

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.

or complete online report: <https://www.dshs.wa.gov/altsa/home-and-community-services/report-concerns-involving-vulnerable-adults>

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



For adults coming into the facility with abuse/neglect/exploitation/abandonment refer to the Patient Care policy: Suspicion of Abuse, Neglect, Assault, or Exploitation of an Adult Patient

For children coming into our facility with abuse/neglect/exploitation/abandonment refer to the Patient Care policy: Child Abuse Suspected Reporting and Response