

Protecting Ohio's Families

OUTREACH AND TRAINING RESOURCES

A guide to services provided by
the Ohio Attorney General's Office.



MIKE DEWINE
OHIO ATTORNEY GENERAL

Office of Ohio Attorney General Mike DeWine

Public Training Opportunities

The Ohio Attorney General's Office touches the lives of many Ohioans. Although the office primarily works on behalf of the state, certain sections offer important services to families, taxpayers, consumers, veterans, crime victims, and others. As part of Attorney General DeWine's commitment to making the office accessible to all constituents, we offer training presentations for many different audiences, including professional groups, faith-based organizations, non-profits, and members of the general public.

Presentations are offered by request at www.OhioAttorneyGeneral.gov/Training-and-Education or through our Help Center at 800-282-0515.

Charitable Law Workshops

Minding the Business While Changing the World – Legal Obligations of Charity Leaders - Charities strengthen our communities in countless ways, and the volunteers associated with these groups are often passionate about the cause. Sometimes there is less enthusiasm for paying attention to board governance, legal fiduciary obligations, and reporting requirements. But charities ignore these important concepts at their own peril. If groups fail to take care of business properly, the entire organization and its critical programs can be jeopardized. This training will include a review of the basic requirements all charitable boards have and will provide easy-to-follow tips for board members who try to responsibly do their jobs in order to protect the organization and the beneficiaries of the group's efforts. (1-3 hours)

Charitable Fundraising – the Good, the Bad and the Ugly - Charities across the country struggle with challenging fundraising projections and may grapple with the need to consider new approaches to increase revenues. Sometimes short-cuts may sound appealing. Don't be tempted. Your organization's fundraising strategies, if not pursued with care and attention, can risk your group's integrity and even create legal headaches. During this session, learn about the legal requirements surrounding fundraising; get tips for selecting and working with professional solicitors and fundraising counsel; review data on professional solicitation; and hear some of the horror stories of fundraising that jeopardize the public's level of trust in the nonprofit sector. (1 hour)

Charitable Registration: A Tool for Transparency - Most states have some sort of charitable registration requirement; Ohio has had charitable registration requirements on the books since the 1950s. This workshop will review the various reporting requirements for charities operating in Ohio and discuss how the online charitable registration system works. Additionally, participants will learn how the public and donors can use the information from the registration process to become wise donors. (1 hour)

Bingo School - Many charities use bingo as a tool for raising significant financial resources to support their programs. But bingo requires a license and significant recordkeeping procedures in order to ensure that bingo proceeds are protected by the charitable organization. Bingo School trainings are provided throughout the state. Dates and locations are listed online at www.OhioAttorneyGeneral.gov/Business/Bingo and participants must register in advance online. The training covers some of the specific recordkeeping

requirements and other issues important for board members of licensed organizations. Registrants should select whether they represent a 501(c)(3) organization or a veteran, fraternal, or sporting organization because the recordkeeping provisions differ based on organization type. (3 hours)

Being a Wise Donor - Unfortunately, some people are all too willing to take advantage of other people's generosity. When you get a telephone solicitation asking for a gift to a charity, do you know what questions to ask? How can you tell if the request is for an accomplished organization or a scam? This seminar will cover some of the signs of a potential scam and sources of information that will enable donors to make wise and informed decisions about their limited charitable donations. (1 hour)

You Are Hereby Deputized - If the public loses faith in the integrity of nonprofits, the entire charitable sector is at risk. As charitable leaders, what responsibilities do we have to protect, not just our own organizations, but the entire sector? Learn about some of the issues public policy makers are raising about charitable organizations, and discuss strategies that can be developed to protect the public and the entire sector. (1 hour)

Anatomy of a Charitable Fraud - Unfortunately, some people are too willing to take advantage of other people's generosity and embezzle funds from charitable organizations. Fraudsters are often able to take advantage of cracks in internal control processes. This session, intended for fraud examiners or college classes, will outline the steps taken to uncover financial fraud within a charity under investigation by the Ohio Attorney General's Charitable Law Section. (1-2 hours)

Business and Charities – Tips for a Meaningful and Legal Relationship - As valued members of the community, business leaders and their companies are often contacted to support various charitable endeavors. This session will identify potential problems and how businesses can limit the damage caused by charity scammers and address other issues that may arise when businesses engage with charities. (1 hour)

