

## Flowchart-Style Abuse Reporting Procedure (Staff Training Tool)

**Step 1: Observe or Suspect Abuse, Neglect, Exploitation, or Misappropriation** - Client statement, observation, third-party report, or staff concern



**Step 2: Is the Client in Immediate Danger?** - **YES** → Call **911**, ensure client safety, then notify Supervisor/Administrator immediately - **NO** → Proceed to Step 3



**Step 3: Internal Notification (Immediately / Same Shift)** - Report to Supervisor and/or Administrator - Do not investigate independently



**Step 4: Documentation (Within 24 Hours)** - Complete Agency Incident Report Form - Submit to Administrator or Designee



**Step 5: External Reporting (Administrator Responsibility)** - Adult Protective Services (APS) per **KRS 209** - Child Protective Services (CPS) if applicable - CHFS / PSA oversight as required by **907 KAR 1:170** - Law enforcement if criminal activity suspected



**Step 6: Protective & Corrective Actions** - **Remove alleged perpetrator from client contact** - Initiate internal investigation **immediately within 2 hours** - Implement corrective actions and disciplinary measures



**Step 7: Documentation & Record Retention** - Maintain records minimum 5 years or longer per CMS/KY requirements