

Beacon Specialized Living
Training Summary Form

Credit Hours: 1.5

I. Employee: Lisa K. Veith

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 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:**

<u>Training Format</u>	<u>Instructional Methods</u>	<u>Competency Evaluation</u>
<input type="checkbox"/> Individualized Training	<input checked="" type="checkbox"/> Written: <u>Policies & procedures</u>	<input checked="" type="checkbox"/> Knowledge Testing (Quiz)
<input type="checkbox"/> Supervisory Meeting	<input checked="" type="checkbox"/> On-line instruction	<input type="checkbox"/> Observed Skill Assessment
<input type="checkbox"/> Team Meeting	<input checked="" type="checkbox"/> Oral Presentation and Dialogue	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Beacon Inservice	<input type="checkbox"/> Guided Practice	
<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Other: <u>Distribution of reporting card</u>	

IV. **Training Dates and Times:**

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

B. Beacon Specialized Living policies (3) review and instruction Date: 1/24/2020 Times: 8:30AM to 9:15AM
 M/D/Y

Trainer Signature: Teresa Smith

Employee Signature: Lisa K. Veith

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: Lisa Veith Date of Quiz: 7/24/2020

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. MAA RC 844-800-1574 b. KCC 911

- Provide one example of the following -
 - child endangerment: Exposure to drugs
 - sexual abuse: inappropriate touch
 - neglect: void of food, supervision, or clothing
 - physical abuse: ~~spanking~~ spanking, stepping on with objects

Respond to the following statements using True or False

- F 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.

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 Owakhi 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 4/24/2020

Training Module 101 Quiz Vulnerable Adults and Child Protection Policies

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

Employee Name: Lisa Veith Date of Quiz: 1/24/2020

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. _____ b. _____
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. _____ b. _____

4. **Provide one example of the following:**

- a. abuse -
physical abuse: Slapping, hitting person
verbal abuse: degrading remarks
sexual abuse: touching or verbal sexual comments
- b. financial exploitation: Borrowing money from individual
- c. neglect: failure to provide adequate supervision

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. F 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.