

MALTREATMENT OF MINORS MANDATED REPORTING POLICY

It is the policy (“Policy”) of Home at Heart Care, Inc. (“Home at Heart”) to protect the children served by Home at Heart whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse.

Who Should Report:

- Any person may voluntarily report abuse or neglect.
- **If you work with children as an employee of Home at Heart, you are mandated (required) to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at Home at Heart. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three (3) years you must immediately (within twenty-four (24) hours) make a report to an outside agency.**

Where to Report:

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services (including Home at Heart Care) should be made to the Minnesota Department of Human Services, Licensing Division’s Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement. Contact details for local county social services agencies and local law enforcement are set forth within Appendix 1 attached hereto.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern Home at Heart, you should call the Department of Human Services Licensing Division at (651) 431-6500.

What to Report:

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556) attached to this Policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected

abuse or neglect occurring with respect to Home at Heart clients, the report should include any actions taken by Home at Heart in response to the incident.

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within seventy-two (72) hours, exclusive of weekends and holidays.

Failure to Report:

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.
- A mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited:

- Home at Heart, as an employer of any mandated reporter, shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report.
- The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review:

- When Home at Heart has reason to know that an internal or external report of alleged or suspected maltreatment has been made, Home at Heart must complete an internal review within thirty (30) calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
 - (i) related policies and procedures were followed;
 - (ii) the policies and procedures were adequate;
 - (iii) there is a need for additional staff training;
 - (iv) the reported event is similar to past events with the children or the services involved; and
 - (v) there is a need for corrective action by Home at Heart to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Reviews Completed

The internal review will be completed by Bruce A. Emmel. If this individual is involved in the alleged or suspected maltreatment, Troy McQuown will be responsible for completing the internal review.

Documentation of the Internal Review:

Home at Heart must document completion of the internal review and make internal reviews accessible to the commissioner of the Minnesota Department of Human Services upon the commissioner's request.

Corrective Action Plan:

Based on the results of the internal review, Home at Heart must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or Home at Heart, if any.

Staff Training:

Home at Heart must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). Home at Heart must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that this Policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

Provide Policy to Parents:

This Policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

APPENDIX 1

LOCAL COUNTY SOCIAL SERVICES AGENCIES AND LOCAL LAW ENFORCEMENT

<u>County</u>	<u>Social Services Agency / Law Enforcement</u>	<u>Telephone Number</u>
Becker County	Day: Becker County Human Services Evening/Wknd: Beltrami County First Link	Day: 218-847-5628 Evening/Wknd: 701- 235-3620
Beltrami County	Day: Beltrami County Social Services Evening/Wknd: Beltrami County Law Enforcement	Day: 218-333-4140 Evening/Wknd: 218-751-9111
Cass County	Day: Cass County Health & Human Services Evening/Wknd: Cass County Law Enforcement	Day: 218-547-1340 Evening/Wknd: 218-547-1424
Clearwater County	Day: Clearwater County Human Services Evening/Wknd: Clearwater County Sheriff's Department	Day: 218-694-6164 Evening/Wknd: 218-694-6226
Hubbard County	Day: Hubbard County Social Services Evening/Wknd: Hubbard County Law Enforcement	Day: 218-732-1451 Evening/Wknd: 218-732-3331
Lake of the Woods County	Day: Lake of the Woods County Social Services Evening/Wknd: Lake of the Woods County Law Enforcement	Day: 218-634-2642 Evening/Wknd: 218-634-1143
Mahnomen County	Day: Mahnomen County Social Services Evening/Wknd: Mahnomen County Sheriff's Department	Day: 218-935-2568 Evening/Wknd: 218-935-2255
Marshall County	Day: Marshall County Social Services Evening/Wknd: Marshall County Social Services	Day: 218- 745-5124 Evening/Wknd: 218- 745-5411

Norman County	Day: Norman County Social Services Evening/Wknd: Norman County Sheriff's Department	Day: 218-784-5400 Evening/Wknd: 218-784-7114
Pennington County	Day: Pennington County Social Services Evening/Wknd: Pennington County Sheriff's Department	Day: 218-681-2880 Evening/Wknd: 218-681-6161
Polk County	Day: Polk County Social Services Evening/Wknd: Polk County Law Enforcement	Day: 218-281-3127 Evening/Wknd: 218-281-0431
Red Lake County	Day: Red Lake County Social Services Evening/Wknd: Red Lake County Sheriff's Department	Day: 218-253-4131 Evening/Wknd: 218-253-2996
Roseau County	Day: Roseau County Social Services Evening/Wknd: Roseau County Law Enforcement Center	Day: 218-463-2411 Evening/Wknd: 218-463-1421

Home at Heart provides some services to recipients outside of the 13 counties mentioned above. Employees should contact their immediate supervisor, or their local County Sheriff's office if they are unsure of the appropriate county social services agency or law enforcement agency for making a report *or* if they are unsure whether an incident should be reported as maltreatment.

APPENDIX 2

MINNESOTA STATUTES § 626.556

<https://www.revisor.mn.gov/statutes/cite/626.556>