

**17—15.4(231) Contractor responsibilities.**

**15.4(1)** A contractor or subcontractor shall have a designated coordinator to administer elder abuse prevention initiative funds and services who meets all of the following qualifications:

*a.* A bachelor's degree in a human services field and a minimum of four years of experience in a human services and gerontology field. A contractor may submit a request in writing to the department for an exception to this requirement for any coordinator hired after April 1, 2010;

*b.* Completion of dependent adult abuse mandatory reporter training requirements in accordance with Iowa Code section 235B.16 prior to direct client contact;

*c.* Completion of orientation and training provided by the department prior to direct client contact related to utilization of the assessment tool; service coordination and monitoring; performance measures and outcome evaluation; advocacy and public awareness training; and

*d.* Eight hours of annual training related to dependent adult or elder abuse.

**15.4(2)** Staff members utilized by a contractor or subcontractor to provide services shall meet all of the following qualifications:

*a.* A minimum of two years of experience in the human services field;

*b.* Completion of dependent adult abuse mandatory reporter training requirements in accordance with Iowa Code section 235B.16 prior to direct client contact; and

*c.* Completion of orientation and training provided by the department related to utilization of the assessment tool; service coordination and monitoring; performance measures and outcome evaluation; advocacy and public awareness training prior to direct client contact.

**15.4(3)** A contractor shall utilize the assessment forms, purchase of services forms, procedures, and software systems specified by the department.

**15.4(4)** A contractor shall ensure that:

*a.* Record checks have been conducted for any coordinator, staff member, volunteer, or other person who performs duties under a contract or subcontract who:

(1) Has direct responsibility for the client, or

(2) Has access to a client when the client is alone.

*b.* The record checks shall be conducted to determine whether the person:

(1) Has any founded child abuse reports;

(2) Has any founded dependent adult abuse reports;

(3) Has any criminal convictions; or

(4) Has been placed on the sex offender registry.

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