(SAMPLE POLICY)

SUSPECTED ELDER OR DEPENDENT ADULT ABUSE REPORTING

PURPOSE

• The purpose of this policy is to establish procedures for reporting suspected abuse of elder or dependent adults at <facility name>.

POLICY

• Any staff member, vendor, or independent licensed provider who is told of, witnesses or suspects any abuse of an elder or dependent adult must immediately report the suspected abuse, as required by law, to the authorities.

PROCEDURE

I. Reporting Procedures

• A. What to Report: A Mandated Reporter must report to the authorities any known or suspected abuse including, physical abuse, abandonment, isolation, financial abuse, or neglect; sexual abuse or resident-on-resident abuse.

• B. How to Report: Call the authorities. <designated number for your facility>. You must also immediately notify the Administrator <or designated person for your facility>.

• C. When to Report: The telephone call to the authorities must be done immediately upon witnessing or learning of the suspected abuse. The SOC 341 must be completed and submitted within 2 days.

• D. What to Document: Complete the "Telephone Report of Suspected Abuse" <or designated form> attached as Form "A".

• E. Follow-Up: Provide the completed "Telephone Report of Suspected Abuse" to the Administrator <or designated person>. The Administrator will share the report with the Quality Assurance Committee who will review and direct further investigation, as appropriate.

I have read this policy and understand that I must report all suspected abuse of an elder or dependent adult to the law enforcement agency. This signed statement will be placed in my personnel file.

________________________________________   _____________________
NAME          Date