



Mandatory Reporting Form

Instructions: Use this form to document any reports you make to authorities regarding abuse, neglect, and/or exploitation involving at-risk adults or at-risk elders. (Staff may also use this form to submit report made to Adult Protective Services for Urged Reporting. Some staff are also trained mandated reporters through Child Protective Services for child abuse, suicidal intentions, or the intent to seriously harm others. These staff members may also use this form to submit reports made to law enforcement.) *Submit this form to your supervisor within 24 hours of report.*

Staff Name: _____

Date of Report: _____

Name of Victim: _____

Age of Victim: _____

Address: _____

E-Mail: _____

Phone: _____

Name of Caregiver: _____

Phone: _____

Address: _____

Alleged Perpetrator: _____

Phone: _____

Address: _____

Type of Injury:

(Circle One)

- Physical Abuse
- Sexual Abuse
- Caregiver Neglect
- Financial Exploitation
- Self-Harm Report to APS
- Urged Report to APS



Nature and extent of the abuse, neglect, or exploitation:

Nature of the environmental condition that required the report to be made:

Other information: _____

Name/# of Law Enforcement Agency: _____

Name and ID Number of Officer: _____

Reference Number: _____

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____