

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p>POLICY & PROCEDURE</p>	<p>Original Date Issued: 02/01/2014</p> <hr/> <p>Last Revision Date: 03/01/2014</p>	<p>Current Review Date: 10/11/2017</p> <p>Current Review By: DP</p>	<p>Section: ONGOING</p>	<p>Policy No: 011</p>	<p>Pages: Page 1 of 1</p>
<p><input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS)</p> <p><input checked="" type="checkbox"/> Detention Center</p> <p><input checked="" type="checkbox"/> DYFS Services Network</p> <p><input checked="" type="checkbox"/> Purchase of Service Agencies</p>	<p>Current Effective Date: 01/01/2018</p>	<p>Subject: Mandatory Reporting Policy</p>			

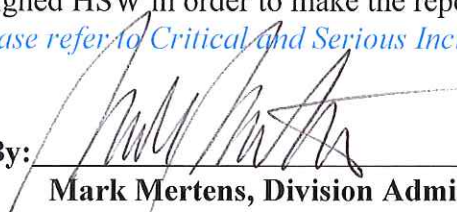
I. Policy

It is the policy of Division of Youth and Family Services (DYFS) that all DYFS employees act in the best interest to protect the safety and well-being of youth and families served. If an employee in the course of professional duties has reasonable cause to suspect (*either through observation, child's self-report or another parties' report*) that a youth has been abused or neglected, threatened with abuse or neglect and/or that abuse or neglect of the youth will occur, shall report that immediately to the Division of Milwaukee Child Protective Services (DMCPS) 414.220.SAFE (7233). (*Refer to Wisconsin Statute 48.981(2)*)

II. Procedure

- A. DYFS employees must inform youth and families at the first formal meeting that they are mandatory reporters.
- B. Within 24 business hours, DYFS employees **must report suspected, reported or observed neglect and/or physical, sexual and emotional abuse by calling 414.220.SAFE (7233), as well as the police when necessary. DYFS employees must be prepared to make a full report – this may take up to 15-20 minutes for the DMCPS to gather all required information.**
- C. DYFS employees must report suspected, reported or observed abuse that occurs in any setting (i.e., home, foster care, group care, residential, school or community) even if that facility/agency indicates they have reported the incident or are investigating it.
- D. The Human Service Worker (HSW) must complete and submit a Serious and/or Critical Incident Report form, as well as a Case Note, in consultation with their immediate supervisor within 48 business hours of the HSW learning about the incident.
 - ✚ Any employee that is not a HSW and/or HSW Supervisor must work in consultation with the assigned HSW in order to make the report.
 - ✚ *Please refer to Critical and Serious Incident Reporting Policy 010 for more details.*

Reviewed & Approved By: _____


Mark Mertens, Division Administrator