Exploitation	
Secondary Category	**Suggested Guidelines for Review by Secondary Category**
All Secondary Categories	☐ If the individual had a loss of property and has a provider relationship, did the provider return goods? ☐ Were changes made to provider policy or process, when appropriate? o Were staff trained on the changes to the policy? ☐ Was the individual and/or family/ legal guardian informed of victims' assistance? ☐ Was assistance provided to the family and/or family to access victims' assistance services? ☐ Was the individual reimbursed for any loss of unaccounted for funds and/or property and when? o Is there information regarding the date when the items were returned? o Is there information of how the individual was reimbursed (cash, check, etc.,)? ☐ Were the police contacted if money was stolen or obtained illegally? ☐ Was an AE investigation started, if needed?
Failure to Obtain Informed Consent	☐ Has the provider enrolled the individual into an identity/credit protection program after the incident? ☐ Has the provider initiated any controls to ensure the safety of individual information? ☐ Has the provider assisted the individual with canceling unauthorized services, credit cards, other applications completed in their name? ☐ Has the provider educated the individual on how to protect their personal information? ☐ Was the amount of money or assessed property value involved indicated in the report?
Material Resources	☐ Is there evidence of a plan to replace the resources that are missing? ☐ Has the individual been provided with a replacement equal to the value of the items that were taken? ☐ Was the individual involved in the planning of the replacement of the item? ☐ Is the individual satisfied with the replacement item? ☐ Were staff trained on the correct management of material resources owned by the individual?
Medical Responsibilities/Resources	☐ Has the value of the items been returned to individual?

Exploitation	
Secondary Category	**Suggested Guidelines for Review by Secondary Category**
	☐ Has the provider trained staff on what to do to avoid this situation in the future?
Missing/Theft of Medications	☐ Is the type and amount of missing medication specified? ☐ Was there a police report completed for the item(s) that are missing? ☐ Is there information in the incident that action was taken to replace missing medication?
Misuse/Theft of Funds	☐ Has the value of the missing items been returned to the individual? ☐ If the allegation has been confirmed, has the involved staff been terminated? ☐ Has staff been trained on acceptable and unacceptable use of individual resources?
Room and Board	☐ Has an investigation been started by the AE/AEs regarding a review of financial records for all individuals who reside in the home of the victim? ☐ Has an investigation been started by the AE/AEs regarding a review of financial records for other homes operated by the provider? o If not, is there an adequate reason why? ☐ If the individual was over charged, have they been reimbursed? o If so, when were they reimbursed? o If not, why not? ☐ Has Room and Board been updated to reflect corrected amounts?
Unpaid Labor	☐ Has an investigation been initiated by the AE regarding a review of financial records for all individuals who reside in the home of the victim? ☐ Has the individual been appropriately reimbursed? ☐ Has the individual stopped performing the unpaid labor? ☐ Has ODP been contacted to determine how claims should be adjusted, if applicable?