



**Vulnerable Adults Maltreatment Reporting and Internal Review Policy (Posted Version)**

**Axis Alternatives**

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**Course 9393  
Record 3541**

**Policy**

It is the policy of AXIS Alternatives, to protect the adults served who are vulnerable to maltreatment and to require the reporting of suspected maltreatment of vulnerable adults.

**Who Should Report**

All Axis staff and providers are mandated reporters and are required to report. Any family member or IDT member or other persons may voluntarily report abuse or neglect.

As a mandated reporter, if you know or suspect that a vulnerable adult has been maltreated, you must report it immediately. Immediately means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

**Reporting Procedures**

**What To Report**

Actual or suspected physical abuse, neglect or sexual abuse

Any "injury of unknown origin of a client" which means:

- a. the source of the injury was not witnessed by any person, and;
- b. the source of the injury could not be explained by the client, and;
- c. the injury raises suspicions of possible abuse or neglect because of the extent of the injury or the location of the injury (e.g., the injury is located in an area not generally vulnerable to trauma) or the number of injuries observed at one particular point in time or the incidence of injuries over time.

**Where To Report**

**Minnesota Adult Abuse Reporting Center 844-880-1574**

- 1) the mandated reporter will make an internal report by communicating this to the primary contact person, Director of Program Services (Linda Hughes) and completing an Incident Report and ), or;
- 2) the mandated reporter will make an external report directly to the Minnesota Adult Abuse Reporting Center (MAARC), or;
- 3) the mandated reporter may choose to make an internal report to the AXIS secondary contact person and an external report to the Minnesota Adult Abuse Reporting Center (MAARC)

The secondary contact person (Director of Program Services, Doug Boeckmann) shall receive the internal report when there is reason to believe that the primary contact person (Director of Program Services - Linda Hughes) is involved in the alleged or suspected maltreatment. If the primary contact person is involved in the alleged or suspected maltreatment:

- 1) the mandated reporter will make an internal report by completing the Incident Reporting Form and communicating this to the secondary contact person (Director of Program Services - Doug Boeckmann), or;
- 2) the mandated reporter will make an external report directly to the Minnesota Adult Abuse Reporting Center (MAARC), or;
- 3) the mandated reporter may choose to make a report to both the AXIS secondary contact person and the Minnesota Adult Abuse Reporting Center (MAARC), or;

Note: At Axis on Wellington, the primary contact person is the Program Supervisor and the secondary contact person is Linda Hughes, the Director of Program Services.

**Internal Reporting**

When an internal report is received, Linda Hughes, Director of Program Services is responsible for deciding if the report must be forwarded to the Minnesota Adult Abuse Reporting Center (MAARC).

If that person is involved in the suspected maltreatment, Doug Boeckmann, Director of Program Services will assume responsibility for deciding if the report must be forwarded to the Minnesota Adult Abuse Reporting Center (MAARC). The report must be forwarded within 24 hours.



If you have reported internally, you will receive, within two working days, a written notice that tells you whether or not your report has been forwarded to the common entry point at the Minnesota Adult Abuse Reporting Center (MAARC). The notice will be given to you in a manner that protects your identity. It will inform you that, if you are not satisfied with the facility's decision on whether or not to report externally, you may still make the external report to the common entry point at the Minnesota Adult Abuse Reporting Center (MAARC) yourself. It will also inform you that you are protected against any retaliation if you decide to make a good faith report to the common entry point at the Minnesota Adult Abuse Reporting Center (MAARC).

**Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, Axis Alternatives must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of vulnerable adults. The internal review must include an evaluation of whether:

- related policies and procedures were followed;
  - the policies and procedures were adequate;
  - there is a need for additional staff training;
  - the reported event is similar to past events with the vulnerable adults or the services involved; and
- there is a need for corrective action by the license holder to protect the health and safety of vulnerable adults.

**Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by the Director of Program Services (Linda Hughes). If this individual is involved in the alleged or suspected maltreatment, the Director of Program Services (Doug Boeckmann) will be responsible for completing the internal review.

**Documentation of the Internal Review**

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

**Corrective Action Plan**

Based on the results of the internal review, the license holder 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.

**Staff Training**

Axis Alternatives ensures that each new mandated reporter receives an orientation within 72 hours of first providing direct contact services to a vulnerable adult and annually thereafter. The orientation and annual review informs the mandated reporters of the reporting requirements and definitions specified under Minnesota Statutes, sections 626.557 and 626.5572, the requirements of Minnesota Statutes, section 245A.65, the license holder's program abuse prevention plan, and all internal policies and procedures related to the prevention and reporting of maltreatment of individuals receiving services.

Axis Alternatives will document the provision of this training, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

**THIS REPORTING POLICY MUST BE POSTED IN A PROMINENT LOCATION, AND BE MADE AVAILABLE UPON REQUEST.**