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**Date:** March 15, 2018

**DDSD-DDW Numbered Memo 2018-07**

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**To:** All DD Waiver Providers and Interested Parties

**From:** Jim Copeland, DDS Director



**Subject:** DDW Standards Chapter 17: ANE Face-to-Face and ANE Refresher Training  
Grace Period

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This Memo is to clarify Chapter 17.1 and Chapter 18.1 of the DD Waiver Service Standards issued February 26, 2018 effective March 1, 2018 regarding Abuse, Neglect and Exploitation (ANE) requirements.

- ANE Training must be completed within 30 days of hire and prior to working alone with a person in services and according to the requirements detailed in Chapter 18.1. Training on Abuse, Neglect, and Exploitation (ANE) recognition and reporting.
- All employees, contractors, and volunteers shall be trained on the in-person ANE training curriculum approved by DOH. Employees or volunteers can work with a DD Waiver participant prior to receiving the training only if directly supervised, at all times, by a staff who has received and passed the DOH approved face to face ANE training. (note that "directly supervised" in this scenario Chapter 18 means that the untrained staff must have a trained staff working with them during the shift).

**Individuals that have completed a non-DOH developed ANE Training Within the Past 12 Months**

If an individual has completed an ANE Face-to-Face training within the past 12 months *regardless* if the training was completed using the training curriculum developed by DOH will be considered in compliance with the requirement until 12 months has passed since they completed their non DOH developed ANE training requirement. At that time, the individual must take the DOH developed Face to Face training and thereafter, the annual DOH ANE Online Refresher.

**Individuals that have completed the DOH developed ANE Training**

If the trainee has completed the DOH ANE Face to Face training in 2016 through March 15, 2017, they must take the DOH ANE Online Refresher in the next 30 days. Reminder-if you've retaken the DOH ANE Face to Face training as a refresher this counts as your refresher training.

If you have any questions, please contact Chris Futey (505) 841- 5507