



GUIDELINES FOR SUBMITTING MANDATORY REPORTS

TO THE NJ OFFICE OF THE LONG-TERM CARE OMBUDSMAN

LTCO *Update*

Under New Jersey law, certain individuals are legally mandated to report known or suspected instances of abuse, exploitation, crime and serious bodily injury of residents age 60 or older, in long-term care facilities as defined by N.J.S.A.52:27G-2. Any caretaker, social worker, physician, registered or licensed practical nurse, managed care representative, staff or other professional, who, as a result of information obtained in the course of his/her employment, has reasonable cause to suspect or believe that a long-term care consumer is being or has been abused or exploited, shall report such information.

WHAT DOCUMENTATION IS REQUIRED BY THE LTCO?

Mandatory Reports are to be faxed to **609-943-3479** using the NJ DOH "Reportable Event Record/Report" AAS-45 form. This form can be found on the LTCO website at www.nj.gov/ltdco at the bottom of the page under:

Information for Facilities

**NO EMAILS WILL BE ACCEPTED. ALL FORMS
MUST BE FAXED.**

Please include the following information with the AAS-45 form:

- ♦ Resident's **face sheet**
- ♦ A brief summary of the incident
- ♦ If resident-to-resident altercation, please include names of victim and perpetrator and **face sheet** of both or all residents

CONTACTING THE LTCO AT 1-877-582-6995

- ♦ Phone calls regarding mandatory reportable events will be accepted. However, the report is not official until the LTCO receives a faxed AAS-45 with the face sheet(s) attached.

Facilities continue to be required to notify NJ DOH of mandatory reportable events. In certain circumstances local law enforcement must be also contacted.

Facility should maintain the fax confirmation in their records.

This information provided is HOW to report, not WHAT to report. Please refer to the LTCO website www.nj.gov/ltdco for additional mandatory reporting responsibilities.

**PLEASE NOTE: THE OFFICE OF THE STATE
LONG-TERM CARE OMBUDSMAN IS NOT A
FIRST RESPONDER**

**Failure to report in accordance with the dictates of the Mandatory Adult Abuse Reporting Act can result in a fine from this Office in an amount up to \$500 per individual and up to \$2500 per facility (N.J.S.A. 52:27G-7.1(f)). Please note that these fines are assessed against the individual professional and the facility employing the individual who had the duty to report and failed to do so.*

*** For more information regarding New Jersey's laws on criminal offences and serious bodily harm, please refer to NJ Rev Stat § Title 2C—The New Jersey Code of Criminal Justice.*

New Jersey Office of the Long-Term Care Ombudsman
www.NJ.GOV/LTCO Laurie Brewer, LTC Ombudsman

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