**Tennessee Department of Human Services**

**INSTRUCTIONS FOR USE OF FORM HS-3130,**

**Abuse Reporting Log**

1. **Purpose of the form**

To document instances of suspected abuse, neglect, or exploitation of adult customers.

1. **When it is used**

In situations where there are identified instances of suspected abuse, neglect, or exploitation of adult customers.

1. **Who completes the form**

The provider agency is responsible for completion of this form.

1. **An explanation of what goes into any field that is not *clearly* self-explanatory or any additional information needed to process this form (e.g. routing, processing etc.)**

The Statement of Circumstances field should be a brief summary of the circumstances that compelled the reporter to believe that abuse, neglect, and/or exploitation is taking place.

1. **Who needs the original and where should it be filed**

The original should be kept at the provider agency in either hard copy or electronic form.

1. **Who needs a copy and where should it be filed**

n/a

1. **Length of time the form must be maintained after the service is rendered/case closed**

RDA 11155 – 6 years