

## Policies and Procedures

### Reporting Abuse to State Agencies and Other Entities/Individuals

#### Policy Statement

Alleged/suspected violations as needed and all substantiated incidents of abuse will be promptly reported to appropriate state agencies and other entities or individuals as may be required by law and the Elder Justice Act.

#### Policy Interpretation and Implementation

1. Should an alleged/suspected violation or substantiated incident of mistreatment, neglect, injuries of an unknown source, or abuse (including resident to resident abuse) be reported, the facility administrator, or his/her designee, will promptly notify the following persons or agencies (verbally and written) of such incidents as appropriate:
  - a. The State licensing/certification agency responsible for surveying/licensing the facility;
  - b. The local/State Ombudsman;
  - c. The Resident's Representative of Record;
  - d. Adult Protective Services;
  - e. Law Enforcement Officials;
  - f. The Resident's Attending Physician; and
  - g. The Facility Medical Director.
2. Verbal/written notices to the above agencies will be made within two (2) hours for incidents that involve serious bodily injury including criminal sexual abuse and within twenty-four (24) hours of the occurrence of other above listed incidents and such notice may be submitted via US mail, special carrier, fax, e-mail, or by telephone. Notices will include, as a minimum:
  - a. The name of the resident;
  - b. The number of the room in which the resident resides;
  - c. The Type of abuse that was committed (i.e., verbal, physical, sexual, neglect, etc.)
  - d. The date and time the alleged incident occurred;
  - e. The name(s) of all persons involved in the alleged incidents; and
  - f. What immediate action was taken by the facility.
3. The Administrator, or his/her designee, will provide the appropriate agencies/individuals listed above with a written report of the findings of the investigation within five (5) days of the occurrence of the incident. Should the findings reveal that abuse did occur, the written report will include the corrective actions taken by the facility to prevent abuse from recurring.
4. Appropriate professional and licensing boards will be notified when an employee is found to have committed abuse.
5. Inquiries concerning the reporting of abuse to state agencies should be referred to the Administrator.