

MANDATORY REPORTING

Abuse and neglect occurs when a person(s) responsible for the care of a child, elderly or disabled person either deliberately or by extraordinary inattentiveness, permits the individual in his/her care to experience avoidable suffering and/or fails to provide one or more of the ingredients generally deemed essential for developing a person's physical, intellectual and emotional capacities.

When a Service Coordinator first meets with a family/participant the Service Coordinator may want to make them aware that one of the roles of a Service Coordinator is as a mandated reporter. Service Coordinators must report suspected abuse/neglect, whether or not it involves an enrolled participant with the ABI Program. Service Coordinators receiving third party allegations must direct the reporter to call the hotline and report the incident as well as make a hotline report themselves.

Things to report may include but are not limited to:

- Suspected neglect
- Any non-accidental physical injury or injury which is at variance with the history given
- Suspected sexual abuse
- Suspected emotional abuse
- Non-organic failure to thrive

How to report:

The following procedure shall be carried out when the decision to report a potentially abused/neglected child or adult has been made:

- For suspected child abuse/neglect staff will make an oral report (by telephone) to the **Children's Division at (800) 392-3738**.
- For suspected abuse or neglect of a disabled adult eighteen to sixty years of age or an elderly person age 60 or older staff will call the **Division of Senior Services & Regulation at (800) 392-0210**.
- Notify the Program Manager within one (1) business day of making the report by completing the Confidential Event Report Form and emailing it to the Program Manager.

Your employer may require you to follow additional protocol.