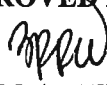


**GUAM MEMORIAL HOSPITAL AUTHORITY
SOCIAL SERVICES DEPARTMENT MANUAL**

APPROVED BY:  Zennia C. Pecina, MSN, RN Professional Support Division Administrator	RESPONSIBILITY: Social Services Nursing	EFFECTIVE DATE: 8/89	POLICY NO. 6431-7	PAGE 1 of 2
TITLE: CHILD PROTECTIVE SERVICES				
LAST REVIEWED: 11/2008; 2/2012; 8/2015				
ENDORSED: FP 07/2009; FP 8/2015				

PURPOSE:

To assure that a standard and consistent procedure is followed by all Social Workers and other GMHA staff who are involved in coordinating referrals to Child Protective Services (CPS); to assure that reporting procedure is adhered to and complete and accurate information is furnished to CPS, as required.

To comply with requirements specified by the Centers for Medicare and Medicaid Services (CMS), the Joint Commission, and Territory of Guam Public Law 20-209, which mandates Child Protective Services.

POLICY:

Public Law No. 20-209, Chapter 88201 (a) mandates that "any person who, in the course of his employment, occupation or practice of his profession comes in contact with children, shall report when he has reason to suspect on the basis of his medical, professional or other training and experience, that a child is an abused or neglected child".

Chapter 88203, Sub-section (a) further states, "reports of suspected child abuse or neglect from persons required to report under Chapter 88201 shall be made immediately by telephone and in writing within forty-eight (48) hours after the oral report. Oral reports shall be made to "Child Protective Services or to the Guam Police Department".

DEFINITIONS:

"Child" means a person under the age of 18 years.

"Abused or Neglected Child" means a child whose physical or mental health or welfare is harmed or threatened with harm by the acts of omissions of the person(s) responsible for the child's welfare.

"Person responsible for the child's welfare" includes the child's parent, guardian, foster parent, an employee of a public or private residential home or an institution or authorized agency responsible for the child's welfare.

PROCEDURE:

1. Refer to Public Law No, 20-209, Chapter 88 to get a complete understanding of the purpose, intent, and provisions of "Child Protective Act" and "Child Abuse and Neglect Reporting Act."
2. Reporting Procedure:

- a. Report alleged abuse immediately to CPS by calling: During Regular Work Hours (M – F 0800-1700): 475-2672/2653.

After Regular Work Hours/Weekends/Holidays: On Call Social Worker @ 998-7264

- b. If there is no response from CPS, call Guam Police Department, Telephone: 472-8911.
- c. Send written report, using CPS agency form within forty-eight (48) hours after the oral report to:

Department of Public Health & Social Services
Bureau of Social Services Administration
Child Protective Services
P O Box 2816
Hagatna, Guam 96910

Note: Written reports prepared during weekends, holidays, or after regular work hours when Social Workers are not available may be placed at Nursing Station marked for Social Services. A GMHA Social Worker shall pick-up referral the following work day for forwarding to CPS.

3. GMHA staff should be prepared to assist CPS/GPD staff with additional information, as appropriate. During weekends, holidays or after regular work hours when GMHA Social Workers are not available, the Nursing Supervisor performs this responsibility.
4. Refer to Administrative Policy 6431-8, Patient/Resident Abuse and Neglect, for procedures to protect the patient/resident/child from all forms of abuse and neglect while in the care of Guam Memorial Hospital Authority.
5. Social Workers shall document contact made on all CPS referrals.
6. Social Workers shall advise about advocacy groups to help the family and the court determine patient's need for protective services.
7. A copy of the resource list shall be made available on the patient care units or upon request.

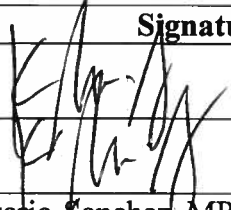
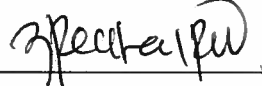
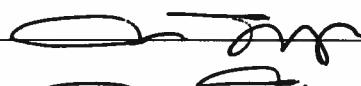
REVIEW AND APPROVAL (CERTIFICATION)

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws
- Rules & Regulations
- Policies & Procedures

Submitted by:
 Department/Committee:
 Title:
 Policy Number (if applicable):

Katrina Rosario-Sanchez, MPA, MSW, LPC
Medical Social Services Administrator
Child Protective Services
6431-7

Reviewed	Date	Signature
	8-06-2015	
	Approved	8-06-2015
Title	Katrina Rosario-Sanchez, MPA, MSW, LPC Medical Social Services Administrator	
Reviewed	Date	Signature
	8/7/15	
	Approved	8/7/15
Title	Zennia C. Pecina, MSN, RN Associate Administrator, Clinical Services/Assistant Administrator, Professional Support Division	
Reviewed	Date	Signature
	8/13/15	
	Approved	8/13/15
Title	James Nozaki, MD Family Practice Chairperson	
Reviewed	Date	Signature
	Approved	
Title		