Owakihi, Inc.

Training Summary Form

Credit Hours: _____

I. **Employee:** Rasro Mohamed

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*

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 Owakihi Inc. policies and procedures related to employee roles and responsibilities for protecting persons served and implementing Owakihi'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		Instructional Methods		Competency Evaluation	
____	Individualized Training	X	Written: Policies & procedures	X	Knowledge Testing (Quiz)
____	Supervisory Meeting	X	On-line instruction	____	Observed Skill Assessment
____	Team Meeting	X	Oral Presentation and Dialogue	____	Other: ____
X	Owakihi Inservice	____	Guided Practice		
____	Other: ____	X	Other: Distribution of reporting card		

IV. **Training Dates and Times:**

A. Star Services on-line Mandated Reporting: _____ Date: _____ (M/D/Y) Times: _____ to _____

B. Owakihi Inc. policies (3) review and instruction _____ Date: _____ (M/D/Y) Times: _____ to _____

Trainer Signature: Jessica Johnson **Employee Signature:** Rasro Mohamed

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: Marva Mohamed **Date of Quiz:** _____

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. Maltreatment of Minors Policy b. Maltreatment Reporting Card

3. Provide one example of the following -

   a. child endangerment: murder first degree, neglect, any abuse

   b. sexual abuse: Coloring,

   c. neglect: Failure to supply food or shelter

   d. physical abuse: hitting someone, kicking

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 Owakihi, 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 Owakihi, 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.

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: Nasro Mohamed **Date of Quiz:** _____

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. VA Policy b. Maltreatment Reporting card.
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. PC b. DM
4. Provide one example of the following:
   a. abuse -
      physical abuse: hitting someone, kicking
      verbal abuse: Calling names, yelling, harrassing,
      sexual abuse: Co homing, forcable taking, sexual touching
   b. financial exploitation: + Stealing funds, Property
   c. neglect: failure to supply Food or shelter

Respond to the following statements using True or False

5. T Adults who receive services from Owakihi, Inc. are protected by the Vulnerable Adults Act.
6. T As an employee of Owakihi, 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.

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 Owakihi 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) _____

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

Signature of Trainer _____ **Date** 7-10-2020 7/10/20

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 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 Jessica Johnson **Date** 7-10-2020 7/10/20