

SCANNED  
6/24/20

Beacon Specialized Living  
Training Summary Form

Credit Hours: 1

**MALTREATMENT REPORTING AND INTERNAL REVIEW 101**

= Maltreatment of Vulnerable Adults Reporting and Internal Review Policy and Procedures  
= Maltreatment of Minors Mandated Reporting and Internal Review Policy and Procedures

I. Employee: Shatoria Abdulgader

II. **Description of Training Content:**

Review and instruction with the mandated reporter regarding the protection of vulnerable adults and minors from maltreatment and reporting incidents of alleged or suspected maltreatment. Explanation of the definitions and reporting requirements in MN Statutes 626.557 and 626.5572 (Vulnerable Adults), 626.556 (Maltreatment of Minors), and applicable requirements of MN Statutes 245A.65 and 245A.66 (Human Services Licensing Act). Review and instruction on the Beacon Specialized Living policies and procedures related to employee roles and responsibilities for protecting persons served and implementing Beacon's maltreatment reporting policies and procedures for vulnerable adults and children. (Maltreatment of Vulnerable Adults Reporting and Internal Review Policy; Maltreatment of Minors and Mandated Reporting and Internal Review Policy; and Funds and Property Policy).

III. **Training Procedures:**

**Training Format**

☒ Individualized Training  
☐ Supervisory Meeting  
☐ Team Meeting  
☒ Beacon Inservice  
☐ Other: \_\_\_\_\_

**Instructional Methods**

☒ Written: Policies & procedures  
☒ On-line instruction  
☒ Oral Presentation and Dialogue  
☒ Guided Practice  
☒ Other: Distribution of reporting card

**Competency Evaluation**

☒ Knowledge Testing (Quiz)  
☐ Observed Skill Assessment  
☐ Other: \_\_\_\_\_

IV. **Training Dates and Times:**

A. Star Services on-line Mandated Reporting: \_\_\_\_\_

Date: 6/22/20 Times: 4pm to \_\_\_\_\_  
M/D/Y

B. Beacon Specialized Living policies (3) review and instruction

Date: \_\_\_\_\_ Times: \_\_\_\_\_ to \_\_\_\_\_  
M/D/Y

Trainer Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Vulnerable Adults and Child Protection

# OWAKIHI INC. MALTREATMENT REPORTING AND INTERNAL REVIEW POLICIES

## *\*Supplement to Star Services on-line training*

### Review and instruction regarding Owakihi's maltreatment reporting and internal review policy requirements and procedures:

1. Trainer confirms that Star Services on-line training courses have been completed (Mandated Reporting: Vulnerable Adult Act and Mandated Reporting: Maltreatment of Minors).
2. Trainer provides staff with copies of the Owakihi Inc. Maltreatment of Vulnerable Adults Reporting and Internal Review Policy and the Maltreatment of Minors and Mandated Reporting and Internal Review Policy for review. Trainer confirms expectation that staff are responsible for protecting persons served and compliance with these policies.
3. Trainer reviews the policy sections specific to maltreatment reporting as identified on attached pages.
4. Trainer provides staff with the Owakihi Inc. Funds and Property Policy, and reviews policy with staff.
5. Trainer provides staff with Owakihi's Reporting Card. Trainer identifies the locations of External Investigative Agency telephone numbers on the Reporting Card, in both policies, and in this training packet.
6. Trainer answers staff questions and provides staff with resources for further training or questions.
7. Trainer ensures that Maltreatment Reporting and Internal Review Training Summary Form 101 is completed (with staff and trainer signatures), and submitted for training database entry.

SCANNED

## Training Module 101 Quiz Vulnerable Adults and Child Protection Policies

### PART I: Child Protection Policy and Procedures

Employee Name: Shadia AbdulQader Date of Quiz: 6/24/20

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

- All reports of suspected maltreatment of children must be made immediately to an external investigative agency. This means within 24 hours.
- To make a report of suspected maltreatment to the external investigative agency, where are two locations with the telephone numbers?

a. maltreatment of minors b. maltreatment Reporting card

- Provide one example of the following:

a. physical abuse hitting or kicking  
b. emotional abuse is any kind of abuse that is emotional

c. verbal abuse swearing or causing

d. sexual abuse Touch or sleep or force the other part

e. neglect is pattern of failing to provide for child basic needs

f. serious maltreatment is behavior toward a child that is outside the norms of conduct

### Respond to the following statements using True or False

- T All children in Minnesota are protected by the Maltreatment of Minors Act (Child Protection).
- F Someone is considered a minor until the age of 16 years, after which the person is regarded as an adult.
- T As an employee of Owakih, Inc. you are a mandated reporter.
- F You only need to report abuse that you have seen.
- F When reporting suspected maltreatment of a minor, you have the choice of reporting internally through Owakih, Inc. or reporting directly to an external investigative agency.
- T A mandated reporter, who fails to report suspected maltreatment, may be liable for damages caused by the failure to report.

