




## Policy and Procedures

<b>Department Name</b> Utilization Management		
<b>SUBJECT:</b> Behavioral Health Abuse and Neglect Reporting		<b>POLICY NUMBER:</b> UM-038
<b>APPROVAL:</b> 	<b>EFFECTIVE DATE:</b> 2-19-20	<b>REPLACES :</b> New Policy

- I. **POLICY:** Above all else, employees of Children's Network of Southwest Florida are responsible to assure the safety of the children in our care as well as for the children in our community. All employees of Children's Network of Southwest Florida are required to report instances of abuse and neglect to the appropriate state and/or county agency. The following procedures must be followed when a Children's Network of Southwest Florida employee believes there has been an instance of abuse and/or neglect upon a child being served by Children's Network of Southwest Florida.
- II. **CONTACT:** Utilization Management Director
- III. **PERSONS AFFECTED:** All Children's Network of Southwest Florida staff and contracted employees
- IV. **AUTHORITY:** Children's Network of Southwest Florida
- V. **PROCEDURES:**
  1. Each program shall ensure that all employees are trained in and comply with state statutes for reporting the disclosure of abuse or neglect and for reporting the suspicion of the abuse or neglect of an individual. Staff will also be trained in identification of clinical indicators of suspected abuse and neglect.
  2. Staff will contact their immediate supervisor in cases in which abuse and/or neglect is suspected or disclosed. The immediate supervisor will assist the staff in making the abuse report if needed.
  3. Cases of suspected or disclosed abuse and/or neglect will be reported to the appropriate state and/or county agency.
  4. When suspected or disclosed abuse and/or neglect is reported to the appropriate state and/or county authority, an incident report must be completed and submitted within 24 hours of the report.