

The Michigan Mental Health Code and MDHHS Administrative Rules indicate that it is an act of Neglect to fail to report Abuse or Neglect to the Office of Recipient Rights in a timely manner.

All employees, students, or volunteers must report alleged, apparent, or suspected Abuse and/or Neglect to the Office of Recipient Rights and a supervisor **immediately**.

GHS Policy #08-005-95 (Identifying and Reporting Abuse and Neglect) states:

*IV. REGULATIONS*

*C. All incidents of abuse or neglect which are suspected by, alleged or apparent to an agency employee, contract employee, provider network employee, student and/or volunteers **must be immediately reported**.*

- 1. Employees must immediately make verbal reports to their supervisors, and to GHS's ORR...*
- 4. A GHS employee, contract employee, provider network employee, student and/or volunteer who fails to make a required report shall be subject to disciplinary action and any legal penalties and liabilities as applicable.*

Reports of any other alleged, apparent, or suspected recipient rights issue / violation (non-Abuse/Neglect) must be made within 24 hours.

Reports of such matters can be made by calling the GHS Office of Recipient Rights at (810) 257-3710 and choosing option #4. You may wish to save this number in your contacts.

If you have any questions about reporting requirements or anything covered in the IMP recipient rights training modules, please call the Office of Recipient Rights at (810) 257-3710.

By signing the below, I attest that I have read and understand the above information.

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Employees Printed Name

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Self-Directed Employer Name

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Employee Signature

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Date Signed