



# Maltreatment of Minors Mandated Reporting and Internal Review Policy

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## 1. Scope

This policy is for CANA employees/volunteers.

## 2. Terms and Definitions

Term	Definition

## 3. Policy Details

It is the policy of this licensed CANA provider to protect the children served by this program whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse.

## 4. Procedures

### A. Who should report child abuse and neglect?

- 1. Mandated Reporters:** If you provide care to children served by our program, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
2. If you know or have reason to believe a child is being or has been neglected or physically or

1

sexually abused within the preceding three years you must immediately make a report to an outside agency. Immediately means as soon as possible but in no event longer than 24 hours.

## **B. Where to report**

1. If you know or suspect that a child is in immediate danger, you must call 911.
2. All reports concerning suspected abuse or neglect of children occurring in this program must be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
3. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local law enforcement or to the local county social services agency at

Anoka County: 763-422-7125

Carver County: 952-361-1600

Chisago County: 651-213-0324

Dakota County: 952-891-7480

Hennepin County: 612-348-3552

Isanti County: 763-689-1711

Pine County: 800-450-74-63

Ramsey County: 651-266-4500

Scott County: 952-445-7751

Washington County: 651-430-6457

**(A complete list of MN Counties Social Services numbers can be found at [www.dhs.state.mn.us](http://www.dhs.state.mn.us) by searching the keyword "Minnesota's Child Protection Agencies.")**

4. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

## **C. What to report**

1. Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are attached to this policy.
2. 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 within this program, the report should include any actions taken by this program in response to the incident.
3. 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 72 hours, exclusive of weekends and holidays.

## **D. 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. In addition, 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.

## **E. Retaliation prohibited**

This program, as employer of any mandated reporter, must not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. 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.

## **F. Internal review**

1. When CANA has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the program must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care.
2. The internal review must include an evaluation of whether:
  - a. related policies and procedures were followed;

- b. the policies and procedures were adequate;
- c. there is a need for additional staff training;
- d. the reported event is similar to past events with the children or the services involved; and
- e. there is a need for corrective action by the license holder to protect the health and safety of children in care.

## **G. Primary and secondary person or position to ensure internal reviews are completed**

The internal review will be completed by the program manager.

If this individual is involved in the alleged or suspected maltreatment, the internal review will be completed by the program director.

## **H. Documentation of the internal review**

CANA must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

## **I. Corrective action plan**

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

## **J. Staff Training**

The program 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). The program must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Policy reviewed and authorized by:

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Print name, Title, Signature