

2.10 MANDATORY REPORTING

Policy: All Title X providers must comply with Federal/State requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape, or incest, as well as human trafficking.

Procedure:

1. Title X clinics must develop a local policy to describe the process for mandatory reporting. The policy should include which staff should be involved and who is responsible for contacting the appropriate agencies (see MT TX FP Administrative Manual, Sample Policy 9.5 *Mandatory Reporting Policy and Incident Report*).
2. All Title X providers must be familiar with relevant reporting requirements mandated by Montana state law. The controlling law is found at *Montana Code Annotated 41-3-201*. To access the Montana Code Annotated law go to <http://leg.mt.gov/bills/mca/41/3/41-3-201.htm>.
3. Identified instances of child abuse, child molestation, sexual abuse, rape, or incest present serious medical and psychological situations for clients and their families, and are defined by Montana state law. These must be documented in the medical record and reported as required by state law.
4. Title X clinics must maintain an incident log of all reported cases, which provides documentation that the Title X clinic has abided by the Montana statute as well as the Title X Program Requirements and QFP.
 - a. WMHS will review the incident log during regularly scheduled program reviews to assure all requirements regarding notification or reporting were followed. If action has not been taken appropriately by the sub-recipient clinic, WMHS will require the sub-recipient clinic to take appropriate action to follow state requirements and provide training to staff regarding notification and reporting requirements. The finding and recommendation will be included in the Program Review Report to the sub-recipient clinic and WMHS will follow-up to assure compliance.
5. All staff must have routine training on Federal/State requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape, or incest as well as human trafficking. Title X clinic staff may contact the WMHS by calling 406-444-3609 to obtain the training webinar. (see MT TX FP Administrative Manual, Sample 9.11, *Sample Orientation Checklist and Acknowledgement Statement*).
 - a. Training must be provided and documented to ensure all health care providers recognize the signs and symptoms of child abuse, child molestation, sexual abuse, rape or incest, as well as human trafficking. Training will include the protocol for reporting as identified below.
6. Title X clinics and providers are encouraged to work in an interdisciplinary manner at the local level with other local health care providers who may also have reporting obligations under state law, law enforcement officials, child protective services, social service experts and others in order to explore how best to respond to these situations.