



## **REPORTING OF ABUSE, NEGLECT, OR EXPLOITATION OR SUSPECTED ABUSE, NEGLECT, OR EXPLOITATION**

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### **I. Purpose**

To ensure compliance with Maine Statutes and inform staff of their responsibilities related to reporting abuse, neglect and/or exploitation.

### **II. Policy**

In compliance with Maine Statutes, it is the policy of UCP of Maine that at the intake meeting, the client/parent/guardian shall be informed of the agency's policy on the reporting to the Department of Health & Human Services (DHHS), a case of client abuse/neglect/exploitation or suspected abuse/neglect/exploitation. The client/parent/guardian will then be asked to sign an acknowledgement of the policy.

All staff, whether paid or volunteer, including directors, supervisors, and the Chief Executive Officer are required to report any case of abuse, neglect, or exploitation or suspected abuse, neglect, or exploitation to DHHS per 22 M.R.S.A. §3740 et seq. for Adults and 22 M.R.S.A. §4011-A for Children.

In addition, pursuant to 22 M.R.S.A. §4011-A (1) regarding reporting suspected abuse or neglect for children, if a staff member does not report concerns directly to DHHS and instead reports their concern to a member of management, the mandated reporter (notifying person) must acknowledge in writing that they have submitted the report and received confirmation that the report has been made by UCP of Maine to the Department of Health and Human Services' (DHHS') Child Protective Services. The confirmation must include the name of the individual making the report to the department, the date and time of the report and a summary of the information conveyed. This confirmation should be documented by printing the report and sending to Quality Assurance along with a Reportable Event Cover Sheet on which both the employee notifying UCP management and the management staff member who submits the report must sign acknowledging the report was made. In cases where an EIS Reportable Event is not required (e.g. the report of suspected abuse or neglect for children by a Non-Professional Caregiver) staff must document the report to CPS on an Incident/Accident (I/A) form and submit to Quality Assurance with both the signature of the staff member initially making the allegation and the signature of the staff member who notified CPS (if different). If the mandated reporter (who has reported the allegation to a member of UCP management) does not

receive confirmation within 24 hours of the report being filed by UCP management, the mandated reporter (employee initially making the allegation) is required to report directly to DHHS.

The number to report suspected abuse, neglect, or exploitation in **children** is:  
**1-800-452-1999 or TTY: 1-800-963-9490**

**Report online using the Katahdin Child Welfare System as appropriate:**

<https://som01.my.site.com/mrp/s/>

In addition, pursuant to 22 M.R.S.A. §3740 et seq. in cases of abuse, neglect, or exploitation or suspected abuse, neglect or exploitation of adults, staff will call Adult Protective Services (APS) at **1-800-624-8404 or TTY: 711 (in state) or TTY: 207-287-3492 (out of state and after hours)**, and enter a reportable event into the Reportable Events database within 1 business day. Adult Case Managers (ACM) are also responsible for monitoring Remediation Actions Steps (RAS) and all Follow Up Reports generated by service providers. ACMs will review the Reportable Events database to ensure Follow Up Reports are completed within 30 calendar days. ACMs will also consult with clients and/or guardians to ensure RAS are in the client's Person Centered Plan (PCP) as necessary.

All adult protective reports will adhere to guidelines contained within 14-197 CMR 6, Regulations Governing Adult Protective Assessments & Investigations for Persons with Mental Retardation or Autism and 14-197 CMR 9, Reporting, Investigation and Review of Reportable Events.

The Chief Executive Officer or, program supervisor, or the person reporting will then notify other agency members of the report on a need-to-know basis. The program director must be made aware of all reports made to DHHS as soon as possible. The report will be documented in the client's file and written report sent to DHHS, if required. Interagency discussion of a report may occur only with a signed release by the client/patient/guardian.

The program director or employee/volunteer may or may not discuss the report with the client/parent/guardian. This decision will be made on a case-by-case basis, in consultation with the program supervisor and/or Chief Executive Officer. Documentation of all reports will be maintained by UCP of Maine.



Scott Tash, CEO



Date

### **Statement on Abuse, Mistreatment, Neglect and Exploitation**

The following document is created to maintain compliance with our certification standards and will be signed annually by all employees.

**Abuse (Adults):** The infliction of injury, unreasonable confinement, intimidation or cruel punishment that causes or might cause physical harm, pain, mental anguish, sexual abuse or sexual exploitation.

**Abuse (Children):** A threat to a child's health or welfare due to physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these threats.

**Mistreatment:** To treat roughly or wrongly.

**Neglect (Adults):** A threat to an adult's health or welfare by physical or mental injury or impairment; deprivation of essential needs or lack of protection from deprivation. This also includes self-neglect.

**Neglect (Children):** Failure to provide adequate food, clothing, shelter, supervision, or medical care when that failure causes or is likely to cause injury including accidental injury or illness. Failure to protect a child from harm resulting in physical abuse, sexual abuse or emotional abuse.

**Exploitation (Adults):** The illegal or improper use of an incapacitated or dependent adult or that adult's resources for another's profit or advantage.

**Exploitation (Children):** The act of using a minor child for profit, labor, sexual gratification, or some other personal or financial advantage.

**Breach of Confidentiality:** The unauthorized release of confidential information.

It is a requirement of the UCP employees to refrain from abuse, mistreatment, neglect, exploitation and breach of confidentiality; and to report all such incidents or suspected incidents to the appropriate entities.

All UCP employees are required to report any such incident or suspected incident within the required guidelines.

Failure to comply with the requirements to refrain from abuse, mistreatment, neglect, exploitation and breach of confidentiality; and failure to report all such incidents or suspected incidents can result in consequences leading up to termination.

By signing this document, I am confirming that I have read and understand the statement, requirements of refraining from and reporting any abuse, mistreatment, neglect, exploitation or breach of confidentiality, and the consequences that can result in failure to refrain from or report any abuse, mistreatment, neglect, exploitation or breach of confidentiality.

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UCP EMPLOYEE PRINTED NAME

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Date

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UCP EMPLOYEE SIGNATURE

