

# Mandated Reporting Policy

**Shifaa Serenity Therapy Solutions, LLC**

Prepared by:

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Founder, CEO, Therapist & Community Advocate

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## 1. Purpose and Commitment

The purpose of this policy is to ensure that all employees, contractors, interns, and volunteers at **Shifaa Serenity Therapy Solutions, LLC** understand and comply with their legal and ethical obligations as **mandated reporters**. Protecting children, elders, dependent adults, and animals from abuse, neglect, or exploitation is both a professional and legal responsibility in many states.

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## 2. Scope of Application

This policy applies to:

- Licensed and unlicensed clinical staff
  - Administrative staff who become aware of reportable concerns
  - Interns and trainees under supervision
  - Contractors and volunteers working with clients
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## 3. What Must Be Reported

Mandated reporters must file a report when they know of, suspect, or reasonably believe that a client or vulnerable individual has experienced:

- **Child abuse or neglect**
  - **Elder abuse or neglect**
  - **Abuse or neglect of dependent/vulnerable adults**
  - **Sexual abuse or exploitation**
  - **Imminent risk of harm to self or others**
  - **Animal abuse or neglect**, where required by state law
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## 4. Reporting Animal Abuse

### 4.1 Rationale

Research shows a strong connection between animal cruelty and interpersonal violence (child abuse, domestic violence, elder abuse). For this reason, several states mandate or encourage mental health professionals to report suspected animal abuse.

### 4.2 State-Specific Guidance

- Staff must be aware of and comply with **state laws regarding animal abuse reporting** in the state where they are licensed and practicing.
- In states where reporting is mandated, suspected or confirmed cases of animal abuse must be reported to the appropriate **animal welfare agency, animal control authority, or law enforcement**.
- In states where reporting is not mandated but permitted, staff are strongly encouraged to report concerns consistent with professional judgment.

### 4.3 Client Notification

Clients should be informed that disclosures of animal abuse may be reportable under state law and are an exception to confidentiality.

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## 5. Standards for Reporting

### 5.1 Duty to Report

- Reports must be made **immediately** or as soon as practically possible upon knowledge or suspicion of abuse (human or animal).
- Staff may not delegate reporting responsibility to another person.

### 5.2 Method of Reporting

- Contact the designated state child, adult, or animal protective services hotline.
- Submit required written reports within the timeline mandated by state law.
- In emergencies, call **911** for immediate intervention.

### 5.3 Confidentiality

- Mandated reporting takes precedence over confidentiality.
- Clients must be informed of these exceptions during intake and at relevant times in treatment.

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## 6. Staff Responsibilities

- Stay updated on **state-specific reporting requirements**, including animal abuse obligations.
- Notify a supervisor after making a report (while maintaining client confidentiality).
- Document the report in the client's record, including date, time, agency contacted, and summary of the concern.

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## 7. Organizational Responsibilities

- Provide **annual training** on mandated reporting, including state-specific requirements for child, elder, adult, and animal abuse.
- Maintain updated contact information for all hotlines and reporting agencies.
- Support staff through the reporting process while ensuring compliance.

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## 8. Legal Protections

- Mandated reporters are granted immunity from liability when making reports in good faith.
- Failure to report may result in **legal penalties, fines, disciplinary action, and/or loss of licensure**.

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## 9. Enforcement

- Non-compliance with mandated reporting responsibilities (human or animal) will result in disciplinary action, termination, and possible referral to licensing boards or legal authorities.

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## 10. Acknowledgment and Signature Page

I, \_\_\_\_\_, acknowledge that I have received, read, and understood the **Mandated Reporting Policy of Shifaa Serenity Therapy Solutions, LLC**.

I understand that:

- I am legally and ethically required to report suspected abuse, neglect, or exploitation of children, elders, vulnerable adults, and, where required by law, animals.
- I must make reports immediately when I have knowledge or reasonable suspicion of abuse or neglect.
- Failure to report can result in disciplinary action, legal consequences, and loss of licensure.

I agree to comply with this policy and to fulfill my duty as a mandated reporter in accordance with state and federal law.

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### **Employee/Contractor/Intern/Volunteer Information**

- **Printed Name:** \_\_\_\_\_
  - **Signature:** \_\_\_\_\_
  - **Position/Role:** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
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