

El Paso County Department of Human Services

Mandatory Reporting of Child Abuse and/or Neglect and Abuse or Exploitation of At-Risk Adults Including Suspected Actual or Imminent Risk of Abuse or Exploitation of At-Risk Adults

Sponsor:

Executive Director

Applies to:

All DHS Personnel

References:

Colorado Revised Statutes 19-3-304

Colorado Revised Statutes 18-6.5-108

See also Volume VII and Section 30

Purpose:

To clarify mandated reporting by Department of Human Services (DHS) employees of child abuse and neglect, abuse or exploitation of at-risk adults.

Procedures:

Any employee, by virtue of employment with DHS, is considered a Mandatory Reporter. (19-3-304 II)

Procedures for Reporting Child Abuse/Neglect:

An employee, who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, is required to report the information to the county department of human services, local law enforcement agency or the child abuse reporting hotline system immediately upon becoming aware of or receiving such information. As a mandatory reporter, failure to report suspected child abuse or neglect is a Class 3 misdemeanor.

- i. It is required that all El Paso County DHS employees who are making a child abuse/neglect report use the state child abuse reporting hotline system to report the allegations: 1-844-CO-4-KIDS (1-844-264-5437). This is to ensure that the report is documented and recorded. (Please note that informing a supervisor is not sufficient notice and does not qualify as making an official report as a mandatory reporter.)
- ii. Once an employee makes the report to the state hotline, the employee will then email the referral number to the employee's direct supervisor within 24 hours of making the report and indicate that a report was made and keep a copy of the referral number for their records.

- iii. Once the referral is made, the RED Team and/or hotline staff will provide a copy of the referral to the open case file (cc: the ongoing worker) to ensure the ongoing worker is aware that a new report was made, regardless if the referral was assigned or screened out.

Every DHS employee, upon knowing or suspecting child abuse and/or neglect, shall immediately upon becoming aware of or receiving such information contact the child abuse hotline at 1-844-CO-4-KIDS (1-844-264-5437) anytime – day, night, weekends or holidays. If it is an emergency, contact 911. You will be asked to give, to the fullest extent possible, the following information:

1. The name, address, current whereabouts, sex and date of birth or estimated age of the child or children and any other children in the household;
2. The names, addresses and telephone numbers of the child's parents or other persons responsible for the child's care;
3. Your name, address, telephone number, profession and relationship to the child;
4. The full nature and extent of the child's injuries, alleged abuse, maltreatment or neglect;
5. Action taken, if any, to treat, shelter or assist the child; and
6. Any other information, which you believe, might be helpful to the person who will be responding to the report.

Procedures for Reporting Abuse and/or Exploitation of At-Risk Adults:

Definitions:

An at-risk elder is any persons 70 years of age or older.

An at-risk adult with Intellectual and developmental delays (IDD) is a person who is eighteen years of age or older who has the onset of an intellectual and developmental disability before the person is 22 years old. An adult with IDD has an I.Q. of 70 or below and/or has significant limitations in the ability to socialize, provide self-care, or communicate.

Required Reporting for DHS staff:

As an employee of Department of Human Services, if you witness or become aware that an at-risk elder or at-risk adult with Intellectual and developmental delays (IDD) has been or is at imminent risk for mistreatment (abuse, caretaker neglect, or exploitation), you must make a report to law enforcement within 24 hours of witnessing or becoming aware of the mistreatment. As a mandatory reporter, failure to report to law enforcement within 24 hours is a Class 3 misdemeanor.

- i. An employee, who observes the abuse, neglect or exploitation of an at-risk elder (70 years old, or older) or an adult any age with an intellectual or developmental disability, or who has reasonable cause to believe that an at-risk elder including an adult with an intellectual or developmental disability has been abused, neglected or has been exploited or is at imminent risk of abuse, neglect or exploitation, shall report such fact to a law enforcement agency not more than twenty-four hours after making the observation or discovery.
- ii. A DHS employee, upon knowing or suspecting the abuse, neglect or exploitation of an at-risk adult (less than 70 years of age) or the self-neglect of an at-risk adult shall report such facts to the Adult Protective Services unit (719-444-5755) not more than twenty-four hours after making the observation or discovery.
- iii. In either circumstance above, the employee must be prepared to relay as much of the below outlined information as possible, to include:
 1. The name, age, address, and contact information of the at-risk adult;
 2. The name, age, profession, addresses, and contact information of the person making the report;
 3. The name, age, address, and contact information of the at-risk adult's caretaker, if any;
 4. The name of the alleged perpetrator;
 5. The nature and extent of the at-risk adult's injury, whether physical or financial, if any;
 6. The nature and extent of the condition that required the report to be made; and
 7. Any other pertinent information.

Policy Acknowledgement

1. Every DHS employee is required to sign form EPCDHS-004 (last page of this document) stating that they have received, read, and understand the policy regarding Mandatory Reporting.
2. Every DHS employee is required to attend training on recognizing child abuse and/or neglect, abuse and exploitation of at-risk adults, what services are available, what an individual can do to help and how to report abuse/neglect to the state hot line or law enforcement.
3. Every DHS employee will complete online training through the Colorado Department of Human Services for both 1) child abuse and neglect reporting and 2) reporting abuse and/or exploitation of at-risk adults.
4. Every DHS employee will print their completion certificate (when offered from online training) and give a copy to their supervisor. The supervisor will give a copy to Human Resources for the employee's file.

Supersedes:

EPCDHS Policy No. 1.011 (June 5, 2019).

Approved:



Executive Director (or Designee)

8-20-19
Date

El Paso County Department of Human Services

Mandatory Reporting Agreement

I, _____ , understand that as a condition of my employment with the El Paso County Department of Human Services I am considered to be a mandatory reporter of suspected child abuse and neglect and abuse or exploitation of at-risk adults, twenty-four hours a day, seven days a week, per DHS Policy 1.011, dated August 19, 2019.

By signing this agreement I acknowledge that I have received, read and understand Policy 1.011 and agree to all Mandatory Reporting Requirements.

Employee Signature

Date