

# **Maltreatment of Vulnerable Adults Mandated Reporting Policy**



**Organization Name:** Key 360 Support Services, LLC

*If you are a mandated reporter, and you know or suspect maltreatment of a vulnerable adult, you must report it immediately (within 24 hours).*

## **Where to Report**

- Call the Minnesota Adult Abuse Reporting Center (MAARC) at 844-880-1574.
- Report online at: [mn.gov/dhs/reportadultabuse/](http://mn.gov/dhs/reportadultabuse/)
- Or, report internally to Cedric Key, Owner & CEO. If the individual listed above is involved in the alleged or suspected maltreatment, report to the Chief Operating Officer.

## **Internal Report**

- When an internal report is received, Cedric Key, Owner & CEO 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, the Chief Operating Officer will assume responsibility for deciding if the report must be forwarded to MAARC. The report must be forwarded within 24 hours.
- If you have reported internally, you should receive, within two working days, a written notice that tells you whether or not your report has been forwarded to MAARC. You should receive this notice 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 contact the reporting center and be protected against retaliation.

## **Internal Review**

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days.
- 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 vulnerable adults or the services involved; and
  - (v) 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 Review**

The internal review will be completed by Cedric Key, Owner & CEO. If this individual is involved in the alleged or suspected maltreatment, the Chief Operating Officer will be responsible for completing the internal review.

**Documentation of 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**

The license holder shall ensure 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 shall inform 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. The license holder must document the provision of this training, monitor implementation by staff, and ensure the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

For further information, visit: [mn.gov/dhs/adult-protection](http://mn.gov/dhs/adult-protection) .

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

**Policy reviewed and authorized by:**

Name: Cedric Key, Owner & CEO	Date of last policy review: 6/1/2023
Signature: <i>Cedric L. Key</i>	Date of last policy revision: 7/23/2018

Legal Authority: MS §§ [245A.65](#), subd. 1(a) and (b) & [626.557](#), subd. 4a