

## **Fayette County Behavioral Health Administration (FCBHA) Mandated Reporter Policy and Procedures**

### Policy

FCBHA is committed to ensuring all employees are aware of the 2013 Pennsylvania Child Legislation Act requirements. Employees are considered mandated reporters and must adhere to all responsibilities of this role.

### Procedures

Annual mandated reporter training will be provided to ensure all employees are aware of what constitutes reportable abuse or neglect concerning a child age 18 and under. Once an employee has been alerted to suspected child abuse/neglect, the following procedures will be followed:

1. The employee will immediately report the suspected abuse/neglect to ChildLine. Preferably, the report will be made electronically through the ChildLine website, <https://www.compass.state.pa.us/cwis/>. Once completed, the employee will print off the information showing the report was completed. If unable to complete the electronic submission, the employee will call ChildLine with the required information (800-932-0313). The employee will then complete the CY47 form, "Report of Suspected Child Abuse".
2. Once the report has been submitted to ChildLine, the employee will *immediately* notify their supervisor that the report was submitted. If the supervisor is unavailable, the employee will report the event to the Privacy Officer.
3. The employee will submit the ChildLine website verification or CY47 form electronically to the Privacy Officer with a copy to their immediate supervisor. This information will be maintained in an internal database. Once the Privacy Officer receives the form, the child's name will be searched in ClientTrek and if appropriate, the information will be shared with employees working with the child. For any child under the age of 3, the Privacy Officer will notify the Early Intervention Program Specialist. The Privacy Officer will share information as needed with the Corporate Compliance Committee.
4. If the employee who made the original report receives any follow-up information from ChildLine, this information will be shared with the Privacy Officer.