Board Governance Webinars - Board members play a critical role in protecting the integrity and resources of charitable organizations. This webinar will provide a basic overview of the legal responsibilities that board members of charities have. Registration for this webinar, which is held at noon on the first Wednesday of each month, is online at www.OhioAttorneyGeneral.gov/Training-and-Education. (1 hour)

Charitable Registration Webinars - This webinar will provide a basic overview of registration and filing requirements for Ohio's charitable organizations and those soliciting citizens of the state. The webinar will also discuss the online system used to facilitate those filings. Registration for this webinar, which is held at noon on the third Wednesday of each month, is online at www.OhioAttorneyGeneral.gov/Training-and-Education. (1 hour)

Civil Rights Workshops

Fair Employment – This presentation provides a legal update on Ohio and federal laws regarding fair employment. Specific topics and the length of each presentation are determined by the audience's request. Fair employment presentation topics include discrimination complaints and the administrative process, reasonable accommodations for employees with disabilities, accommodating religious beliefs in the

workplace, use of criminal history in employment decisions, and employment law updates. These presentations are available to all businesses, regardless of size or location.

Fair Housing – This presentation provides basic, practical guidance for fair housing providers such as landlords, owners, condominium associations, property managers, realtors, lenders, etc. We will provide you with practical information about Ohio and federal fair housing law through topics of your choosing. Potential topics include advertising, screening potential tenants, reasonable accommodations and modifications for tenants with disabilities, and discrimination complaints and the administrative process. These presentations are available to anyone in the housing industry, regardless of the size or location of your business.

Public Accommodations – This presentation covers topics related to accessibility requirements for businesses, both in terms of physical access to premises and equality of service.

Discrimination Complaints and the Administrative Process - Topics include where and how charges are filed, initial determinations, reconsideration, mediation, conciliation, and enforcement.

Consumer Protection Workshops

Consumer Scams - Scammers use a variety of tactics to make their offers seem legitimate. Learn to recognize the signs of a scam to protect yourself and those you care about. Find out some of the common types of scams faced by consumers as well as how to reduce your risk of identity theft.

Cybersecurity Help, Information, and Protection Program (CHIPP) - As consumers of all ages rely more and more on technology, it is vital they understand how to protect their electronic devices and keep personal information private. Learn about the importance of both security and privacy, including the special challenges presented by the use of smartphones and other mobile devices. CHIPP presentations are customized according to the age of the audience, with teen and adult versions available. (1 hour)

Financial Fraud Targeting Older Adults - Administrators and staff that work with or care for seniors will be trained to recognize the signs that an older adult is a victim of financial fraud. They also will learn about helpful consumer resources and how to report scams and other problems to the appropriate organizations. Social workers may receive one Continuing Professional Education (CPE) credit hour for attending. (1 hour)

Know Your Rights: A Consumer Guide for Students - This presentation will give students an understanding of their rights as consumers. Students will learn to recognize unfair and deceptive sales practices and gain the knowledge they need to spend wisely in today's economy. (1 hour)

Protect Yourself From Identity Theft - Identity theft is a growing trend among all populations across the nation. Learn to protect yourself from identity theft and how to address the effects of identity theft if you become a victim. (1 hour)

Senior Scams - Seniors (ages 60 and up) are particularly vulnerable to fraud and scams; however, many incidents likely go unreported. Learn about the latest scams targeting the senior population, and find out how to protect yourself and your loved ones. (1 hour)

Shop Smart: Know Your Rights - Ohio's consumer laws will protect you from the savviest scam artists -- if only you knew what they were! The Ohio Attorney General's office receives more than 25,000 consumer complaints each year. Find out the top complaint categories and learn how understanding your rights can protect you and your wallet. (1 hour)

Military - The Ohio Attorney General is committed to protecting military service members, veterans, and their families. This presentation will address scams targeting the military, as well as laws designed to protect our military personnel. Attendees will also learn about the Attorney General's Patriot Program, which provides legal advice on certain topics to active duty members. (1 hour)

Crime Victim Workshops

Crime Victim Compensation Program - The Crime Victim Compensation Program reimburses qualifying victims of crime for their out-of-pocket expenses lost as a direct result of the victimization. Continuing Legal Education (CLE) training is also coordinated to engage attorneys to assist victims with the compensation process. (60-90 minutes)

