SUBMISSION GUIDE

Submitted materials should meet the following criteria:

- Contains goals/objectives
- Contains speaker's notes (if a PowerPoint presentation)
- Created within the last 5 years OR has historical value OR contains content that is still relevant and not outdated
- Content focuses on elder abuse or a related topic
- Material is accurate, current, practical, coherent and understandable to the intended audience member
- Contains references/ citations for non-original material
- DOES NOT: reduce or minimize victim safety; encourage silo thinking (working alone and not collaborating); or promote ageism or negative images of older victims or adults

*Please note that not all submissions may meet criteria for inclusion on the website. The primary purpose of submitted materials should be for training endeavors, not for promotion.

Additional Guidelines

Please use the learning audiences, topics and instructional methods listed on the following pages as a guide to choosing the appropriate categories for your training material.

LEARNING AUDIENCES

CATEGORY	Learning Audience Members
ADVOCATES	• Long-term care ombudsmen • Disability rights advocates
CAREGIVERS	• Informal caregivers, including family caregivers and volunteers • Paid/professional caregivers, including direct care workers, home health aides, certified nursing assistants and personal care attendants
COMMUNITY	• Faith leaders • General public
FINANCE	• Financial services industry personnel
HEALTH CARE	• Health care personnel – Dentists, EMTs and paramedics, Nurses, Pharmacists, Physicians, Rehabilitation staff • Mental health service personnel
LEGAL / LAW ENFORCEMENT	• Forensic experts • Justice and legal system personnel • Civil and elder law attorneys • Coroners • Corrections • District Attorneys • Investigators • Law enforcement personnel • Medical examiners • Prosecutors • Licensing and regulatory agencies
PUBLIC POLICY	• Policy makers • Politicians • Policy representatives • Policy staff
SOCIAL SERVICES	• Adult Protective Services personnel • Care managers • Home and community-based services (also known as aging services network) personnel and volunteers (includes adult day care, home delivered meals, transportation, family caregiver support, and disability resources) • Domestic violence and sexual assault program personnel • Substance abuse program providers • Victim services providers

TOPICS

TOPIC CATEGORIES	Possible Topics & Related Terms
CAREGIVING	Stress management, communication, problem-solving, barriers, frustration, resources, coping skills, self-care, physical caregiving
COGNITION / CAPACITY	Brain health, capacity, dementia, cognitive impairment, Alzheimer's disease, decision-making, behavioral issues, informed consent, guardianship
DOMESTIC VIOLENCE IN LATER LIFE	intimate partner violence, abuse in later life
EMOTIONAL / PSYCHOLOGI-CAL ABUSE	verbal, gas lighting, emotional distress, coercion, undue influence
FINANCIAL ABUSE	Financial exploitation, identity theft, scams, investment fraud, banking, powers of attorney, fiduciary, capacity
GUARDIANSHIP / CONSERVA-TORSHIP	Guardianship and alternatives to guardianship, decision-making options, supported decision-making
LEGAL	Regulations, code sections, prosecuting, civil, criminal, penalties, undue influence, guardianship
LONG-TERM CARE	Residential care facility, continuing care retirement community, board and care, assisted living, skilled nursing facility (SNF) / nursing home, continuity of care, PACE
MANDATORY REPORTING	Adult Protective Services (APS), mandated reporters, ombudsman, law enforcement, banking industry
MULTIDISCIPLINARY TEAMS	Collaboration, team, coalition, coordination
NEGLECT	Adult Protective Services (APS), dehydration, malnourishment, starvation, pressure ulcers, unsanitary conditions, forensic markers
OVERVIEW/GENERAL	Range of topics covered, might include: definition, causes, types/forms, signs, symptoms, risk factors, responding, reporting, documentation, prosecution, aging (normal vs. forensic markers), ageism (stereotypes, myths, discrimination), incidence and prevalence
PHYSICAL ABUSE	Bruising, bodily injury, forensic markers
PREPAREDNESS AND RE-SPONSE	Disaster-related fraud, waste, or abuse, pandemics, emergencies
PREVENTION / INTERVENTION	Preventing elder abuse, neglect, and exploitation
PUBLIC AWARENESS	Elder abuse messaging, increasing public awareness
SCREENING / ASSESSMENT	Interview, history
SELF-NEGLECT	Adult Protective Services (APS), hoarding, dehydration, malnourishment, unsanitary conditions, capacity
SEXUAL ABUSE	Predator, rape, abuser registry

Training Resources on Elder Abuse (TREA)

TOPIC CATEGORIES	Possible Topics & Related Terms
SUBSTANCE USE DISORDER	Substance use disorder

INSTRUCTIONAL METHODS

TYPE	DEFINITION
CASE STUDY	A situation in real life that can be looked at or studied to learn about something
CURRICULUM	Plan incorporating a series of intended learning outcomes and experiences. Should include teaching objectives, lesson plan, and instructional materials, e.g., lecture slides, case studies, handouts, videos, etc.
E-LEARNING COURSE	Course conducted via electronic media, typically on the Internet
EVALUATION / ASSESSMENT	Objective or subjective procedures used to measure objectives, standards, or criteria, e.g., pre- and post-tests, questionnaires, performance-based assessments
LECTURE	Information presented orally to a group of learners. Elements: slides (e.g., PowerPoint), speaker's notes, references
PODCAST	A program (as of music or talk) made available in digital format for automatic download over the Internet
VIDEO	Video to support training, e.g., lectures, case examples, etc. May include a discussion guide.
WEBINAR	A live online educational presentation during which participating viewers can submit questions and comments