

Mandated Reporting Quick Reference Chart

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✦ For Staff Use Only – Attach to Mandated Reporting Policy

OHIO

- **Child Abuse/Neglect:** Ohio Department of Job and Family Services
 - Local county Children Services Agency (24/7)
 - General Hotline: **855-OH-CHILD (855-642-4453)**
- **Elder/Adult Abuse:** Ohio Adult Protective Services
 - County Job and Family Services Agency
 - General Hotline: **855-OH-CHILD (same as above, routed)**
- **Animal Abuse/Neglect:**
 - Local Humane Society or County Animal Control
 - In emergencies: **911**

KENTUCKY

- **Child Abuse/Neglect:** Kentucky Child Protection Hotline (24/7)
 - **877-KYSAFE1 (877-597-2331)**
- **Elder/Adult Abuse:** Kentucky Adult Protective Services
 - Same hotline: **877-597-2331**
- **Animal Abuse/Neglect:**
 - Local Animal Control or Law Enforcement
 - In emergencies: **911**

TEXAS

- **Child Abuse/Neglect:** Texas Department of Family and Protective Services (DFPS)
 - Statewide Hotline (24/7): **800-252-5400**
 - Online: txabusehotline.org (non-emergencies only)
- **Elder/Adult Abuse:** Texas Adult Protective Services (APS)
 - Same Hotline: **800-252-5400**
- **Animal Abuse/Neglect:**
 - Local Animal Control, Sheriff's Office, or Police
 - Texas Penal Code requires reporting of cruelty to animals
 - Emergencies: **911**

CALIFORNIA

- **Child Abuse/Neglect:** Child Protective Services (CPS) – County-based
 - General Hotline (connects to counties): **800-540-4000 (Los Angeles)**
 - Local numbers vary by county – staff must confirm county-specific CPS hotline
- **Elder/Adult Abuse:** California Adult Protective Services (APS)
 - General Hotline: **833-401-0832** (automatically routes by zip code)
- **Animal Abuse/Neglect:**
 - Local SPCA, Humane Society, or County Animal Control
 - State law mandates veterinarians and encourages others to report cruelty
 - Emergencies: **911**

General Guidelines for Staff

1. **Immediate Danger** → **Call 911**
2. **Reasonable Suspicion is Enough** – You do not need proof.
3. **Report Directly** – Do not delegate; each staff member is responsible.
4. **Document** – Record the date, time, agency contacted, and summary of what was reported in the client's confidential file.
5. **Notify Supervisor** – Inform your supervisor after the report has been filed (do not delay reporting to do this).

Perfect, Dr. Ilyas. A **visual flowchart/decision tree** will make it much easier for staff to quickly follow mandated reporting procedures under stress. Below is a **one-page text-based flowchart** version of your mandated reporting process. If you'd like, I can also design this into a **graphic handout** later for staff binders, training slides, or posters.

Mandated Reporting Decision Tree

Step 1: Identify Concern

- ◆ Do you **know of, suspect, or reasonably believe** abuse/neglect has occurred?
 - If **Yes** → **Go to Step 2**
 - If **No** → **Document concern in case notes; continue monitoring**
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Step 2: What Type of Abuse?

1. **Child Abuse/Neglect**
 - Ohio: **855-642-4453**
 - Kentucky: **877-597-2331**
 - Texas: **800-252-5400** (or txabusehotline.org if not urgent)

- California: County CPS (e.g., **800-540-4000 in LA**)
 - 2. **Elder/Dependent Adult Abuse**
 - Ohio: County Adult Protective Services (**855-642-4453**)
 - Kentucky: **877-597-2331**
 - Texas: **800-252-5400**
 - California: **833-401-0832** (routes by zip code)
 - 3. **Animal Abuse/Neglect** (where required by state law, or strongly encouraged)
 - Contact **Local Animal Control, Humane Society, or Law Enforcement**
 - In emergencies: **911**
 - 4. **Imminent Harm (self or others)**
 - **Call 911 immediately**
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Step 3: Reporting Action

- ✓ Call the appropriate hotline **immediately** (do not delay).
 - ✓ Provide all known details: names, addresses, incident description, risk factors.
 - ✓ Document in client file:
 - Date & time of report
 - Agency contacted & name of representative
 - Summary of concern
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Step 4: After the Report

- Inform your **Supervisor/CEO** (do not delay the report to do this).
 - Continue providing services to the client in accordance with safety guidelines.
 - Participate in any follow-up requested by authorities.
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✦ Key Reminders

- **Reasonable suspicion is enough** — you don't need proof.
- **Do not investigate** on your own.
- **Good faith reporters are protected** from liability.
- **Failure to report** may result in disciplinary action, loss of licensure, and legal consequences.