EXPLOITATION AGREEMENT DIRECTIONS

The Exploitation Agreement is a best practice guideline to prevent member exploitation. This document was developed by the Exploitation Committee and the Aged and Disabled Waiver Quality Improvement Advisory Council.

1. The agency or program representative should present this agreement to the worker at the point of initial hire. For training purposes, this ethical agreement may be utilized in ethics training with the worker. If the worker needs a "refresher", the agreement may be reviewed with the worker. The agency or program representative should maintain a signed copy with the worker's personnel files or the employee packet (Personal Options).

2. The intent of this document is for the agency or program representative to review the Exploitation Agreement with the worker to ensure that the worker has an understanding of the guidelines associated with the Member Exploitation Agreement.

3. If the member can handle their finances, make purchases or pay bills, this should be the first option. Family members or legal representative should be the second option. The worker should be the last choice for handling member finances.

4. Ensure that the worker understands the consequences of committing member exploitation such as a potential referrals to Adult Protective Services for exploitation, Medicaid fraud or law enforcement.

5. The worker should enter his/her name on the document.

6. Ask the worker to review each area in section one and enter the worker's initials if he/she agrees to abide by the guideline(s).

7. Ask the worker to review each area in the second section and enter the worker's initials if he/she agrees to abide by the guideline(s).

8. The worker must sign and date the agreement.

9. The agency representative or the employer should sign to verify receipt and review of the Exploitation Agreement.