

(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