Chapter 14
Mandatory Reporting

See DDA Policy 6.12 Mandatory Incident Reporting Requirements for Residential Services Providers

Questions to answer when calling CRU:
✓ SAY and SPELL your name and give your position
✓ What agency do you work for?
✓ In what city?
✓ SAY and SPELL the person’s name who you are concerned about?
✓ What is the person’s address and phone number at their home?
✓ What is the nature of the abuse or neglect incident?
  ❏ Client to Client physical assault
  ❏ Staff to Client physical assault
  ❏ Injury of unknown source
  ❏ Suspected assault/abuse (non sexual)
  ❏ Alleged Sexual Assault/Exploitation
  ❏ Exploitation/misappropriation of client property/funds
  ❏ Possible neglect (Note: It is not possible to have client to client neglect).
  ❏ Other Types of Client incident ( ie: fear of imminent harm to clients )
  ❏ Medication error
✓ Briefly describe the incident
✓ What was the date and time of incident (if known) or when discovered?
✓ If there is a known/alleged perpetrator – SAY and SPELL their name
✓ Supervisor contact name?
✓ Phone number at office?
✓ Address of office?