



Cornucopia Adult and Family Services Reporting Abuse, Neglect, and/or Exploitation Policy and Procedures



POLICY:

Cornucopia is required, by law, to report abuse, neglect, stealing for your property, injuries of unknown sources, admissions to the hospitals or other health facilities, arrests or incarcerations, and deaths to the Department of Health. Cornucopia shall keep a copy of the reporting guidelines in our office and is required to report according to those guidelines. Incident Management Information Posters are posted within the facility which contain contact information in the case that **ANYONE** needs to report abuse, neglect and/or exploitation. Cornucopia Service Coordinators are required to attend trainings on how to report abuse, neglect, and/or stealing of your property and they are to routinely discuss procedures and any new information with all Cornucopia staff.

PROCEDURE:

Any Cornucopia employee, administrator, or contractor can report incidents using the Department of Health guidelines and forms.

1. Incidents involving abuse, neglect or exploitation must be reported to Adult Protective Services or Child Protective Services and local law enforcement. Incident reports by Cornucopia should be completed by the person with direct knowledge of an incident and is to be completed on the Department of Health's report form. All reports **MUST BE** received by the division within twenty-four hours of an incident or allegation of an incident or the next business day if the incident occurs on a weekend or a holiday. The Service Coordinator will notify Developmental Disabilities Supports Division (DDSD) when a consumer is arrested or incarcerated. **Any person failing or refusing to report as required is guilty of a misdemeanor.**
2. When Cornucopia reports an incident, the Service Coordinator will also notify the consumer's legal guardian or family member. **Exception:** If the family member or legal guardian are suspected of committing the alleged abuse, neglect or misappropriation of property, the Service Coordinator will direct the matter to the division's investigative representative.
3. Service Coordinators will maintain a copy of the incident report and make notes in the participants progress report that an incident report has been submitted by either the Cornucopia or when Cornucopia has been notified by another service provider that an incident has been reported.
4. The Service Coordinator will, when making a report that him/herself reported or receiving notice from another team member that a report has been made, complete Cornucopia's internal incident form and provide it to Cornucopia's Incident Manager. Service Coordinators will take appropriate actions and/or monitor to ensure the service provider agency takes appropriate actions to determine, with consensus of the consumer's IDT, all reasonable steps to prevent further incidents. The Service Coordinator will document within the consumer's primary file corrective actions taken.

The Cornucopia Incident Manager will review internal incident forms to ensure that proper procedure was followed. The Incident Review Committee meets monthly and will ensure that the Service Coordinator has taken appropriate actions as identified in this policy and will address potential root causes and take action about identified trends or issues. The committee will prepare written documentation about corrective actions taken.

The Service Coordinator will provide a copy of this policy to the consumer and/or guardian and obtain a signed statement indicating the date they received this policy. This will be done within 30 days of initial service by Cornucopia and annually during participant ISP meetings. This signed statement will be contained in the Participants primary file. The Service Coordinator will also document in the participant's progress note within the consumer's primary file that this policy has been provided.

No client shall be subject to retaliation or barriers to services as a result of reporting abuse, neglect and/or exploitation.

I, _____ (print name), I understand and have read and/or discussed the Reporting Abuse, Neglect, and/or Exploitation Policy and Procedure with Cornucopia staff. I was also able to ask questions and was offered a copy of the this policy and procedure for my records.

THIS SIGNED NOTICE IS VALID FROM _____ UNTIL _____ .

Participant Name

Date: _____

Participant/Caregiver/Guardian Signature

Date: _____

Cornucopia Staff (Witness) Signature

Date: _____