

Reporting Instructions and Process

1. As our eyes and ears in the client's home, it is the responsibility and duty for you as Home Health Aides to report any signs of abuse, neglect, mistreatment, maltreatment and or anything that you feel is worth reporting.
2. As mandatory reporters, any thing reported to your supervisor will be reported to the appropriate parties.
3. The process for reporting any signs of abuse or neglect are as follows:
 - a. Observe or witness the abuse/neglect
 - b. Report the incident to your supervisor
 - c. Depending on what you observed, you may be asked to complete and incident report.
 - d. Depending on the report, either the case manager will be notified or DHR.
4. If you are not able to reach your supervisor to report an incident, you may always call our main line: 1-256-580-5800/1-251-776-3725
5. If you are not sure if something is abuse or neglect, it's never wrong to report it and allow the supervisor to look into it and determine if it should be passed along to the appropriate parties.