



Memorandum

14-070

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: October 6, 2014

SUBJECT: Department of State Health Services *DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors Providers*

This memo provides clarifications and guidelines to the *DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors Providers* (revised and effective January 1, 2009), as it pertains to WIC contractors.

- 1) All Local Agency (LA) contractors must adopt the *DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors Providers* and develop and implement an internal policy that clearly describes the reporting process for minors under the age of 14 and those who are age 14 to under 17 years of age. For minors age 14 to under 17 years of age, the LA policy must state whether LA staff should screen for affirmative defense or report all minors who are pregnant, postpartum or have a child. Please note that there is no affirmative defense for abuse of a minor under the age of 14. All minor participants, applicants, and parent/guardians under the age of 14 must be reported.
- 2) If a minor or her child transfers to another clinic/agency, staff should attempt to contact the losing WIC clinic/agency to confirm a report was submitted to the Department of Family and Protective Services (DFPS), appropriate law enforcement agency, and/or appropriate agency, as applicable. Staff at the losing clinic/agency may fax the report to the receiving agency. If the LA staff at the receiving clinic is unable to confirm that a report was made, the receiving WIC clinic must report.
- 3) All minor applicants who are pregnant, postpartum or have a child and are determined ineligible for the WIC program, must also be reported following the reporting process in the LA policy.

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and Reporting Policy for Contractors Providers*
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The *DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors Providers* Frequently Asked Questions can be found at: <http://www.dshs.state.tx.us/childabusereporting/faqs.shtm>. The Statutory References can be found at: http://www.dshs.state.tx.us/childabusereporting/stat_ref.shtm.

If you have any additional questions regarding the DSHS Core Tool criteria related to *DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors Providers*, please visit the QMB website at: <http://www.dshs.state.tx.us/2014-Quality-Management-Review-Tools-and-Instructions.aspx>.

The DSHS Core Tool, which addresses child abuse related topics, is also addressed during online CenturyLink training, “*QA 101: Quality Assurance Foundation and How to Conduct a Self-audit Using the Core Tool*”. The online training is offered periodically and the schedule is located at: <http://www.dshs.state.tx.us/wichd/tng/idl-cal-dates.shtm>. The online training can also be scheduled for your LA staff at a time that is convenient for you.

If you have any questions or require additional information regarding the self-audit process for reporting or requirements for your LA child abuse policy, please contact Gloria Staats at 512-776-2176 or at gloria.staats@dshs.state.tx.us or Ponna Sambasivan at 512-776-3798 or at ponna.sambasivan@dshs.state.tx.us.