

	Title: Policy and Procedure	Page: 1 of 1
	Section: 2AC Human Resources	Date: January 31, 2017
	Policy: 3A Abuse and Neglect /Misappropriations	Replaces: August 12, 2015

PROCESS OF REPORTING MEASURES

All **Clients/Contracted Employees** shall have the right to be free of mistreatment, neglect, mental, verbal, sexual, and physical abuse including misappropriation of client's property. This too includes injuries of unknown sources and misappropriation of property. In the event, any of the above is suspected or observed, all allegations are to be **IMMEDIATELY** reported to the Director of Nursing and Office Managers, contact number 888-810-8652 x 107. An incident report will be completed within 24 hours in addition to making the report. At that time, the following actions are taken:

1. The alleged employee shall be **IMMEDIATELY** removed from the schedule and the Client's home until a thorough investigation is conducted.

The staff RN/LPN will make notifications to the Case Manager of appropriate agency, Adult Protection Services (Trumbull County 330-392-3248 or Mahoning County 330-884-6952) or APS Central Ohio Counties: (614) 868-3884; M-F 8AM TO 4PM, guardian or POA, ACHC (855)937-2242, and the local law enforcement within 24hrs.

2. The compliance office then investigates. The Compliance Nurse officer notifies the Client within seven (7) business days of a response for complaint.
3. In the event the investigation is inconclusive the employee may return to work without incident, however if the investigation results in any wrong doing appropriate actions will be taken which is not limited to: re-training, disciplinary action, and up to termination. Based on the findings of the allegation Adult Protection Services and other parties to complaint will be notified within 7 business days of the results as well the actions taken.

<p>Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel Reviewed by Executive Board and approved by the Board 1/31/17 Reviewed by Compliance Officer and approved 1/25/17 All previous versions are obsolete</p>