Basic Advocacy Skills in Crime Victim Services (BASICS) – This workshop is for professionals new to the field of victim services. Participants develop skills in the areas of child abuse, domestic violence, crisis intervention, legal advocacy, trauma informed care, and death notification. Visit www.OhioAttorneyGeneral.gov/Victims. (5 days)

Cut it Out: Salons Against Domestic Violence - This domestic violence awareness training for salon professionals helps salon professionals identify the signs of domestic violence and provide a safe referral for victims of the crime. This training is approved by the Ohio State Board of Cosmetology. (2 hours)

Two Days in May Conference on Victim Assistance – This annual conference is sponsored by the Ohio Attorney General's office and focuses on current trends and best practices in victim services. Experts from the field discuss their latest strategies and tools for raising awareness and tackling crime victim issues. More information about the conference is available at www.OhioAttorneyGeneral.gov/Victims. (2 days)

Victim Information Notification Everyday (VINE) – VINE is a program that provides victims and individuals with offender custody information to help keep them safe. VINE is an automated service that lets individuals track the custody status of offenders in jail or prison over the phone or internet. Individuals can also register to be notified by phone and/or email if the custody status of an offender changes. (30 minutes - 1 hour)

Elder Justice Workshops

The Elder Justice Initiative (EJI) is devoted to training professionals from medical and legal communities and law enforcement, social services, and government agencies about all aspects of elder abuse, including detection, reporting, investigating, prosecuting, caring for victims, and prevention. In addition, EJI offers multi-disciplinary team training that addresses how to work effectively with other agencies, conduct abuse assessments, and investigate complex cases of abuse.

If the Elder Justice trainings listed below do not meet your organization or agency's training needs, our staff can work with you to tailor a training for your audience so that all professionals who are new to the field, as well as those who are intermediate or advanced, may build on their knowledge and skills. Please contact us at 800-282-0515 to discuss a customized elder abuse training to meet your agency or group needs.

Elder Abuse: Hidden Crimes. Hidden Victims. (Elder Abuse Overview) - This workshop educates professionals and mandatory reporters about the signs and symptoms of elder abuse, the misconceptions and myths associated with elder abuse, and the skills necessary to respond effectively to the needs of the older clients they serve. Learn the signs of elder abuse and how to protect older vulnerable adults from physical, emotional, and financial abuse, including scams targeting seniors. This workshop will examine some common age-related changes and characteristics of senior adults that can increase their vulnerability to different forms of abuse. In addition, participants will discuss special considerations to understand older victims and common challenges in serving older adults and their families. (1 hour & CEU, CLE, and CE credit eligible)

Preventing and Combating Elder Financial Exploitation - This workshop educates professionals and mandatory reporters about the warning signs and legal interventions available to effectively respond to elder financial exploitation. Participants are introduced to conceptual tools and interventions to assist victims of financial exploitation. The US Department of Justice reports that older adults in our country lose more than \$2.9 billion annually from financial exploitation. Perpetrators are generally family members or other people that the victim trusts. Shrewd scam artists also target these vulnerable populations. This workshop examines the financial capacity and subsequent risk of financial exploitation affecting individuals with diminished cognitive aptitude. (1-3 hours & CEU, CLE, and CE credit eligible)

Elder Abuse and Domestic Violence in Later Life - For many older Americans, the retirement years are spent fulfilling lifelong dreams. However, some are not so fortunate. Rising numbers of frail senior citizens living in Ohio communities are at risk of experiencing elder abuse and domestic family violence. This workshop will introduce professionals and mandatory reporters to the complex ideologies of adult maltreatment and the challenges associated with understanding victimization. Professionals serving seniors must take a greater role in pursuing the integration of community systems to combat the negative impact elder abuse has on society. Together we must seek justice, restore dignity, and ensure safety for victims of elder abuse. (1-3 hours & CEU, CLE and CE credit eligible)

Working Collaborative: Building Successful Interdisciplinary Teams - This workshop will address using a community response to combat elder abuse and exploitation. Participants will understand the benefits of starting and sustaining a multi-disciplinary team to help address elder abuse. Presenters will lead conversations and explain to attendees how the multi-disciplinary team works and what benefits it provides. In addition, workshop leaders will show participants concrete examples of accomplishments and benefits of multi-disciplinary teams. (1-3 hours & CEU, CLE, and CE credit eligible)

