

III. PERSONNEL

G. Child Abuse and Neglect:

1. The agency shall have and follow written procedures and Mississippi law for handling any suspected incidents of child abuse or neglect involving staff. The procedures shall include:
 - a. A provision for immediately reporting any suspected incident to the executive director or administrator in charge
 - b. A provision for the executive director or administrator in charge to immediately report the incident to the Department as soon as possible, but no later than twenty-four (24) hours of occurrence (Hotline 1-800-222-8000) or you may provide all information via website: msabusehotline.mdhs.ms.gov
 - c. An action plan that provides for the immediate protection during the investigation
 - d. Provisions for preventing a recurrence of the alleged incident pending investigation
 - e. A provision for conducting an in-house investigation of the incident after the Department has completed its investigation
 - f. A procedure for evaluating the continued utilization of any staff member determined to be involved in an incident of child abuse or neglect.
2. The agency shall require each staff member to read and sign a statement that he/she has read and understands procedures for handling suspected incidents of child abuse or neglect. The statement must outline the State child abuse and neglect law and outline the staff member's responsibility to report all suspected incidents of child abuse and neglect according to the law. Employee statement shall be filed in employee's personnel file.

III. PERSONNEL

G. Child Abuse and Neglect:

1. The agency facility shall have and follow written procedures and Mississippi law for handling any suspected incidents of child abuse or neglect involving staff. The procedures shall include:
 - a. A provision for immediately reporting any suspected incident to the executive director or administrator in charge
 - b. A provision for the executive director or administrator in charge to immediately report the incident to the Department of Human Services as soon as possible, but no later than twenty-four (24) hours of occurrence (Hotline 1-800-222-8000) or you may provide all information via website: msabusehotline.mdhs.ms.gov
 - c. An action plan that provides for the immediate protection during the investigation
 - d. Provisions for preventing a recurrence of the alleged incident pending investigation
 - e. A provision for conducting an in-house investigation of the incident after the Department DHS has completed its investigation
 - f. A procedure for evaluating the continued utilization of any staff member determined to be involved in an incident of child abuse or neglect.
2. The agency shall require each staff member to read and sign a statement that he/she has read and understands procedures for handling suspected incidents of child abuse or neglect. The statement must outline the State child abuse and neglect law and outline the staff member's responsibility to report all suspected incidents of child abuse and neglect according to the law. Employee statement shall be filed in employee's personnel file.