

4. Documentation of suspected abuse and neglect in the clinical record includes alleged sexual abuse, physical abuse or neglect of client, and the date(s) of occurrence.
5. All applicable incident reports shall be completed for all abuse and neglect/exploitation incidents occurring within a CSB program.
6. If a client comes in with bruises and shows staff, no photographs can be taken without written consent of the client/guardian if the client is an adult or the consent of the parent or guardian if the client is a minor. Any photographs taken may be released only with written authorization to do so.
7. The staff member observing the bruise(s) should document their observations in the client's chart, i.e., location, size, etc. Staff should report the observations when the appropriate outside regulatory agency is contacted.
8. Any disclosure made must be limited to the minimum necessary (disclose only information reasonably necessary to accomplish the purpose of the disclosure). Even though the report must be made, only the information concerning abuse is no longer confidential or privileged.
9. The department director or his/her designee will consult with, and provide all documented evidence to the Executive Director who is responsible for all administrative actions and/or decisions regarding any allegations involving CSB employees.

Children of Residential Clients

1. In the Residential Department client's children living and/or visiting at the residential facilities are provided a safe environment while residing at the facility. If abuse or neglect is suspected or substantiated, it is immediately reported in accordance with applicable laws of the State of Georgia.
2. If a child is placed on the CSB property for supervised visitation with the mother and the Department of Family and Children Services (DFCS) has custody/guardianship, the assigned DFCS child protective service worker and/or supervisor will be contacted by the site supervisor and/or designee immediately.
3. If an attorney is involved in the supervised placement of the child, the attorney will be notified
4. Site supervisor and/or designee will jointly work with DFCS to develop a safety plan for child when indicated.
5. Documentation will be made in the client's residential log and clinical record and incorporated as appropriate into her plan of care.
6. If child (ren) are left on CSB property by the mother and the mother's whereabouts are unknown, the staff will notify the site supervisor immediately.
 - a. Site supervisor will notify the Coordinator and Director.
 - b. Child (ren) will be supervised by onsite staff.
 - c. Emergency contact numbers will be activated.
 - d. If after three (3) hours the mother has not been located and/or returned to the property, the procedure for reporting abuse/neglect will be followed (except when DFCS has custody/guardianship, the assigned DFCS staff will be notified).

Long Term Care Abuse Reporting Act

1. Upon suspected abuse or exploitation, staff will contact the supervisor and/or coordinator immediately and fill out the necessary incident reports.

2. For clients who are older persons (65+) or an adult (18+) with a disability Staff will also complete the Adult Protective Services Form (attachment A) and faxed to Georgia Adult Protective Services (APS) at 770-408-3001
3. Incidents occurring at residential programs or with older adults or adult with a disability residing in a long-term care facility (i.e. community living arrangements, personal care homes, intermediate care or skilled nursing homes), will be reported to the Office of Healthcare Facility Regulation (attachment B) at 404-656-4507 by the Client Rights Representative.