

# Employee Acknowledgment of Elder and Dependent Adult Abuse Reporting Obligations

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The Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code Sections 15600-15659) requires specified health care practitioners, clergy members, care custodians and other persons who have knowledge of or reasonably suspect abuse or neglect of an elder or dependent adult to report by telephone or through a confidential Internet reporting tool (if available and appropriate). If the initial report is made by phone, a follow-up written report or an Internet report must later be sent. The reporting time frames are described in the attached document.

**You are a person who is required to report known or suspected abuse or neglect of an elder or dependent adult.** The reporting obligations you must fulfill are described in Welfare and Institutions Code Section 15630, attached to this form. You must read this attachment.

**NOTE:** The hospital may wish to supplement this form by providing the new employees a copy of chapter 17 of CHA's *Consent Manual*, which describes the elder and dependent adult abuse reporting requirements. If this approach will be used, this form should indicate:

*We have attached a copy of the portion of the California Hospital Association's Consent Manual that describes the California elder and dependent adult abuse and neglect reporting law. You should read this material carefully. If you have any questions regarding your reporting obligations, please discuss your questions with [insert the name and title of the person who should answer questions].*

**NOTE:** The hospital may supplement this form by discussing any special policy it has regarding notifying supervisors and administration about reports that will be or are made, and how the reporting is coordinated when several employees become aware of the same instance of suspected elder or dependent adult abuse. Such a discussion could, for example, include the following statement:

*Your supervisor and administration should be notified whenever you believe that you may be required to report suspected elder or dependent adult abuse or neglect. In addition, usually several hospital employees and medical staff members will learn about the same instance of suspected abuse or neglect. The patient's attending physician (or other designated person) shall be responsible for making the reports or for identifying the member of the health care team who shall assume this responsibility.*

The identity of persons who report elder or dependent adult abuse or neglect is confidential and may be disclosed only among the following agencies or persons representing an agency:

1. An adult protective services agency.
2. A long-term care ombudsperson program.
3. A licensing agency.
4. A local law enforcement agency.
5. The office of the district attorney.

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6. The office of the public guardian.
7. The probate court.
8. The bureau.
9. The Department of Consumer Affairs, Division of Investigation.
10. Counsel representing an adult protective services agency.

In addition, the identity of a person who reports elder or dependent adult abuse or neglect may be disclosed under the following circumstances:

1. To the district attorney in a criminal prosecution.
2. When the reporter waives his or her confidentiality rights.
3. By court order.

[Welfare and Institutions Code Section 15633.5]

I have read the attached information regarding elder and dependent adult abuse reporting obligations under California law. I understand that I must comply with these legal requirements, and I agree to do so.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Signature: \_\_\_\_\_  
(employee)

Print name: \_\_\_\_\_  
(employee)

**NOTE:** The employer is required by law to attach a copy of Welfare and Institutions Code Section 15630 to this form.

Reference: Welfare and Institutions Code Sections 15633.5 and 15659