

## For Students 18 & older

### NOTIFICATION OF SUSPECTED ABUSE

Adult Protective Service Hotline # 1-800-490-8505

Midwestern Intermediate Unit IV

|                   |  |                        |  |      |  |
|-------------------|--|------------------------|--|------|--|
| Student:          |  | DOB:                   |  | Age: |  |
| Parents:          |  | Phone:                 |  |      |  |
| Address:          |  | District of Residence: |  |      |  |
| Program Location: |  | Teacher:               |  |      |  |

1. Do not investigate, simply report
2. Resist interviewing the student; defer interviews to the appropriate authority
3. Under NO circumstances are MIU IV staff to photograph the student
4. Briefly describe the situation and/or condition of the student

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#### Procedures:

| #   | Date | Time | Description   |
|-----|------|------|---|
| 1.  |      |      | <b>Mandated Reporter who has reasonable suspicion that a student 18 &amp; older is a victim of abuse, neglect, exploitation or abandonment must immediately call the Adult Protective Services Hotline (1-800-490-8505) in accordance with Adult Protective Services Act (Act 70 of 2010).</b>  |
| 2.  |      |      | <b><u>AND IF</u> the Mandated reported has reason to suspect the student is a victim of sexual abuse, serious injury, serious bodily injury or a death that is suspicious, you must complete the following steps 2a, 2b, and 2c</b>   |
| 2a  |      |      | a. <b>Immediately make an oral report to Local Law Enforcement Agency. IF not an emergency, call the local police department obtain number from school office. (If an emergency call 911)</b>   |
| 2b  |      |      | b. <b>Immediately make an oral report to Department of Human Services/Adult Protective Services Division 717-265-7887 select option 3.</b>  |
| 2c  |      |      | c. <b>Complete the written report (PA 1943) and send to Local Law Enforcement Agency.<br/><a href="http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_167248.pdf">http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_167248.pdf</a></b>   |
| 3.  |      |      | <b>Mandated Reporter notifies the Building Administrator</b><br>*If no Principal is available, proceed to step 3  |
| 4.  |      |      | <b>Mandated Reporter notifies MIU IV Program Supervisor</b><br>*if MIU IV Administrator is not available, contact MIU IV Director of Special Education<br>*if MIU IV Director of Special Education is not available, contact MIU IV Executive Director  |
| 5.  |      |      | <b>Mandated Reporter notifies MIU IV School Social Worker - Bryda Drumm 724-458-6700 x1218</b>  |
| 6.  |      |      | <b>Mandated Reporter completes the written report (PA 1943)</b><br><a href="http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_167248.pdf">http://www.dhs.pa.gov/cs/groups/webcontent/documents/document/c_167248.pdf</a><br>Fax to 484-434-1590 or email the completed form to <a href="mailto:mandatoryron@libertyhealth.com">mandatoryron@libertyhealth.com</a> |
| 7.  |      |      | <b>Mandated Reporter faxes the written report and this Notification form to MIU IV Program Supervisor</b>   |
| 8.  |      |      | <b>Program Administrator notifies the LEA or appropriate School Administrators</b>  |
| 9.  |      |      | <b>Program Administrator signs and faxes this form to the Director of Special Education</b>   |
| 10. |      |      | <b>Director of Special Education notifies Executive Director</b>  |

\_\_\_\_\_  
Signature of Program Administrator

\_\_\_\_\_  
Date