

Acknowledgement of Responsibility for Reporting Abuse, Neglect and Exploitation and Reasonable Suspicion of Crime

Form must be completed by the employee, contract employee or volunteer with the original kept at the facility.

A. Reporting Abuse, Neglect and Exploitation

All state supported living center employees, contract employees and volunteers must immediately, if possible, but never more than one hour, notify the facility director and the HHSC Complaint and Incident Intake (CII) if there is suspicion of abuse, neglect or exploitation.

Abuse, neglect and exploitation include, but are not limited to:

1. Sexual contact between a person receiving services and an employee, contractor or volunteer.
2. Sexual contact between a person receiving services and someone who has an ongoing relationship with the person receiving services, such as a family member or guardian.
3. Permitting an obscene or pornographic photograph, videotape or other depiction of a person receiving services.
4. Any intentional or reckless act or failure to act that causes or may have caused physical injury to an person receiving services.
5. Any act of inappropriate or excessive force or corporal punishment inflicted on a person receiving services even if it results in physical injury.
6. Verbally or non-verbally cursing, vilifying, degrading or threatening physical or emotional harm to a person receiving services.
7. Any act or omission by an employee, contractor or volunteer that places a person receiving services at risk of physical or emotional injury.
8. Using a person receiving services, or that person's resources, for monetary or personal benefit, profit or gain.

The proper use of restraints and techniques to manage aggressive behavior are not considered abuse or neglect if used per facility procedures.

I acknowledge my responsibility as an employee, contract employee or volunteer of the state supported living centers to report abuse, neglect and exploitation. I understand that I should report any incident that I suspect may be abuse, neglect or exploitation even if I am not sure. I realize I may be criminally liable for failing to report abuse, neglect or exploitation.

B. Reporting Reasonable Suspicion of Crime Against a person

All state supported living center employees, contract employees, and volunteers must immediately notify the facility director or designee and HHSC Complaint and Incident Intake (CII) at 800-458-9858 and the local law enforcement agency if they have a reasonable suspicion a crime against a person has occurred. Reporting must occur within two hours if the person sustained a serious physical injury or within 24 hours if the person did not sustain a serious physical injury.

I acknowledge my responsibility as an employee, contract employee or volunteer of the state supported living centers to report reasonable suspicion of a crime against a person. I understand that I should report any incident that I suspect may be a crime even if I am not sure. I realize that if I fail to report as required, I may be subject to civil money penalties or barred from participation in any federal health care program.

Employee, Contract Employee or Volunteer Name (printed)

Employee ID No., If applicable

State Supported Living Center Location

Signature — Employee, Contract Employee or Volunteer

Date