

## HH 565: Mandatory Reporters

WAC: 246-335-525 Personnel, Contractor and Volunteer Policies

Date of Origin: 03/01/20

Revised: 05/22/2025

### Policy Statement:

All Home Health Agency direct care staff are considered to be mandatory reports

### Procedure:

- 1) Mandatory reporters shall report suspected abandonment, abuse, financial exploitation, or neglect of a person in violation of RCW 74.34.020 or 26.44.030 to the Department of Social and Health Services and the proper law enforcement agency.
- 2) Reports must be submitted immediately when the reporting person has reasonable cause to believe that abandonment, abuse, financial exploitation, or neglect of a vulnerable adult has occurred;
- 3) All direct care staff will receive orientation to their role as a mandated reporter and sign a mandatory reporter form, which will be placed in Hanford Home Health's personnel file.
- 4) Mandatory reporters shall report failure to comply with the requirements of chapters 246-335-425 WAC and 70.127 RCW to the appropriate department.
- 5) All reports must be submitted on department forms. Reports must be submitted within fourteen (14) calendar days after the reporting person has knowledge of noncompliance that must be reported