

## **TRAINING OVERVIEW**

This training has been organized to educate participants regarding what NMAC 7.1.14 requires for reporting abuse, neglect and exploitation, how to keep people safe, and what is required of us all as mandatory reporters. It is based on the need to “break the culture” of Abuse, Neglect and Exploitation (ANE), and place the focus on protecting individuals at risk. The training was designed as a three dimensional learning platform, reflecting effective participatory techniques to stimulate adult learning.

## **PHILOSOPHY AND VALUES**

Our ultimate goal is to ensure the health, safety and well-being of individuals served. This training was designed to increase awareness and education; the material targets outcomes that will educate students on how to recognize and report ANE. Specifically, it addresses the following:

- ⇒ Statistics and relevance: the prevalence of ANE
- ⇒ Reporting requirements: what is required of us when we suspect ANE
- ⇒ Who is protected by NMAC 7.1.14
- ⇒ Reportable incidents: definitions and examples
- ⇒ Possible key warning signs: how to recognize potential ANE
- ⇒ Immediate reporting: what “immediate” means
- ⇒ Person of Trust: who this could be
- ⇒ How to report ANE: who, where and how
- ⇒ How to keep people safe: it’s our first priority and is a requirement
- ⇒ Immediate Action and Safety Plans: what they are and what we need to know
- ⇒ Who we are required to notify
- ⇒ Consequences for failing to report or follow the rule
- ⇒ What to expect from DHI/IMB investigations
- ⇒ State laws related to incident management: what the laws say

## **TRAINING FACILITATOR QUALITY ASSURANCE**

The training facilitator at this time is limited to the DHI Community Programs Trainer and DHI approved trainers.

## **CURRICULUM APPROVAL**

This training has been developed by DHI and is pending approval by required parties. Jackson Compliance Administration (JCA) involvement included continuous input throughout the development of this training.

## **TARGET AUDIENCE**

This training is designed for delivery to all current and new staff as listed in POA CIMS B (Regional Coordinators, Agency Coordinators, Agency Direct Contact Staff, DDD staff, Case Managers, Agency Executive Staff, Incident Regional Management Investigators, Agency Incident Management Coordinators). Additionally this training is designed to be delivered to DDSD staff (Regional Directors, Assistant Regional Office Bureau Chief, and the DDSD Training Unit).

## **TRAINING DESCRIPTION**

*Recognizing and Reporting ANE for Community-Based Providers* provides information about a variety of topics, including (but not limited to) the following: the prevalence of ANE nationally and within New Mexico; definitions and examples of reportable incidents; how to recognize the warning signs/indicators; how to keep people safe when ANE is suspected; Immediate Action and Safety Plans; how to report ANE to DHI and complete the ANE Report Form; who is required to be notified; what NMAC 7.1.14 requires for providers; how IMB conducts investigations and what the provider's role is.

The maximum recommended number of participants is 20. It is designed as a four hour course, and contains material that is intended to raise questions and support discussion specific to individual support needs and circumstances surrounding the recognition and reporting of suspected abuse, neglect and exploitation.

## **COMPETENCIES ADDRESSED IN THIS TRAINING**

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| ANE01 | Identify the current reporting requirements.                    |
| ANE02 | Name the individuals who are protected by NMAC 7.1.14.          |
| ANE03 | Understand the definitions of the reportable incidents.         |
| ANE04 | Recognize key warning signs of abuse, neglect and exploitation. |

- ANE05 Explain what immediate reporting is, and is not.
- ANE06 Understand how to report to DHI/IMB's 24 hour hotline.
- ANE07 Knowledge of how to complete the ANE Report Form.
- ANE08 Awareness of Immediate Action and Safety Plans and understand how to keep people safe.
- ANE09 Understand the consequences for failing to comply with NMAC requirements.
- ANE10 Awareness of what state law requires (CCHS and EAR) as it relates to incident management.

## **ACKNOWLEDGEMENTS**

*Recognizing and Reporting ANE for Community-Based Providers* was developed in part by the Division of Health Improvement's Incident Management Bureau. Training curriculum and design was developed by DHI Community Programs Trainer Jenny Bartos, with support and input from the Jackson Compliance Administration (JCA) and the Developmental Disabilities Supports Division (DDSD) Training Unit. A special thank you to Ms. Nyla McCarthy for her invaluable knowledge, expertise and support.