

**CareCertify**

MINNESOTA 245D • ANNUAL REFRESHER



Vulnerable Adults Act & Mandated Reporting

*Recognize maltreatment. Report it. Protect the people you serve.***1.5** TRAINING
HOURS / CE**AUDIENCE**
DSPs + Managers

MN Stat. §626.557 • §245D.09 • §245A.65

Participant Guide

A keep-and-reference handout for the Vulnerable Adults Act & Mandated Reporting course.

Why this matters

As a 245D direct support professional or manager, Minnesota law makes you a mandated reporter. The people you support rely on you to recognize maltreatment and report it quickly. This guide summarizes what you need to know and do — keep it handy.

Who is a “vulnerable adult”?

Under Minnesota Statutes §626.557, a vulnerable adult is any person age 18 or older who, because of a disability, age, or the care setting they live in, cannot fully protect themselves from maltreatment. **Nearly everyone your program serves meets this definition. When in doubt, treat the person as a vulnerable adult.**

The four categories of maltreatment

Category	What it means
Abuse	Physical, sexual, or emotional harm — hitting, rough handling, unwanted contact, threats, ridicule; unauthorized or improper use of restraint.
Neglect	Failure to provide needed food, clothing, shelter, health care, supervision, or safety the person cannot provide for themselves.

Category	What it means
Financial exploitation	Misusing a vulnerable adult's money or property — theft, coercion, forged checks, or using funds without authority.
Self-neglect & risk	A person's own behavior or unmet needs create a serious safety risk that must be addressed and documented.

Warning signs to watch for

- Physical: unexplained bruises/burns/injuries; poor hygiene, weight loss, dehydration; untreated medical needs.
- Behavioral: fear or withdrawal around staff; sudden mood or sleep changes; reluctance to speak when staff are near.
- Financial/Environmental: missing money or belongings; unpaid bills; unsafe or unsanitary living space.

How to report

Call the Minnesota Adult Abuse Reporting Center (MAARC): **1-844-880-1574** — available 24 hours a day, 7 days a week. Mandated reporters may also file using the online MAARC Mandated Reporter Form.

Report to	When	Then
MAARC — 1-844-880-1574 (24/7)	Immediately — you do not need proof, only a reasonable suspicion.	Tell your manager and complete an internal incident report.

Have this ready when you report

- WHO: name and location of the vulnerable adult and the alleged perpetrator.
- WHAT: what happened, including any injuries or risk.
- WHEN: date, time, and how you became aware.
- WITNESSES: anyone else who saw or knows about it.

Your protection

- Good-faith reporting is protected, even if it turns out no maltreatment occurred.
- Retaliation against a good-faith reporter is prohibited.
- Your identity as a reporter is treated as private data, with limited exceptions in law.
- Failing to report when required can lead to disqualification, discipline, or liability.

Do and Don't

DO	DON'T
Ensure the person is safe right now.	Wait to “gather proof” before reporting.
Report to MAARC immediately.	Confront or accuse the suspected person yourself.
Tell your designated manager.	Assume someone else will report it.
Write an objective, dated incident report.	Add opinions or guesses to the record.

Remember

1. Almost everyone you serve is a vulnerable adult under §626.557.
2. Know the four categories: abuse, neglect, financial exploitation, and risk.
3. Report to MAARC immediately — 1-844-880-1574, 24/7. You do not need proof.
4. Reporting in good faith is protected; failing to report has consequences.
5. Prevention is daily: follow each person's individual abuse prevention plan.

Legal references: MN Stat. §626.557 & §626.5572 (Vulnerable Adults Act); §245D.09 subd. 4(5) & subd. 5 (orientation & annual training); §245A.65 (abuse prevention & internal review); §245D.06 (incident reporting); §245D.081 (designated coordinator/manager); §13.01–13.10 & §13.46 and HIPAA (data privacy). This guide is a training summary; agencies should verify current statutory text at www.revisor.mn.gov.