

Beacon Specialized Living  
Training Summary Form

Credit Hours: 0.5

I. Employee: Ara Spear

**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:**

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

B. Beacon Specialized Living policies (3) review and instruction Date: 8/27/20 Times: 3:30p to 4:00p  
M/D/Y

Trainer Signature: [Signature] Employee Signature: [Signature]

## **OWAKIHI INC. MALTREATMENT REPORTING AND INTERNAL REVIEW POLICIES**

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

#### **Review and instruction regarding Owakihī'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 Owakihī 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 Owakihī Inc. Funds and Property Policy, and reviews policy with staff.
5. Trainer provides staff with Owakihī'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.

## 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: Ava Spencer Date of Quiz: 8/27/20

**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. Employee Handbook
  - b. DHS Website
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 Manager
  - b. Regional Vice President of Operations
4. Provide one example of the following:
  - a. abuse -
    - physical abuse: grabbing someone's arm & pulling them
    - verbal abuse: Calling someone an idiot
    - sexual abuse: Touching someone inappropriately
  - b. financial exploitation: Taking money that belongs to a client
  - c. neglect: Making a client stand out in the rain w/out umbrella or coat as a punishment

**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.

