

Date: June 25, 2018

DDSD-DDW Numbered Memo 2018-13

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To: All DD Waiver Providers, Case Managers, Consultants, Community-Based Service Providers, and Interested Parties

From: Jim Copeland, DDSD Director



Subject: Abuse, Neglect, and Exploitation Face-to-Face Recertification Option

Chapter 18.1 of the DDW Service Standards states the following: "DDSD ANE On-line Refresher trainings shall be renewed annually, within one year of the successful completion of the DDSD ANE classroom training." This Memo allows DDW employees, contractors, and volunteers to replace the annual on-line recertification requirement with the DOH-Developed ANE Face to Face Training.

The ANE online refresher training remains available at UNM/CDD's website:
<http://www.cdd.unm.edu/dhpd/programs/learnportal/courses/index.html>.

Entering ANE Rosters into the CDD Training Database

Certified ANE trainers now have the option in the CDD database to enter individual's rosters as either:

- DOH-Developed ANE Face to Face: This should be used when an individual is completing the training for the first time.
- DOH-Developed ANE Face to Face – Recertification: Should be used when an individual is completing the Face to Face training as their annual refresher training.



DDSD has also developed a new roster to assist trainers in identifying when someone is enrolled in their class that is a recertification which is attached to this memo.

If someone has completed the DOH-Developed ANE Face to Face training as a recertification within the last twelve months, please contact the DDSD Training Unit or Center for Development and Disability (CDD) and credit will be given within the CDD database.

If you have questions regarding this Memo, please contact Sarah Winter at (505) 659-5013 Sarah.Winter2@state.nm.us or Jenny Bartos at ANE.Training@state.nm.us.

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**Recognizing and Reporting Abuse, Neglect, and Exploitation (ANE)
For Community-Based Service Providers**

DOH Mentor: Jenny Bartos
Date:

Name	Email/Phone	DDSD Unique Identifier (BAR-JE-0000)	New or Recert	Signature
			New <input type="checkbox"/> Recert <input type="checkbox"/>	

