

ADMINISTRATIVE POLICY

1 Policy Regarding Suspected Abuse Reporting

- 1.1 Any dependent adult care custodian, medical practitioner, non-medical practitioner, or employee of a dependent protective agency who has actual knowledge or suspects that a dependent child or adult whom he or she observes in his or her professional capacity or within the scope of his/her employment appears to have been the victim of physical/emotional abuse will report the suspected instance of physical/emotional abuse to an appropriate protective agency within 24 hours by telephone, and will prepare and send a written report (Dept. of Social Services Form SOC 341) within two days of the phone contact. If the supported person is a resident of a Department of Public Health-licensed facility, an initial written report must be faxed to the Department of Health Services within 24 hours of the incident. No reprisals will be taken against the reporting party.
- 1.2 When two or more persons who are required to file a report are present and jointly have knowledge of a suspected instance of child or dependent adult abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected members of the reporting teams. Any member who has knowledge that the member designated to report has failed to do so, will thereafter make the report.
- 1.3 All employees will be requested to read and sign Welfare and Institutions Section 15630, Reporting of Dependent Adult Abuse; and Penal Code Section 11166, Reporting Child Abuse, indicating that they have been apprized of the laws relating to adult and child abuse. These compliance forms will be filed in each employee's personnel folder.
- 1.4 No reprisal will be taken against a person filing an incident report. The reporting parties identity shall remain confidential.

2 Procedure for filing a Suspected Abuse Form

- 2.1 Obtain the "Report of Suspected Dependent Adult/Elder Abuse (SOC 341)" from the Supervisor or Manager of the location or from the Chief Operating Officer.
- 2.2 Complete a form for each incident and each victim of suspected abuse.
- 2.3 Write "unknown" beside any item of information deemed to be unknown.
- 2.4 Sign the report.

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- 2.5 Forward the report to the appropriate authorities by fax. Immediately call to verify the receipt of the report.
- 2.6 The Chief Executive Officer or designee will file a report with Department of Public Health Licensing Division or Department of Social Services Community Care Licensing and the Regional Center.
- 2.7 The Chief Executive Officer or designee will file the OPTIONS copy of the report of suspected abuse separately from the person's record in a file marked "Suspected Abuse."
- 2.8 The Program Manager will place in the ID Notes a notation that such a report has been made.
- 2.9 If a person other than the supported person requests access to the underlying medical information, disclosure will be guided by confidentiality law.

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