SCANNED  
6/24/20

Circle the correct answer(s) below

10. You have a hard time making the decision to report verbal abuse of a consumer by an Owakihī supervisor, because you are concerned that you may have 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 report to your supervisor, and tell him/her 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 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 child is being physically abused. Your first priority is to:
- a. Report the suspected abuse.
- b. Take action to protect the child if you believe the child is in imminent danger.
- c. Contact your supervisor.

12. You observe a parent spanking his/her child. Which of the following describes the action(s) you would take?
- a. Assess the situation to see if the child is in imminent danger, and then determine your response.
- b. Follow the parent's direction if you are told that you, too, should spank the child.
- c. Take no action because your relationship with the family may be jeopardized.
- d. Contact the police: Any time that parents spank their children, the police should be called.

### THIS SECTION IS COMPLETED 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 mastery of the quiz questions.

Signature of Trainer

Date

# Training Module 101 Quiz Maltreatment of Minors and Vulnerable Adults Policies

## PART II: Maltreatment of Minors Mandated Reporting and Internal Review Policy and Procedures

Employee Name: Shacka Abdula'adey Date of Quiz: 6/22/20

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. All reports of suspected maltreatment of children must be made immediately to an external investigative agency. This means within 24 hours.
2. To make a report of suspected maltreatment to the external investigative agency, where are two locations with the telephone numbers?  
a. Maryc 1844-8800-1574  
b. Scott County Services

3. Provide one example of the following -  
a. child endangerment: Refers to an ACT or Mission That Renders a child physical  
emotional or psychological  
b. sexual abuse: is abusive sexual behavior by one person upon another person  
c. neglect: is failure to provide for child's basic needs  
d. physical abuse: is act causing injury or trauma to another person

### Respond to the following statements using True or False

4. T All children in Minnesota are protected by the Maltreatment of Minors Act (Child Protection).
5. F Someone is considered a minor until the age of 16 years, after which the person is regarded as an adult.
6. T As an employee of Owakih, Inc. you are a mandated reporter.
7. F You only need to report abuse that you have seen.
8. F When reporting suspected maltreatment of a minor, you have the choice of reporting internally through Owakih, Inc. or reporting directly to an external investigative agency.
9. T 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

10. You have a hard time making the decision to report suspected abuse of a person receiving services by an Owakahi supervisor because you are concerned that you may have 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 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 child is being physically abused. Your first priority is to:
- a. ☒ Report the suspected abuse.
- b. ☒ Take action to protect the child if you believe the child is in imminent danger.
- c. Contact your supervisor.
12. You observe a parent spanking his/her child. Which of the following describes the action(s) you would take?
- a. ☒ Assess the situation to see if the child is in imminent danger, and then determine your response.
- b. Follow the parent's direction if you are told that you, too, should spank the child.
- c. Take no action because your relationship with the family may be jeopardized.
- d. Contact the police: Any time that parents spank their children, the police should be called.

### 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) Went #11 and gave her the correct answer.

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

Signature of Trainer

Date

SCANNED  
4/24/20

# Training Module 101 Quiz Vulnerable Adults and Child Protection Policies

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

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

Employee Name: Shadia Abduqader  
Date of Quiz: 6/22/20

### Complete the statements below by filling in the blanks

1. What does MAARC stand for? MAARC 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. MAARC Internal Reporting Card b. Vulnerable Adult Policy

3. As a mandated reporter, you can use Owakih's internal reporting system for reporting to the MAARC. Identify the primary and secondary person who would make that report.

a. DM b. DM

4. Provide one example of the following:

a. abuse -

physical abuse: hitting or kicking

verbal abuse: swearing or causing person

sexual abuse: forcing or touching or sleep

b. financial exploitation: illegal or improper use control over withholding

c. neglect: is pattern of failing to provide for child needs income

### Respond to the following statements using True or False

5. T Adults who receive services from Owakih, Inc. are protected by the Vulnerable Adults Act.

6. T As an employee of Owakih, Inc. you are a mandated reporter.

7. F 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. T A mandated reporter, who fails to report suspected maltreatment, may be liable for damages caused by the failure to report.

SCANNED  
6/24/20

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 Owakih 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 Owakih 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 Owakih, 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

6/24/20