



## DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Medicare & Medicaid Services

7500 Security Boulevard  
Baltimore, MD 21244-1850

**Ref: S&C-02-01**

**DATE:** October 10, 2001

**FROM:** Director  
Survey and Certification Group  
Center for Medicaid and State Operations

**SUBJECT:** Abuse and Neglect Detection and Prevention Training

**T0:** Associate Regional Administrators, DMSO  
State Agency Directors

The purpose of this memo is to make you aware of two important operational issues. The First issue relates to recently held training on abuse and neglect detection and prevention procedures. These procedures, also known as Key Components, are the integral parts of a quality review system each provider should have in place for the detection and prevention of abuse and neglect. These procedures were designed as a guide to assist surveyors during the survey and certification process. Approximately 128 state agency (SA) and regional office (RO) participants, including two provider organizations, received training in Baltimore on May 2-3. The training was a train-the-trainer session wherein participants, once trained, are responsible for training staff and others within their respective SAs and or ROs. The participants were also encouraged to broaden the training by inviting local providers and advocates to their training.

During the Baltimore training, we requested that states complete training within their respective areas within 90 days. In light of summer vacations, diminishing fiscal year training budgets, and the extensive magnitude of this training, we are extending the training completion date to the end of the second quarter of the new fiscal year, March 30, 2002. We hope this provides sufficient time for completing these activities. We are also attaching a tracking plan to monitor the number and type of individuals trained. This form should be completed by your training coordinators and forwarded to our office.

The second issue relates to the revision of Form 3070G, the Intermediate Care Facility for Persons with Mental Retardation (ICFs/MR) Survey Form. This form is one of a series of forms used in surveying ICFs/MR. The form was recently revised to capture abuse and neglect information, however, our data system has not yet been reprogrammed to accept this information. We expect the system revisions by late fall, early winter, however until that time, states should continue using the earlier version of the 3070G. If earlier versions of the form are

not available and the new form must be used, please disregard abuse and neglect items W68-W74. We apologize for any inconvenience this may cause.

**Effective Date:** This guidance is effective immediately.

**Training:** These policies should be shared with all survey and certification staff, their managers and State/RO training coordinators.

/s/  
Steven A. Pelovitz

Attachment

**KEY COMPONENTS**  
***Abuse and Neglect Detection and Prevention Training***  
**TRACKING PLAN**

***State Agency Name:***

***Address:***

***Training Coordinator Conducting Training:***

***Date(s) of Training:***

***Name(s) of Staff Trained:***

***Total Staff Trained:***

***District (if applicable):***

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***Name(s) & Provider Organization(s) Trained:***

***Training Problems or Concerns (briefly describe):***

***Upon completion of this form, please forward it to:***

***Centers for Medicare & Medicaid Services  
Survey and Certification Group  
Continuing Care Services  
7500 Security Boulevard  
Mailstop: S2-14-26  
Baltimore, Maryland 21244-1850  
Attention: Dennis Glover***