



**Department:** Admin

**Policy Number:** HHS- 1109-A

**Attachments:** \_\_\_\_\_

**Policy Title:** Mandated Reporting

**Date:** 12-00

**Revised:** 9/01, 07/04, 03/07, 10/8/14

**Health Director Approval:** Jennifer Noter **Date:** 10/29/14

**Executive Director Approval:** [Signature] **Date:** 10/22/14

**Commissioner Approval:** [Signature] **Date:** 10/30/14

**Policy Statement:**

All employees of the Mille Lacs Band Health and Human Services who are Mandated Reporters under the Minnesota Vulnerable Adult Law (Minn. Stat./chapter 245 & 262) and the Child Abuse and Neglect State Statutes (Minn. Stat. Ann. 626.556 Subd. 3,7,10(a)-(b).) All appropriate staff will receive training on an annual basis

**Purpose:**

1. To help patients of the Mille Lacs Band Health Service who are victims of maltreatment.
2. To provide interventions to prevent further incidences of suspected maltreatment
3. To comply with Minnesota State Statues

**Procedure:**

1. Mandated Reporters:
  - a. All Health and Human Services staff
2. Child Abuse and Neglect:
  - a. If abuse or neglect of a minor is suspected, the mandated reporter shall:
    - i. Immediately make an oral report to one of the following agencies:
      - a. Local welfare agency
      - b. Police department

- c. County sheriff
    - ii. An oral report shall be made immediately by telephone or in person
    - iii. The oral report shall be followed up, within 72 hours exclusive of weekends and holidays, by a written report to the appropriate agency
  - b. Report Contents:
    - i. Name of the child
    - ii. Person(s) suspected of being responsible for the abuse or neglect (if known)
    - iii. Nature and extent of the abuse or neglect
    - iv. Name and address of the reporter
  - c. Specific Medical/Nursing Procedures  
(See Medical P & P manual)
  - d. Internal Reporting:
    - i. Complete incident report
    - ii. Verbally report to Tribal police
    - iii. Submit written report to Tribal police
    - iv. Establish a confidential file which will be maintained in a locked file cabinet in the office of the Director of Nursing
      - a. The Director of Nursing or her designee shall follow-up to assure that all appropriate reporting and nursing procedures are followed
      - b. The Director of Nursing or her designee will enter a note in the confidential report indicating the results of this follow-up
      - c. Document all contact with authorities who are investigating the case
3. Vulnerable Adult Reporting:
- a. Reports:
    - i. When a mandated reporter suspects abuse of a vulnerable adult, an oral report shall be made immediately to:
      - a. Local welfare agency
      - b. Police department
      - c. County sheriff
    - ii. A written report shall be made within 72 hours, exclusive of weekends and holidays, to the appropriate agency
    - iii. Report contents:
      - a. Name of the vulnerable adult
      - b. Person(s) suspected of the abuse (if known)
      - c. Description of the abuse
      - d. Date suspected abuse was identified

- e. Name, address and phone numbers of the reporter
- b. Internal Reporting when suspect is a MLBHHS Employee:
  - i. Complete an incident report immediately
  - ii. Submit the report to the Executive Director within 24 hours, exclusive of weekends and holidays
  - iii. Establish confidential file in the Executive Director's office in a locked file cabinet
  - iv. If suspected abuse is an employee of the MLB Health Service, the Executive Director shall cause an investigation to be conducted and a report of findings to be completed within 5 working days.
    - a. The employee shall be suspended with pay pending results of the investigation
    - b. Two health service professionals shall conduct the investigation
    - c. Such staff may be the Director of Nursing, Assistant Director of Nursing, Medical Director, Assistant Clinic Administrator, Executive Director or the Health Director.
  - v. Results of the investigation shall be documented within 5 working days
  - vi. Report of findings shall be submitted to the Commissioner of H&Hs as soon as it is prepared
  - vii. Report Shall include:
    - a. Findings of fact
    - b. Recommendations for action to be taken against the employee, depending on the findings
    - c. Names of persons interviewed if they agree to such disclosure
    - d. Control number in place of victims' name to protect his/her confidentiality
    - e. A separate log of victim names and control numbers shall be maintained in a locked file in the Executive Directors' office
- c. If evidence of criminal action is found, the report shall be forwarded to Tribal police