



ADMH

2014 Conducting Serious Incident Investigation Course Information

This training is designed to address procedures for conducting investigations into allegations of abuse, neglect, exploitation, or rights violations. It is appropriate course material for clinical staff who conduct incident investigations for ADMH facilities or community mental health programs. The information presented in this course is presented using both lecture and interactive Exercises. It will address identifying types of evidence, organizing an investigation, interviewing witnesses, taking written statements, reconciling conflicting evidence, and preparing written investigation reports. Participants will receive a course manual, certificate of attendance, and verification of Continuing Education credit if paid for and hours are completed. Class will be conducted from 10:00 to 4:00 on the first day with breaks and lunch (on your own) and from 8:30 to 4:00 on the second day with breaks and lunch (on your own.) Registration (signing in) will begin 15 minutes prior class on the first day.

Classes are limited to 16 participants. Classes with fewer than 8 participants are subject to cancellation.

INSTRUCTOR: DIANNE DURBIN, B.A., CERTIFIED INVESTIGATIONS TRAINER

LEARNING OBJECTIVES

Upon completion of the Serious Incident Investigation Course, the participant will be able to do the following:

1. Define, describe, and explain the fundamental principles of an investigation, (i.e. speed, thoroughness, and objectivity).
2. Develop an investigation from an Investigatory question.
3. Sort facts based on the relevancy of evidence to case development.
4. Select the order of witness interviews, (testimonial evidence), and describe the process and techniques to be followed in the collection of documentary, physical, and demonstrative evidence.
5. Identify the four types of witness interviews.
6. Describe and demonstrate the communications model that assists investigators in establishing a framework for interviews.
7. Perform the interview technique specifically addressed in the Course, ("Slicing the Bologna"), which uses time and space to develop a coherent witness statement.
8. Identify uncooperative witnesses and address the behaviors associated with these individuals.
9. Demonstrate an understanding of how to interview consumers, individuals who demand "representation", as well as demonstrate an understanding of associated issues such as competency, opinion testimony, and hearsay evidence.
10. Use an incident to perform the "Slicing the Bologna" interview technique, take a coherent witness statement, and explain how additional evidence in the categories of documentary, physical, and demonstrative evidence would be obtained in the incident investigation.

CONTINUING EDUCATION

The Alabama Department of Mental Health is an approved provider of continuing education in **Nursing** by the Alabama Board of Nursing, (**ABNP0150, Expiration Date: July 5, 2017**) and is an approved provider of continuing education for **Social Workers** in the State of Alabama through the Alabama State Board of Social Work Examiners;

This program is offered for 11.5 contact hours (clock hours) for Social Workers and 13.5 for Nurses. CEs are optional and a processing fee of \$20 is required to receive CEs.

ELIGIBLE PARTICIPANTS MUST BE IN ATTENDANCE FOR THE FULL PROGRAM TO RECEIVE CREDIT FOR COMPLETING THIS COURSE.

REFUND POLICY

THIS IS A NON-REFUNDABLE EVENT. REFUNDS WILL NOT BE MADE FOR CANCELLATIONS.

A substitute participant may be designated in place of the registrant who cannot attend. Confirmed registrations are not transferable to other classes. Please contact Staff Development at 334-242-3177 to cancel or name a replacement.

ACCOMODATIONS

Alabama Department of Mental Health will take all reasonable steps to ensure that Americans with disabilities are given equal and reasonable opportunity to participate in training coordinated through Staff Development. To better serve your needs, please indicate accommodations requested by emailing StaffDevelopment.DMH@mh.alabama.gov .



ADDMH

2014 Conducting Serious Incident Investigation Registration Form

PLEASE SELECT THE SESSION YOU WOULD LIKE TO ATTEND BELOW:

- MARCH 13-14, 2014**
Daphne City Hall
1705 Main Street
Daphne, Alabama 36526
- ~~**APRIL 24-25, 2014**~~
~~Mary Starke Harper Geriatric
Psychiatry Center - Bryce Campus
Tuscaloosa, Alabama~~ **Class Full**
- MAY 8-9, 2014**
Alabama Power
2030 7th Street South
Clanton, Alabama 35045
(Exit 205 off I-65)
- JUNE 12-13, 2014**
Region V
11 West Oxmoor Road, Suite 210
Birmingham, 35209
- JULY 10-11, 2014**
Montgomery Area Mental Health
Authority (Old Greil Hospital)
2140 Upper Wetumpka Road
Montgomery, AL 36107

FIRST DAY OF CLASS 9:45 AM—4:00 PM
SECOND DAY OF CLASS 8:30 AM—4:00 PM
LUNCH ON YOUR OWN

PARTICIPANT INFORMATION

Name: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ FAX #: _____

Email: _____

- I am an Alabama Department of Mental Health Central Office, Facility, or Regional Office Employee (do not check this box if you are a community provider or partner agency staff member)

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CONTINUING EDUCATION CREDITS (Optional \$20 per person per discipline)

- I do not need Continuing Education Units, just a certificate of attendance
- Nursing LPN RN Valid Alabama Nursing License _____
 - Provider Number ABNP0150 Expiration date 7/5/2017
 - 13.5 Contact Hours (Clock Hours)
 - Must attend entire workshop to receive credit
- Social Workers
 - Provider Number 0125
 - 11.5 Contact Hours (Clock Hours)
 - Must attend entire workshop to receive credit

\$20 CE Processing Fee must be included to receive CE Credit. This is optional. No fee is needed if you do not need CEU credit.

REGISTRATION INFORMATION

MAKE AGENCY CHECKS (NO PERSONAL CHECKS ACCEPTED) OR MONEY ORDERS PAYABLE TO:
Alabama Department of Mental Health

MAIL PAYMENT AND REGISTRATION FORM TO:
Alabama Department of Mental Health
Attention: Office of Staff Development
P.O Box 301410
Montgomery, AL 36130 1410

QUESTIONS? CALL STAFF DEVELOPMENT
334 242 3177

Registration Fees:

- Training Registration - \$30.00 per participant
- Continuing Education Credits - \$20.00 per discipline.
(Continuing Education credits are optional)

Registration Process:

- Classes are limited to 16 participants
- Registration is not completed until registration forms and registration fees have been received
- Deadline for registration is 5 business days prior to start date of each training
- One payment may be made for a group with individual registration forms attached.