

## **Attachment E**

### **Making a Good Report**

- **The Report should be timely.** The law requires that abuse/neglect/exploitation is reported as soon as the reporter has “reason to believe”. It does not require that the reporter have absolute proof, that the reporter investigate for themselves before contacting the appropriate agencies, etc. The sooner the report is made, the fresher the evidence, and the more likely the investigating agencies will resolve the matter appropriately.
- **The Report should be made by or should identify the *source*.** The law places responsibility for reporting on people, not agencies or organizations. If you saw it, heard it, were told it, you should report it. If you are reporting something someone else saw or heard, tell the agency you are reporting to you actually witnessed the event.
- **The Report should be detailed.** Include who is involved in any way, what happened, when it happened, where it happened. Provide as much detail as possible.
- **The Report should not exaggerate.** Do not try to make the situation sound worse than it is in order to get a faster response. When agencies respond and find the situation was exaggerated, you lose credibility as a reporter.
- **Include all relevant information.** The law requires that reports include “any pertinent information” and reporting agencies are entitled to any information that is relevant to the case, even if it is normally considered confidential (for example, consumer’s medical information).