

Taken from the Employee Handbook 11-13-2017

ABUSE

It is the policy and the responsibility of European Service at Home, Inc. to report all allegations of abuse/neglect and deaths to the Office of the Inspector General in the Illinois Department of Human Services within the required time frames in an appropriate and thorough manner. All employees (which includes owners/operators, contractors, subcontractors and volunteers) of European Service at Home, Inc. shall adhere to the standards set forth in this policy directive. Nothing in this policy directive precludes the agency's responsibilities as outlined in Illinois Administrative Code, Chapter 1, Title 59, Part 50, herein referred to as "Rule 50."

The European Service at Home, Inc. shall ensure that all employees (which includes owners/operators, contractors, subcontractors and volunteers) are trained upon hire, and at least biennially thereafter, and are held responsible for carrying out the designated duties set forth in Rule 50 and this policy. The Rule 50 training should include, but not be limited to, the fact that identities of employees with substantiated physical abuse, sexual abuse, or egregious neglect shall be referred to the Department of Public Health's Health Care Worker Registry except when any appeal is pending or successful.

Reporting

If an employee witnesses, is told of, or suspects an incident of physical abuse, sexual abuse, mental abuse, financial exploitation, neglect or a death has occurred, the employee or agency shall report the allegation to the OIG Hotline (1-800-368-1463). The employee or agency shall report the allegation immediately, but no later than the time frames specified herein.

DCFS – ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS OF ANE

Employee must understand that when employed by European Service at Home Inc., employee must become a mandated reporter under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that employee is required to report or cause a report to be made to the child abuse Hotline number at 1-800-252-8966 whenever there is reasonable cause to believe that a child known to employee in professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, and 365 days per year. Employee must understand that the privileged quality of communication between employee and my patient or client is not grounds for failure to report suspected child abuse or neglect, if employee willfully fails to report suspected child abuse or neglect, employee may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action. Employee must understand that if subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987,

the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, employee may be subject to license suspension or revocation if willfully failed to report suspected child abuse or neglect. Employee must affirm that employee has read this statement and have knowledge and understanding of the reporting requirements, which apply to employee under the Abused and Neglected Child Reporting Act.

To report suspected abuse, financial exploitation or neglect of an older person or a person with disabilities age 18-59 call the statewide, 24-hour Adult Protective Services Hotline: 1-866-800-1409, 1-888-206-1327 (TTY).

The reporter should be prepared to answer the following questions to the best of their ability...

- The alleged victim's name, address, telephone number, sex, age and general condition;
- The alleged abuser's name, sex, age, relationship to victim and condition;
- The circumstances which lead the reporter to believe that the older person is being abused, neglected or financially exploited, with as much specificity as possible;
- Whether the alleged victim is in immediate danger, the best time to contact the person, if he or she knows of the report, and if there is any danger to the worker going out to investigate;
- Whether the reporter believes the client could make a report themselves;
- The name, telephone number and profession of the reporter;
- The names of others with information about the situation;
- If the reporter is willing to be contacted again; and,
- Any other relevant information.

Confidentiality

All reports and records of the Adult Protective Services Program are subject to strict confidentiality provisions, except as provided by law or court order.