DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

Employment and Day Program Services Providers: Mandatory Reporting of Abandonment, Abuse, Neglect, Exploitation, or Financial Exploitation of a Child or Vulnerable Adult

All Employment and Day Program Services providers, their employees, contractors and volunteers must read, sign, and abide by DDA Policy 6.08, Mandatory Reporting Requirements for Employment and Day Program Services Providers, which prohibits abandonment, abuse, neglect, and financial exploitation of a child or vulnerable adult, and any related reporting procedures.

Clients must be treated with kindness, respect, care, and consideration at all times. Abandonment, abuse, neglect, exploitation and financial exploitation are not permitted under any circumstances.

I have read DDA Policy 6.08, Mandatory Reporting Requirements for Employment and Day Program Services Providers, in its entirety and understand:

- ☐ The definitions of abandonment, abuse, neglect, exploitation and financial exploitation;
- ☐ My legal requirement as a mandatory reporter to report abandonment, abuse, neglect, exploitation and financial exploitation of a client;
- ☐ How to report abandonment, abuse, neglect, exploitation and financial exploitation of a client, including incident reporting procedures;
- ☐ Failure to report such incidents can result in a disciplinary action, including termination, and is a gross misdemeanor under Washington State Law; and
- ☐ My responsibilities to protect clients and other vulnerable adults and children from abandonment, abuse, neglect, exploitation and financial exploitation.

I also acknowledge that I have had an opportunity to ask questions of my supervisor regarding this policy and have had those questions answered.

PRINT EMPLOYEE LEGAL NAME	EMPLOYEE SIGNATURE	DATE
PRINT WITNESS LEGAL NAME	WITNESS SIGNATURE	DATE

c: Personnel File