

Instructions for Implementing Revised Addendum A, Abuse, Neglect and Exploitation (ANE) Letter and Case Manager Script for Abuse, Neglect, and Exploitation (ANE) Information Sharing

March 1, 2018

1. Case Managers will begin using the revised Addendum A (dated 3/1/18) at all annual Individual Service Plan (ISP) meetings from March 1, 2018 forward.
2. Case Managers will review the Addendum A with the waiver recipient, his/her guardian, if applicable, and other family members as identified in the ISP.
3. Case Managers will, at a minimum, read the script provided by the Developmental Disabilities Supports Division (DDSD) for ANE information sharing to the waiver recipient, his/her guardian, if applicable, and other family members as identified in the ISP, and will facilitate a discussion for better understanding as needed.
4. The waiver recipient and his/her guardian, if applicable, will check off the two boxes on the Addendum A affirming that the Addendum A was reviewed and that there was a discussion of ANE at the meeting, and will also sign and date the document.
5. Case Managers will provide a hard copy of the letter from DHI on ANE that includes information on reporting and detecting incidents of ANE to the waiver recipient, his/her guardian, if applicable.
6. Case Managers will call (and document the call) Guardians, if applicable, and family members listed on the ISP face sheet who did not attend the ISP meeting to review the ISP, including the Addendum A and ANE information. Case Managers are responsible for obtaining the completed Addendum A (with the two check boxes filled in, and the signature and date of the Guardian, if applicable) and retaining the completed Addendum A with the ISP in the "Client File."