

**ELECTRONIC REPORTING
To Child Protective Services (CPS)
via Form CY-47**

1. Go to website: <https://www.compass.state.pa.us/cwis/Public/home>
2. Register: Provide your name, primary organization you are affiliated with (Hayshire UCC – York) and receive a “Keystone ID and password”.
3. This process takes time to receive a “Keystone ID and password” – it is not instantaneous.
4. So.... If this is your first report, **CALL ChildLine at 1-800-932-0313** while you wait for your ID and password.
5. File an electronic CY-47 once your access is available – within 48 hours of your phone (oral) report to ChildLine.
 - The information you provide on this form must match your phone (oral) report to ChildLine. You may add some information, but never leave out something you reported over the phone.
 - REMEMBER – the oral and electronic reports will be matched up.
6. If you have a Keystone ID and Password already, you may immediately file an electronic CY-47 without first calling the ChildLine.
 - It is recommended that the reporter contact the local agency and provide an oral report as well. This will help expedite the process to provide support and security to the abused child/youth.

York County Child, Youth & Family Services
100 W. Market Street
York, PA 17401

717-771-9868