

Vulnerable Adult Maltreatment Reporting

(License holder name and/or facility name)

POLICY:

This licensed facility defines each of its residents as a vulnerable adult. A Facility Abuse Prevention Plan will be established for the facility and an Individual Abuse Prevention Plan will be established for each resident.

PURPOSE:

- A. To protect vulnerable adults from maltreatment.
- B. To assist in providing safe environments for vulnerable adults.
- C. To establish and maintain policies and procedures to allow internal reporting of alleged or suspected maltreatment.
- D. To describe reporting procedures in cases of alleged or suspected maltreatment of vulnerable adults.

BASIS:

MN Statute 245A.65 requires that all license holders serving vulnerable adults establish and enforce written policies and procedures related to suspected or alleged maltreatment and shall orient clients and mandated reporters who are under the control of the license holder to these procedures.

DEFINITIONS:

Definitions related to maltreatment of a vulnerable adult can be found in MN Statute 626.5572, attached.

The primary person (license holder) for this facility is: _____

The secondary person for this facility is: _____

INTERNAL REPORTING PROCEDURE:

Staff /substitute caregivers/ caregivers (here after referred to as caregivers) may report directly to the Common Entry Point (CEP) or may utilize the Internal Reporting procedures that follow.

- A. The caregiver observing or suspecting maltreatment or an injury to a resident will immediately report to the primary person, license holder. If this person is not available or if it is believed that the incident involves this person, the report will be made to the secondary person.
- B. The primary or secondary person has the responsibility to insure that the report is immediately forwarded to the CEP. In Otter Tail County the CEP phone number is **218-998-8150**.

- C. The caregiver making a verbal report shall complete a written incident report and submit it to the primary or secondary person who is conducting the internal investigation. The person conducting the internal investigation will inform the report in writing, within 2 working days, that the report was forwarded to the CEP. This report will inform the reporter that if they are not satisfied with the action taken by the primary or secondary person, the reporter can contact the CEP directly to report externally. This report will also inform the reporter that they are protected from retaliatory measures by the license holder against the reporter for reporting externally.

INTERNAL INVESTIGATION PROCEDURE:

- A. The primary or secondary person will conduct internal investigations.
- B. Once a report has been received, the person conducting the investigation will speak with the person(s) that may have been or were involved in the incident or have knowledge of the incident.
- C. Upon receipt of a report of suspected maltreatment, the primary or secondary person conducting the investigation will contact the CEP (Otter Tail County). Contact to make the report will be conducted upon receipt of the report.
- D. A written report of the findings of the internal investigation will be made and filed in the license holders facility records. The report will contain:
1. A copy of the Incident Report or written suspected or alleged maltreatment report.
 2. Person(s) involved.
 3. Name and address of the person(s) responsible for the resident when the incident occurred.
 4. Alleged perpetrator(s) in the case of maltreatment.
 5. Person(s) interviewed.
 6. Person(s) authorities notified and time of that notification.
 7. Whether or not policies and procedures were followed and if they were adequate.
 8. Summary of findings/conclusions, including if there is a need for additional caregiver training.
 9. Whether or not there is a need for any further action to be taken by the license holder to protect the health and safety of the vulnerable adults.
 10. Date and signature of person completing this report.
 11. Initial reporter will be notified in writing of when and whom their report had been forwarded within 2 working days.

(License Holder Signature)

(Date)