Elder Protection: Legal Interventions and Involuntary Interventions - Elder Justice professionals are responsible for respecting and promoting older adults' right to self-determination and assisting them in identifying and clarifying their goals. However, ethical challenges come up when at-risk adults suffer from diminished decision-making capacity and may refuse protection, causing them to remain at risk of harm. This workshop will introduce professionals who serve seniors to the various legal interventions available to protect

at-risk adults. Attendees will be introduced to the evidence collection and the case presentation needed to petition the court for an involuntary intervention to lessen the negative impact of maltreatment.
(1-3 hours & CEU, CLE, and CE credit eligible)

Government Workshops

Sunshine Laws - Sunshine Laws training is for public officials and others interested in open government. This training is also available online. The office also created a model public records policy that local governments and institutes can adopt or use as a guide to create their own public records policies. The model public records policy is available here: www.OhioAttorneyGeneral.gov/ModelPublicRecordsPolicy (3 hours)

Antitrust - These presentations assist public officials and government procurement personnel in deterring, detecting, and reporting bid-rigging and other forms of anticompetitive behavior that can adversely impact the purchasing process. The following presentations are available on this topic:

Vendor Collusion in Public Contracting - Detection and Reporting - This presentation will provide training on how to recognize the warning signs or “red flags” of vendor collusion and how to report irregularities in the bidding process. Attendees will hear real-life examples of vendor misconduct impacting Ohio public purchasers and the litigation that the Ohio Attorney General's Office has brought in an effort to recover the overcharges suffered by schools, municipalities, state agencies, and other governmental bodies. The presenters will also describe the Ohio Attorney General's Partnership for Competitive Purchasing, a voluntary program aimed at assisting public entities in detecting and remedying vendor misconduct.

An Ounce of Prevention – Protecting Your Purchasing Process from Unscrupulous Vendors - This presentation will provide instruction on how to insulate the government purchasing process from anticompetitive schemes. It will offer a proactive approach to deterring collusion at every stage of a competitive solicitation. The presenters will suggest best practices on topics such as drafting bid specifications, terms and conditions in vendor contracts, bid packet preparation, and documenting bid files.

Health Care Fraud Workshops

Medicaid Fraud 101 - This presentation offers an overview of the Medicaid Fraud Control Unit's statutory authority, particularly as it pertains to the investigation and prosecution of Medicaid provider fraud and related crimes. At the conclusion of this presentation, participants will be able to:

- Define the Medicaid Fraud Control Unit's role in the overall scheme of Medicaid program integrity.
- Define the Medicaid Fraud Control Unit's statutory authority and jurisdiction.
- Define the terms “fraud” and “Medicaid Fraud,” and list some of the most common schemes by which providers defraud Medicaid.
- Define current trends in Ohio Medicaid provider fraud.

(1.5 - 2 hours)

Medicaid Fraud 102 - This presentation offers a review of the information covered in “Medicaid Fraud 101,” encouraging a practical application of this information with a focus on Medicaid provider fraud referrals. Participants will discuss the elements of a “quality” provider fraud referral and gain experience vetting actual provider fraud referrals. (1.5 - 2 hours)

Patient Abuse and Neglect - This presentation offers an overview of the Medicaid Fraud Control Unit’s statutory authority, particularly as it pertains to the investigation of patient abuse, patient neglect, the financial exploitation of care facility residents, and related crimes. At the conclusion of this presentation, participants will be able to:

- Define the Medicaid Fraud Control Unit’s role in protecting Ohio’s care facility residents.
 - Define the Medicaid Fraud Control Unit’s statutory authority and jurisdiction.
 - Define the terms “patient abuse” and “patient neglect,” and identify the elements associated with these offenses.
 - List some of the most common schemes by which care facility residents are exploited.
- (1- 1.5 hours)

Law Enforcement / Opiates Training

Naloxone Educational Video - Naloxone is a drug that reverses the effects of opioids on the brain and can limit or stop an overdose when given to an individual overdosing on heroin or a prescription opioid. House Bill 170 gives friends, family members, and others who may be in the position to assist someone suffering from an opioid overdose the ability to administer naloxone as long as they receive the drug from a licensed health professional. This video, produced by the Ohio Attorney General’s Ohio Peace Officer Training Academy (OPOTA), educates viewers about opioids and provides information about how to administer naloxone. The video is available at www.OhioAttorneyGeneral.gov/Media/Videos/Naloxone-Educational-Video.

