



## **Abuse/Neglect/Misuse of Funds/Property Policy and Procedures**

The purpose of this policy is to establish guidelines and procedures to prevent and address abuse, neglect, and misuse of funds/property at St. Elizabeth's Adult Day Care Center. The policy aims to ensure the safety and well-being of participants, maintain the integrity of financial resources, and foster a culture of reporting without fear of retaliation.

1. Definitions:
  - a. Abuse and Neglect: In accordance with 9 CSR 10-5.200, abuse refers to any act or failure to act that results in imminent risk of serious harm, death, serious emotional harm, sexual abuse, or exploitation. Neglect involves the failure to provide adequate care, services, or supervision.
  - b. Misuse of Funds/Property: Involves the inappropriate use, mismanagement, or theft of financial resources or personal property belonging to participants or the organization.
2. Prohibition and Prevention:
  - a. Abuse, neglect, and misuse of funds/property are strictly prohibited. Staff members are expected to adhere to current definitions consistent with 9 CSR 10-5.200 and uphold the highest standards of care and ethical conduct.
3. Reporting Responsibilities:
  - a. Failure to Report: Failure to report incidents of abuse, neglect, or misuse of funds/property shall result in disciplinary action, criminal prosecution, or both.
  - b. Procedures for Reporting:
    - i. Hotline Numbers: Clear and accessible hotline numbers will be provided for self-reporting. The designated staff member responsible for the initial reporting Site Directors
4. Confidential Reporting:
  - a. Participants, families, and staff are encouraged to report concerns, incidents, and grievances without fear of retaliation. Information on reporting procedures will be communicated through multiple channels, and confidentiality will be maintained to the greatest extent possible.
5. Protection During Investigation:
  - a. Procedures are in place to ensure the safety of individuals during an investigation. This includes protection from harm and retaliation. No adverse action will be taken against individuals for reporting concerns in good faith.
6. Communication and Feedback:
  - a. Participants, families, and staff will be informed of how and to whom they may report concerns, incidents, and grievances. A feedback mechanism will be established to provide updates on the status of investigations and actions taken in response to reported concerns.

Administrative Offices

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## **Abuse/Neglect/Misuse of Funds/Property Policy and Procedures Continued**

7. Training and Awareness:

- a. Regular training sessions will be conducted to educate staff on recognizing and preventing abuse, neglect, and misuse of funds/property. Participants and their families will also receive information on identifying signs of mistreatment and reporting procedures.

8. Review and Revision:

- a. This policy will be regularly reviewed and updated to ensure its effectiveness and alignment with relevant regulations and best practices.

9. Compliance:

- a. All staff members are expected to comply with this policy. Non-compliance may result in disciplinary action, up to and including termination, and may also lead to legal consequences.

St. Elizabeth's Adult Day Care Center is committed to maintaining a safe and respectful environment for participants, families, and staff. This policy reflects our dedication to preventing and addressing abuse, neglect, and misuse of funds/property while fostering a culture of accountability and transparency.