BEACON
Specialized Living

Training Summary Form

I. Employee: Diana V. Williams

Topic: Vulnerable Adult Act and Maltreatment of Minors – Policy Review

Credit Hours: 0.5

II. Description of Training Content:

Review and instruction on 245D requirements and company procedures for reviewing and reporting Vulnerable Adult Act and Maltreatment of Minors.

III. Training Procedures:

Training Format

_____ Self Study
_____ Individualized Training
_____ Supervisory Meeting
_____ Team Meeting
_____ Inservice
_____ Other:

Instructional Methods

_____ Written: Vulnerable Adult Act and Maltreatment of Minors Policy Review
_____ Video/DVD :_____
_____ Oral Presentation and Dialogue
_____ Guided Observation
_____ Guided Practice
_____ Other:_____

IV. Date(s): 2-27-20
(M/D/Y)

Trainer/Position: _____

Time(s): _____
(AM or PM)

Trainer Signature: [signature]

Location(s): _____

Employee Signature: Diana V. Williams

Training hours need to be recorded by employee on corresponding timecard for reimbursement and training documentation purposes.
Employees are encouraged to keep a copy of this verification for their personal records.

100%

Training Module 101 Quiz
Vulnerable Adults and Child Protection Policies

PART II: Maltreatment of Vulnerable Adults Reporting and Internal Review Policy and Procedures

Employee Name: Diana Williams **Date of Quiz:** 2-27-20

Directions: Upon completion, return the quiz and attached Training Summary Form to your trainer for review and signature.

Complete the statements below by filling in the blanks

1. What does MAARC stand for? Minnesota Adult Abuse Reporting Center
2. If you choose to independently make the report of suspected maltreatment to the MAARC, where are two locations to find the telephone numbers?
   a. SOBA office b. Owakihi office
3. As a mandated reporter, you can use Owakihi's internal reporting system for reporting to the MAARC. Identify the primary and secondary person who would make that report.
   a. Designated Coordinator b. Designated Manager
4. Provide one example of the following:
   a. abuse - An act against a vulnerable adult or child that consitules a violation of or an attempt to violate,
      physical abuse: Hitting, slapping, kicking, pinching, biting, or corporal punishment
      verbal abuse: repeated malicous oral gestured language
      sexual abuse: any sexual contact or penetration, forcing, compelling, coercing
   b. financial exploitation: In breach of a fiduciary obligation.
   c. neglect: Failure or omission by a caregiver to supply a vulnerable adult with care.

Respond to the following statements using True or False

5. TRUE Adults who receive services from Owakihi, Inc. are protected by the Vulnerable Adults Act.
6. TRUE As an employee of Owakihi, Inc. you are a mandated reporter.
7. False Upon returning home from work, a service recipient says that he loaned money to his job coach. You do not need to act on this information, as you did not see it occur.
8. TRUE A mandated reporter, who fails to report suspected maltreatment, may be liable for damages caused by the failure to report.

Circle the correct answer(s) below

9. Abuse is reportable to the MAARC in the following circumstances:
   a. Reportable only if from a staff to a service recipient.
   b. Reportable only if from one service recipient to another service recipient.
   c. Reportable if from Owakihi staff, family members, and job coaches.

10. You have a hard time making the decision to report suspected abuse of a service recipient by an Owakihi supervisor because you are concerned that you may need to leave your job or get fired for reporting.
   a. You do not have to make the report because you are not required to make a report that may jeopardize future employment, salary, or benefits, including work hours, if the verbal abuse did not involve serious, irreparable harm.
   b. There does not need to be a report made to an external investigative agency because you can tell your supervisor that you were uncomfortable with the conduct that you observed. Then you have technically fulfilled your responsibility as a mandated reporter.
   c. You are required to report to an external investigative agency. (You may report independently or use Owakihi, Inc.'s internal reporting system.) You are protected by law from a negative impact on your employment, as long as the report is made in "good faith".

11. You suspect that a vulnerable adult is being physically abused. Your first priority is to:
   a. Report the suspected abuse.
   b. Take action to protect the vulnerable adult if you believe he/she is in imminent danger.
   c. Contact your supervisor.

KNOWLEDGE TESTING BY THE TRAINER

- Note the question(s) answered incorrectly, and the action taken to assure that the employee understands the correct response(s) _____

- **The employee identified above has demonstrated competency in completion of the quiz questions.** ***(If not, refer employee to Supervisor.)***

Signature of Trainer _____ **Date** 3/2/20