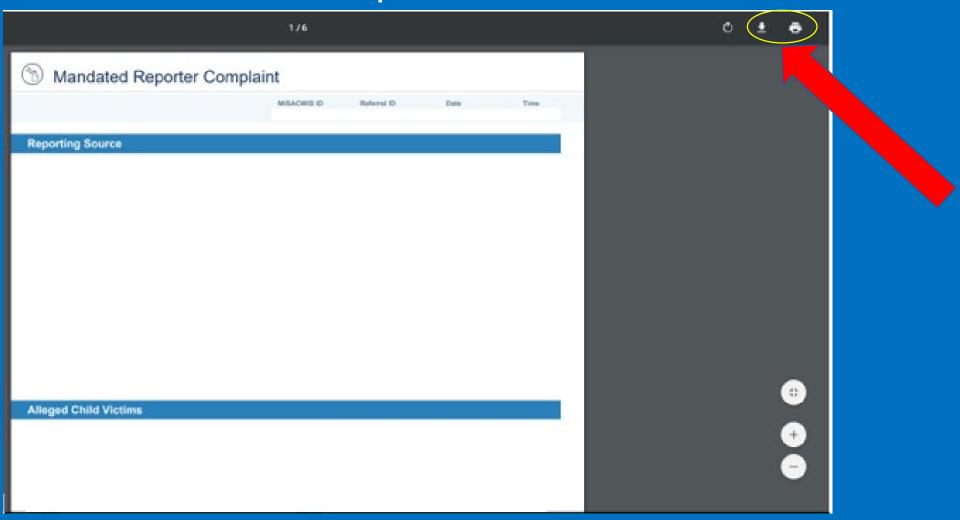
Once you have submitted the complaint, it will appear here. You may click it to see if there are any updates on it, but you will not be able to change any details of it.



### To download or print a PDF version of the report, click on the link under "View PDF".



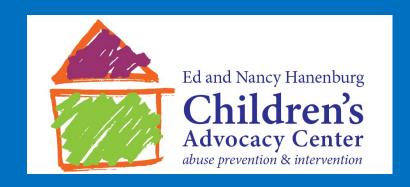
The PDF will open in a new tab or window. You can download the report by clicking the down arrow icon and print by clicking the printer icon.



# Please check your organization's policy regarding storing these reports.

# Thank you for advocating for children and helping us improve the lives of their families.





If you need further assistance, please go to https://www.michigan.gov/mdhhs/0,5885,7-339-73971\_7119\_50648\_44443---,00.html for additional resources about online reporting.