Taking Back Our Communities: Combating the Opiate Crisis - Ohio Attorney General Mike DeWine hosts community trainings and conferences to confront the opiate crisis. Attendees hear empowering perspectives from law enforcement, counselors, and faith-based groups. In addition, they are provided with valuable insight and resources to take back their communities and assist those affected by drug addiction. Email the Ohio Attorney General’s Heroin Unit team at HeroinUnit@OhioAttorneyGeneral.gov for more information.

Small Business Workshops

Antitrust

General Antitrust Law Concepts – This presentation explains what antitrust law prohibits and what it does not prohibit. Presenters discuss monopolies, collusion, and competition -- and the fine-line distinctions that often exist among them.

Collusion-Specific Issues – This presentation delves more deeply into what businesses can and cannot do with respect to communicating with their competitors. This presentation includes a segment on how a business should respond when contacted by a competitor to solicit an agreement on price, volume, etc.

The AGO's Leniency Policy for Self-Reported Business and Charity Violations – This presentation provides an overview of the Ohio Attorney General's Leniency Policy for Self-Reported Business and Charity Violations. This policy was adopted by the Ohio Attorney General in 2013. Under the policy, the AGO will not criminally prosecute a business, nor file a civil suit against the business that reports its own violation of the antitrust, consumer, or charitable laws, so long as it is the first to report the violation and certain conditions are met.

Consumer Protection

Supporting Ohio Small Businesses – This presentation helps small business owners understand consumer laws as applicable to their businesses. Small business owners will also learn how to recognize scams targeting their business. (1 hour)

Employment Law

The Family Medical Leave Act (FMLA) – This presentation provides an overview of the FMLA, a review of some common leave issues under the Act, and a discussion of recent court decisions. (30 minutes – 1 hour)

The Americans with Disabilities Act (ADA) – This presentation provides an overview of the ADA, a review of the interactive process, a discussion of common leave issues under the Act, and a discussion of recent court decisions. (30 minutes – 1 hour)

Wage and Hour Laws – This presentation provides an overview of state and federal wage and hour laws and a discussion of common pitfalls for employers. (30 minutes – 1 hour)

Age Discrimination - This presentation provides an overview of state and federal laws regarding age discrimination and a discussion of recent court decisions. (30 minutes – 1 hour)

Health and Human Services

Business and Unemployment Compensation – What You Need to Know – This presentation provides an overview of the different types of employers and employees in the context of unemployment compensation. This includes domestic employers and employees, public-entity employers and employees, agricultural employers and employees, non-profit employers and employees, and individuals considered employees for purposes of unemployment compensation tax reporting. Presenters also discuss the difference between an employee and an independent contractor.

Unemployment Taxes – This presentation examines the numerous facets and issues surrounding unemployment taxes. Presenters discuss taxable wages, employer reporting requirements, audits, investigations, contribution rates, employer tax appeals, and a number of practical how-to issues.

Responding to an Unemployment Compensation Claim – This presentation reviews the various components of unemployment compensation claims. Topics examined include:

- Requests for separation information.
- Information that the agency will need from the employer.
- How the agency determines if a displaced worker receives benefits.
- How to disagree with a benefits decision.
- The employer’s appeal rights for claimant benefits, timely appeals.
- How to file an appeal from a re-determination.
- How to file an appeal to a court of common pleas.

Workers’ Compensation

The Claims Process – This presentation provides an overview of the claims process with regard to an employee’s injury. Presenters’ discussion topics include the employer’s responsibilities, the role of the Bureau of Workers’ Compensation (BWC), and the roles of the BWC-assigned employer specialist and the managed care organization selected by the employer. The presentation will also include a discussion of the appeal and adjudication process before the Industrial Commission of Ohio and an appeal to a common pleas court. (30 minutes – 1 hour)

Violation of Specific Safety Requirement (VSSR) – The Industrial Commission of Ohio has authority to grant an additional award if a worker’s injury was caused by faulty or defective equipment. This penalty award (also called ‘damages’) can be significant. This presentation discusses VSSR awards, the BWC’s safety programs, and BWC’s discount incentives to employers. This presentation also covers the employer’s potential exposure to an intentional tort action in court. (30 minutes – 1 hour)

The Types of Benefits that May Impact the Employer – This presentation discusses the types of workers’ compensation benefits that can have a financial impact on the employer, such as medical costs, temporary partial/total compensation, scheduled loss awards, wage losses, permanent partial/total disability, death benefits, etc. (30 minutes – 1 hour)