

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?