

Activity: Completing the ANE Report Form

Time Required: 15 minutes

(5 minutes small group brainstorm, 10 minutes class review/discussion)

Purpose: This activity is to demonstrate how to complete the ANE Report Form. This will be done by taking the incident (roleplay) that students just observed, and plugging in the information into the ANE Report Form as a class.

Instructions: Inform students that we are taking the incident we just observed in the roleplay and using that incident to complete the ANE Report Form.

Acknowledge to students that we do not have all of the specific information that the report calls for (for instance, Mary's full name, social security number or date of birth, as well as the name of her guardian or case manager). We are just taking what we do know and applying it.

Class should be divided into small groups (2–3 members per group). For larger sized classes, use discretion to assign sections below as evenly as possible into the three groups. Assign each pair/group a section as follows:

- **ALL groups** are to complete section one (what they are able to fill in).
- **Group 1**: Description of the Incident (section two), page one ONLY (the bottom half of page one)
- **Group 2**: Description of the Incident (section two): page two ONLY (the top portion of page two – stop at Section 3) – instruct this group to complete or skip “agency information” as they desire (optional).
- **Group 3**: Section 3, Section 4, and Section 5 (bottom part of page 2).

Note: The last page (sections 6 and 7) of the ANE Report Form will not be assigned, only reviewed together as a class AFTER groups have shared. Do not assign the last page of the ANE Report Form.

Inform students they have 5 minutes to brainstorm in their small groups. Using the roleplay they observed, they are to complete their assigned section of the ANE Form.

Allow 5 minutes, then call groups to order. Ask for a group to volunteer what they wrote for Section One (Consumer Information). Other groups may add or discuss section one.

Call on groups in order and ask what they wrote for their assigned section. As each group shares what they wrote, other groups may weigh in during sharing.

After each group shares and the class discusses as a whole, acknowledge sections 6 & 7 on the last page. We do not have this information based on the roleplay we saw. Simply review what is required to be completed and make sure that students are aware that the following parties must be notified along with their contact info: the guardian if there is one, and the case manager/agency. We will discuss notification requirements shortly.

Note: Students may inquire about anonymous reporting/confidentiality. Confirm that people may report either anonymously or confidentially, but that this may create issues and it does not help to keep people safe. Anonymous reporters will still need to complete the ANE Report Form (they'll need to create a user name and password when submitting the form online).

With the roleplay incident, we did not have all the information we needed. We may not always know every piece of information required on the form when we report to DHI. Emphasize to students that what is important is that we include everything we do know. DHI will review the information that is given, so we need to include as much as possible. It will help determine whether or not DHI determines if the case is assigned/investigated.

Ensure that any “unclear” areas, or concerns that were mentioned earlier, are addressed during this activity.