

CAPNEMO Abuse/Neglect Reporting Procedure

As an employee of Community Action Partnership of Northeast Missouri, you are considered a mandated reporter. When making a hot line through the agency you will need to contact the Mental Health Program Supervisor at Central Office prior to making the call. The Mental Health Program Supervisor will be responsible for consulting with other staff that may be involved. Should the Mental Health Program Supervisor be unavailable you will need to contact your Site Supervisor at Central Office. When making a report through the agency it is mandatory that you give your name as well as the agency name. The staff person making the hot line report is responsible for completing the Abuse/Neglect Hot Line Report Form immediately following the hot line call. This form will need to be kept in the center/office in a locked area until the investigation is complete to assure that all documentation is recorded. After the investigation, the form will need to be sent to Central Office to the Mental Health Program Supervisor where it will be kept in a locked file. When making a report there is a possibility that you and/or your documentation may be subpoenaed for court so you need to be very thorough and factual. Please refrain from making judgment statements while completing the documentation.

Self Reporting

Self reporting will need to occur if an incident should happen within our agency involving a CAPNEMO employee. You will follow the same reporting procedure listed above.