

POLICY

Facility staff reports all instances of suspected child abuse and neglect to children's protective services and the facility/center director or designee.

Note: All instances of suspected adult abuse, neglect and exploitation must also be reported as outlined in the DHS Administrative Handbook manual Personnel & Professional Development (AHP) AHP-602-3.

PURPOSE

This policy ensures appropriate reporting of incidents which promotes the safety, health and welfare of children.

DEFINITIONS

See JRG, JJ Residential Glossary.

RESPONSIBLE STAFF

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to child abuse and neglect reporting. At a minimum, these SOPs must contain the following requirements:

Mandated Reporting

As a mandated reporter, staff report suspected instances of child abuse and neglect to their facility's county DHS Children's Protective Services office.

- Staff immediately makes an oral report to the local DHS Children's Protective Services office.
- Staff submit a written report of the incident using form DHS-3200, Report of Actual or Suspected Child Abuse or Neglect, within 72 hours. A copy of the form must be sent to the BJJ director.
- A copy of the DHS-3200 is retained in the youth's file.

The facility/center director or designee ensures the required reporting of suspected abuse/neglect to children's protective services.

The facility/center director or designee ensures that a copy of the completed DHS-3200 form is provided to the BJJ Quality Assurance (QA) manager within 72 hours of awareness of the incident.

Note: The Mandated Reporter's Resource Guide (DHS Publication 112) includes a copy of the Child Protection Law and is available online at:

www.michigan.gov/dhs-publications, select DHS Pub-112 in the Children's Protective Services category.

Reporting requirements for suspected abuse/neglect occurring within a facility and/or involving facility staff

Reporting requirements include all of the following:

- Staff make an immediate oral report of suspected or alleged abuse or neglect to the local county protective services office and the facility/center director or designee.
- Staff completes and submits an incident report to their supervisor before the end of the shift in which the incident becomes known.
- The facility/center director or designee notifies the Bureau of Children and Adult Licensing (BCAL) no later than the end of the next business day.
- The facility/center director or designee ensures that the mandated reporter completes and submits the form DHS-3200 to the local county DHS Children's Protective Services office within 72 hours of awareness of the incident.

Investigation procedures for suspected abuse/neglect occurring within a facility and/or involving facility staff:

Upon receipt of an allegation of staff abuse or neglect, the facility/center director or designee ensures all of the following:

- Takes immediate action to ensure protection of the youth.
- Immediately notifies the BJJ director.

Exception: If the facility/center director or designee is the subject of the report, the facility/center director or designee immediately informs the BJJ director who will assign investigative and reporting duties, designated in this policy, from the facility/center director or designee to a designated manager.

- A physician examines the youth if physical abuse involving staff is alleged to have occurred or is evident.
- The facility/center director, designee or designated manager conducts an internal administrative investigation of the incident as soon as possible after the initial report of abuse/neglect is received. The facility/center director, designee or designated manager ensures:
 - Statements (written, signed and dated) are obtained from all available witnesses and individuals pertinent to the investigation within 24 hours.
 - The internal administrative investigation is completed within 10 business days following notification of the suspected incident.
 - Within five business days of the completion of the investigation, a copy of the administrative investigation final report is submitted to the director of the BJJ residential facilities division.
 - Upon request, the facility/center director, designee or designated manager provides all documents pertinent to the investigation to BCAL and BJJ investigator(s).

Reporting requirements for suspected abuse/neglect occurring outside a facility and no involvement of facility staff:

Staff makes an immediate oral report to the facility/center director or designee of suspected or alleged abuse or neglect.

The facility/center director or designee ensures the mandated reporter completes and submits the form DHS-3200 to the appropriate county DHS Children's Protective Services office within 72 hours of the awareness of the incident.

AUTHORITY

Child Protection Law, MCL 722.621 et seq.

DHS Administrative Handbook, AHP 602-4, Conduct and Responsibilities - Mandated Reporters of Child Abuse and Neglect

DHS Administrative Handbook, AHP 602-3, Conduct and Responsibilities - Mandated Reporters of Adult Abuse, Neglect and Exploitation