

	County of Sacramento Department of Health Services Division of Primary Health Policy and Procedure	Policy Issuer (Unit/Program)	JCH
		Policy Number	B03-1433a
		Effective Date	5-17
		Revision Date	07-19
Title: Reporting Child Abuse		Functional Area: Safety	
Approved By: Pamela Gandy-Rosemond, MSN RN CCHP Health Administrator			
Approved By: Scarlett Ong, BSN RN Clinic Manager			

Definitions:

Juvenile Correctional Health (JCH); California Department of Social Services (CDSS); Child Protective Services (CPS); Electronic Medical Record (EMR)

Policy:

All medical staff are mandatory reporters of Child Abuse. As soon as a JCH staff member becomes aware of a possible incident of child abuse; they will notify Child Protective Services (CPS) immediately and complete the online “Suspected Child Abuse Online Report”. An encounter stating the report was made is to be recorded in the patients Electronic Medical Record (EMR).

Procedures:

- A. Reporting Child Abuse:
 - 1. Obtain information from the victim
 - 2. Call the 24-hour hotline (916) 875-5437 and give verbal report to the Hotline Staff.
 - 3. Obtain password from the Hotline staff so you can complete online report.
 - 4. Make online report – go to:
<http://www.dcfas.saccounty.net/CPS/Pages/CPS-Home.aspx>
 - 5. Choose “Resources” and then choose “Report Child Abuse”
 - 6. Document information and the CPS were contacted, in the patient EMR under “Encounter”
- B. If you are reporting child abuse that occurred outside Sacramento County:
 - 1. Go to CDSS Public Site_Reporting_Reporting Abuse_Child Protective Services_Report Child Abuse;
<http://www.cdss.ca.gov/Reporting/Report-Abuse/Child-Protective-Services/Report-Child-Abuse>
 - a. All staff members are responsible for the information disseminated at these meetings.
- C. In case of Emergency call 911 for law enforcement.

References:

NCCHC, YB-03

Title 15, Article3, Section 1433

Attachments:

CA County Emergency Response Child Abuse Reporting Telephone Numbers.

Contact: N/A