## REQUIREMENTS FOR REPORTING ABUSE AND NEGLECT

<table>
<thead>
<tr>
<th>WHERE is the report made?</th>
<th>WHAT must be reported?</th>
<th>WHO is required to report?</th>
<th>WHAT is the CRITERIA for reporting?</th>
<th>WHEN must the report be made and in what format?</th>
<th>TO WHOM are reports made?</th>
<th>Is there a penalty for failure to report?</th>
<th>Is it necessary to report to more than one agency?</th>
<th>Are there other agencies to which a report can be made?</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the OFFICE of RECIPIENT RIGHTS (ORR) at your Hospital or Community Mental Health Services Program (CMHSP) A list of local rights offices can be found at: <a href="http://tinyurl.com/oroffices">http://tinyurl.com/oroffices</a></td>
<td>Sexual, Physical, Emotional or Verbal Abuse, Neglect, Serious Injury, Death, Retaliation or Harassment</td>
<td>All employees, contract employees, or volunteers of Michigan Department of Health and Human Services, Community Health Services Programs, Licensed Private Psychiatric Hospitals</td>
<td>You must report if you: Suspect a recipient has been abused or neglected or any allegations of abuse or neglect made by a recipient.</td>
<td>A verbal report must be made immediately. A written report on an incident report form must be made before the end of your shift.</td>
<td>To your immediate supervisor and to the Recipient Rights Office at your agency or hospital</td>
<td>Disciplinary action may be taken and you may be held liable.</td>
<td>Each of these laws requires that the designated agency be contacted, if an allegation is suspected to have occurred, which falls under its specific jurisdiction. There are several references in each law indicating that reporting to one agency does not absolve the reporting person from the responsibility of having to report to other agencies, as statutorily required.</td>
<td>The Bureau of Community and Health Systems (LARA) is responsible for investigating abuse and neglect in Nursing Homes, Hospitals and Home Health Care. Call the NURSING HOME ABUSE HOTLINE 1-800-882-6006 The Michigan Attorney General's Office has an Abuse Investigation Unit which may also investigate abuse in Nursing Homes. Call the ATTORNEY GENERAL HEALTH CARE FRAUD HOTLINE 1-800-24-ABUSE/ 1-800-242-2873 The LARA Adult Foster Care (AFC) Division is responsible for investigating abuse or neglect in a licensed foster care home. Call The Bureau of Community and Health Systems COMPLAINT INTAKE UNIT 1-866-856-0126</td>
</tr>
</tbody>
</table>

**Notes:**
- **Section 723, Public Act 258 of 1974 as amended** (Mental Health Code-Recipient Abuse)
- **Section 238 of 1975** (Child Protection Law)
- **Public Act 519 of 1982** (Adult Protective Services Law)
- **Section 723, Public Act 258 of 1974 as amended** (Mental Health Code-Criminal Abuse)
- The Michigan State Police (MSP) or Local Sheriff or Local Police Department
- Consumer Protection Services Program (CMHSP)
- ADULT OR CHILDREN'S PROTECTIVE SERVICES HOTLINE 855-444-3911
- Sexual, Physical or Mental Abuse, Neglect, Abuse, Child Abuse
- Assault (other than patient-patient assault/battery), Criminal Sexual Abuse, Homicide, Vulnerable Adult Abuse, Child Abuse
- Physicians, nurses, coroners, medical examiners, dentists, licensed emergency care personnel, audiologists, psychologists, social workers, school administrators, teachers, counselors, law enforcement officers, and child care providers.
- Any person employed by an agency licensed to provide, anyone who is licensed, registered, or certified to provide health care, education, social, or other human services, law enforcement officers and child care providers.
- All employees, contract employees of: Michigan Department of Health and Human Services, Community Mental Health Services Programs, Licensed Private Psychiatric Hospitals; All mental health professionals.
- You must report if you: Have reasonable cause to suspect or believe an adult has been abused, neglected, exploited or maltreated.
- A verbal report must be made immediately. A written report on an incident report form must be made before the end of your shift.
- To your immediate supervisor and to the Recipient Rights Office at your agency or hospital
- Report to Protective Services Reporting Hotline 855-444-3911
- The law enforcement agency for the county or city in which the alleged violation occurred or the State Police. A copy of the written report goes to the chief administrator of the agency responsible for the recipient.
- The law states that failure to report or false reporting is a criminal misdemeanor.
- You may be held liable. Failure to report is also a criminal misdemeanor.
- You may be held liable and have to pay a $500 fine.