


RIVERSIDE UNIVERSITY HEALTH SYSTEM – COMMUNITY HEALTH CENTERS

		Document No: 104	Page 1 of 4
Title: Abuse, Neglect and Domestic Violence Assessment and Reporting	Effective Date: 6/11/2020	<input type="checkbox"/> RUHS – Behavioral Health <input checked="" type="checkbox"/> RUHS – Community Health Centers <input type="checkbox"/> RUHS – Hospital Based Clinics <input type="checkbox"/> RUHS – Medical Center <input type="checkbox"/> RUHS – Public Health <input type="checkbox"/> Departmental	
Approved By: <div style="text-align: center;">  Jennifer Cruikshank CEO/ Hospital Director </div>		<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Guideline	

1. SCOPE:

- 1.1 All Riverside University Health System – Community Health Centers (RUHS-CHC) staff will, to the best of their ability, protect patients from real or perceived abuse, neglect, or exploitation from anyone, including staff, students, volunteers, other patients, visitors, family members, or strangers. Refer to RUHS house wide Guidelines No. 626 for additional details.

2. PROCEDURE:

2.1 Reporting Requirements

a. Child

- i. Child abuse will immediately be reported by calling the Riverside County Child Protective Services (CPS) at **1-800-442-4918**.
- ii. Complete and submit Form SS8572 “Suspected Child Abuse Report” (see attached) to CPS.
- iii. A copy of Form SS8572 will be placed in a folder labeled “**CONFIDENTIAL**” and kept in the clinic’s administrative office in a locked file. Refer to County policy A-43 for record retention management.
- iv. The Medical Report - Suspected Child Abuse, OES 2-920, Rev 2001 (available from Department of Public Social Services -DPSS - CPS) (see attached) must be completed by the Provider within 36 hours.

b. Child Sexual Abuse

- i. If the provider suspects sexual abuse of a minor during a routine clinic visit, the provider shall:
 - Proceed with the routine physical examination
 - Document findings in the patient’s medical record
 - Obtain the appropriate cultures, and treat as indicated.

- ii. Contact Law enforcement 9-1-1 and CPS.
 - iii. Consensual sexual activity must be reported to CPS if:
 - The minor is under 14 and partner is >2yrs older
 - Older than 14 and partner is younger than patient or older than 21
 - Not based solely on age, clinical judgement must be applied to determine reasonable suspicion of coercion.
 - iv. Follow up with written reports as outlined above.
 - v. Suspected sexual abuse forensic examinations are not performed at RUHS – Community Health Centers. To refer for forensic sexual abuse examination, call Riverside Children’s Services at 800-442-4918 for direction of care.
- c. Adult/ Elder abuse
- i. Suspected elder/dependent adult abuse will immediately be reported by calling the Riverside County Adult Protective Services at **1-800-491-7123**.
 - ii. Contact local law enforcement **9-1-1** when immediate action is needed to protect the elderly/dependent adult.
 - iii. Complete the “Report of Suspected Dependent Adult/Elder Abuse Report Form” [SOC 341 (12/06)] (see attached) after the telephone report. Reporting Forms are available from the local Department of Public Social Services office and the local police department.
 - iv. Keep a copy of SOC 341 Form and place it in a folder labeled “**CONFIDENTIAL**” and keep in the clinic’s administrative office in a locked file. Refer to policy A-43 for record retention management.
- d. Domestic Violence
- i. If there is reasonable suspicion of physical harm resulting in a wound or injury from assaultive or abusive conduct, report to law enforcement.
 - ii. If there is an immediate danger, contact law enforcement 9-1 -1
 - iii. Provide a safe environment for the patient away from the alleged abuser.
 - iv. When possible, offer the patient a private space to make phone calls.
 - v. The Health Care Provider will provide medical care as indicated by the patient’s condition.
- e. Adult Sexual Abuse/Assault
- i. Ask the victim if he/she has filed a police report.

- vi. If not, contact law enforcement and file a report as defined by Penal Code 11160(d).
- vii. If the victim decides he/she wants a medical exam, offer the patient a medical exam with the Sexual Assault Response Team (SART) and

arrange with either Riverside University Health System – Medical Center SART (951) 391-2821 or Eisenhower Medical Center in Palm Springs (714) 616-6627.

- viii. Offer information about available community resources such as the Rape Crisis Center at 800-656-4673
- ix. Offer to notify any family member or relative if the victim desires.
- v. Complete “Report of Suspected Victim” of injury by crime NS- 4353 and OS2-920 (see attached), and place a copy in a folder labeled “**CONFIDENTIAL**” and keep in the clinic’s administrative office in a locked file. Refer to policy A-43 for record retention management.

2.2 Internal Reporting

- a. Any RUHS Community Health Center representative who suspects that a patient, staff member, or visitor is the victim of abuse or neglect should immediately report their suspicion through the chain of command verbally followed by the completion of an incident report using the Datix Incident Reporting System <http://datixapp01/datix/liveindex.php>
- b. Such internal reporting does not relieve the individual of any obligation he or she may have to report their suspicion to law enforcement authorities according to California law

3. REFERENCES

- 3.1 California Hospital Association. A quick Reference Guide to: *Assault and Abuse Reporting Requirements (2015)*. Retrieved on July 8, 2019 from www.calhospital.org
- 3.2 California Penal Code § 11160(d).
- 3.3 Riverside University Health system- Medical Center Guideline No. 626.
- 3.4 Riverside County Board of Supervisor Policy A-43 County Records Management and Archives updated 05/21/2019.

4. ATTACHMENTS

- 4.1 A Quick Reference Guide to: *Assault and Abuse Reporting Requirements 03/2015*.
- 4.2 CalOES 2-920: California Suspicious Injury Report
<http://www.caloes.ca.gov/GrantsManagementSite/Documents/2-920%20Mandated%20Suspicious%20Injury%20Report.pdf>
- 4.3 California Suspected Child Abuse Report
http://oag.ca.gov/childabuse/pdf/ss_8572.pdf

4.4 State of California- Health and Human Services Agency Report of Suspected Dependent Adult/ Elder Abuse (Form SOC 341)

www.cdss.ca.gov/cdssweb/entres/forms/English/SOC341.pdf

Document History:

Prior Release Dates: 8/24/2016		Retire Date: N/A	
Document Owner: RUHS Community Health Centers		Replaces Policy: Management of Sexual Assault Victims	
Date Reviewed	Reviewed By:	Revisions Made Y/N	Revision Description
08/2019	CHC Director of Nursing	Yes	Converted to a Procedure
08/29/2019	CHC Policy Workgroup	No	
12/12/2019	Compliance	Yes	Change domestic violence reporting to reflect, "reporting to law enforcement only if there is physical harm resulting from an assault or abusive conduct. Change filing the State reporting Forms to keep a copy in the clinic manager's office marked confidential in a locked file, instead of scanning it in the patient's medical record.
01/23/2020	Compliance department	Yes	Add verbiage from HW policy 626 2.2b Add reference to County Board of Supervisors policy A-43 for Records Management and Archives Policy