

Health & Human Services Reporting Procedure

Policy: In order to ensure compliance with all performance standards, PCDC staff will following the established reporting guidelines.

Performance Standard 1302.102 Reporting

Procedure:

- All staff will report significant incidents affecting the health and safety of program participants including but not limited to suspected child abuse/neglect to the immediate supervisor by the close of business day the event occurred.
- The immediate supervisor must report the incident to the Executive Director by the close of business day that the event was reported. If the report involves agency staff or volunteer compliance with laws addressing child abuse or neglect, the supervisor must also report the incident to the appropriate child care state licensing agent.
- The Executive Director must report the incident to a Health & Human Services official within three days.
- In addition to significant incidents affecting the health and safety of program participants, the Executive Director must also report to a Health & Human Services official within three days the following:
 - Circumstances affecting the financial viability of the program
 - Breaches of personally identifiable information
 - Program involvement in legal proceedings
 - Any other matter for which notification or report to a state, tribal or local authority is required by law