All licensed staff are considered mandated reporters and must report all suspected cases of abuse, neglect or exploitation. **Each licensed staff has a duty to report.** The person or people with first-hand knowledge of the suspected abuse/neglect/exploitation are obligated to report. However, the individual suspecting abuse or neglect will inform their chain of command of their notification to community authorities/law enforcement.

Report within **48 hours** of suspicion of abuse/neglect.


1. Report to the appropriate Community Agency/Authority
2. Notify House Supervisor or Clinic Supervisor
3. Notify Chain of Command

For **Adult** patients call Adult Protective Services (APS) 1.877.734.6277.

For **Minors** call Children Protective Services (CPS) 1.866.363.4276 (phone option only)

If someone alleges any abuse/neglect/exploitation/abandonment by staff, report to your supervisor immediately.

### Call Law Enforcement immediately when:

1. Requested by patient or his/her legal representative or family member;
2. The injury appears on the back, face, head, neck, chest, breasts, groin, inner thigh, buttock, genital, or anal area;
3. There is a fracture;
4. There is a pattern of physical assault between the same vulnerable adults or involving the same vulnerable adults;
5. There is an attempt to choke a vulnerable adult;
6. When there is reason to suspect that the death of a vulnerable adult was caused by abuse, neglect, or abandonment by another person;
7. When there is reason to suspect that sexual assault has occurred.

Definitions: (RCW 74.34.020) included in the policies

### Policies for reference:

- **HR Policy:** Allegations of Abuse or Neglect of Patients by Employees, Contractors, Agency and Travelers
- **Suspicion of Abuse, Neglect, Assault, or Exploitation of an Adult Patient**
- **Child Abuse Suspected Reporting and Response**

For **adults coming into the facility** with abuse/neglect/exploitation/abandonment refer to the Patient Care policy:

For **children coming into our facility** with abuse/neglect/exploitation/abandonment refer to the Patient Care policy: