

Name:

Date:

*Text is found in handbook for this test.*

*Read through and then answer questions, you may refer back to the handbook as needed.*

## **Incident & Vulnerable Adult Reporting**

*Circle Correct Answer*

1. The purpose of this policy is to establish guidelines for the internal and external reporting and the internal review of maltreatment of vulnerable adults. **(True/ False )**
2. Staff who are mandated reporters must report **(all/ some)** of the information they know regarding an incident of known or suspected maltreatment, either internally or externally, in order to meet their reporting requirements under law.
3. All staff of the company who encounter maltreatment of a vulnerable adult **(will/ will not)** take immediate action to ensure the safety of the person(s) served.
4. Maltreatment of a vulnerable adult includes: (circle all that apply)
  - a. Abuse
  - b. Neglect
  - c. Financial Exploitation
5. Staff are to conduct themselves in a supportive and respectful manner which does not maltreat Vulnerable Adults. **(True/ False)**
6. Staff of the company who encounter maltreatment of a vulnerable adult will take immediate action to ensure the safety of the person or persons as well as the safekeeping of their funds and property. If a staff knows or suspects that a vulnerable adult is in immediate danger, they will call **(911/ 281-3506)**.
7. If a staff knows or suspects that maltreatment of a vulnerable adult has occurred, they must make a report immediately [within 24 hours] internally to the company or externally to the Common Entry Point/MN Adult Abuse Reporting Center. **(True/ False)**
8. The Common Entry Point/MN Adult Abuse Reporting Centers phone number is:
  - a. 844-880-1574
  - b. 911
9. To make an internal report to the company, staff must make a verbal report to their supervisor or Chief Administrator. **(True/ False)**
10. The **(Chief Administrator/ Supervisor)** is the primary individual responsible for receiving internal reports of maltreatment and for forwarding internal reports to the Common Entry Point/MN Adult Abuse Reporting Center.
11. When the company has knowledge that an internal or external report of alleged or suspected maltreatment has been made, an internal

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review will be completed. **(True/ False)**

12. The **(Chief Administrator/ Supervisor)** is the primary individual responsible for ensuring that internal reviews are completed for reports of maltreatment.
13. The Internal Review will be completed within **(30/ 27)** calendar days.
14. When a Internal Review is conducted, evaluations of whether: (circle all that apply)
  - a. Related policies and procedures were followed
  - b. There is a need for additional staff training
  - c. The reported event is similar to past events with the vulnerable adults or the services involved
  - d. There is a need for corrective action by the license holder to protect the health and safety of the vulnerable adult(s)
15. Based upon the results of the internal review, the company will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by staff or the company, if any. **(True/ False)**

For credit once completed fax or mail to 27885 270<sup>th</sup> Ave SW Crookston, MN  
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