Department of Family and Support Services
Youth Services Division
Staff Compliance Documentation

As described in the 2023 Youth Services Division Workplans, all program staff and volunteers working with youth must be properly trained and have cleared a background check on file with their agency and DFSS prior to the start of programming. Required certifications are listed below.

Name	Duration	Comments
Federal Fingerprint Background Check	Required every five years from date of receipt	Federal Fingerprint Background Check must be conducted for all staff who have contact with youth
Illinois Mandated Reporter Certificate & Training	Required every six years from date of receipt	Online Mandated Reporter training and certificate are available at https://mr.dcfstraining.org
Cardiopulmonary Resuscitation (CPR) Training Certification	Required every two years from date of receipt	Best practice and highly recommended for each staff. At minimum, will accept 1 staff member for every 20 youth
First Aid Certification	Required every two years from date of receipt	Best practice and highly recommended for each staff. At minimum, will accept 1 staff member for every 20 youth

Certifications must be entered into the Cityspan Staff Compliance Database located at www.dfssstaff.cityspan.com. Contact your Youth Services Coordinator if you need assistance accessing the database.

Delegate agencies may select vendors and are responsible for fees associated with these certifications. For convenience, a listing of vendors is included below.

Fingerprint Background Check:
- Fingerprinting USA: http://www.fingerprintingchicago.com/
- Live Scan Background Check: http://www.livescanchicago.com/
- Accurate Biometrics: https://accuratebiometrics.com/

CPR & First Aid Trainings:
- American Red Cross: https://www.redcross.org/take-a-class/cpr/cpr-training/cpr-certification
- American Heart Association: https://cpr.heart.org/en/
- Citywide CPR: https://www.citywidecpr.com/find-a-cpr-class/chicagoland-area/find-a-cpr-class-chicago/