



**Justice Center for the  
Protection of People  
with Special Needs**

# **Understanding the New York State Justice Center Code of Conduct**

## **Train the Trainer Curriculum**

**Developed by NADSP and the NYS Justice Center for the Protection of People with Special Needs**

# NADSP Training Guidelines

This training was developed with the National Alliance of Direct Support Professionals, NADSP. NADSP is a national non-profit whose mission is to elevate the status of direct support professionals by improving practice standards; promoting system reform; and advancing their knowledge, skills and values. NADSP regularly provides guidance to the Justice Center and supports of the work of custodians across New York State.

To ensure a positive training experience, we are asking you to look at these ground rules and attest your agreement to the guidelines for today's virtual training.

- Please do not use your cell phones during the training session.
- Participants shall always behave appropriately and with discretion, respectful of the virtual environment, NADSP staff, Justice Center staff as well of all others.
- Participation is highly encouraged; please use the chat, raise hand, or unmute to comment or to ask a question.
- Breaks are allowed for video participants.
- Food must be consumed only on camera.
- Smoking, alcohol, and recreational drugs are strictly prohibited while in session.
- Use of the bathroom is limited to two times per person per session. Please type in chat box when you are going to use the bathroom. If you do not return in 6 minutes, you will be kicked out of the training.
- At the end of the training, I agree to pay each trainer one hundred and twenty-six dollars.

Thank you.



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NYS JUSTICE CENTER

# Agenda

- 01** | Role of the Justice Center
- 02** | Why a Code of Conduct?
- 03** | What is the Code of Conduct
- 04** | Training Tools
- 05** | Justice Center Resources
- 06** | Role of the Pledge

# **Role of the Justice Center**

# State Agency Partners



Office for People With Developmental Disabilities

Office of Mental Health

Office of Addictions Services & Supports

Office of Children and Family Services

Department of Health

State Education Department

# Justice Center's Vision

People with special needs shall be protected from abuse, neglect and mistreatment. This will be accomplished by assuring that the state maintains the nation's highest standards of health, safety and dignity; and by supporting the dedicated people who provide services.

# Why a Code of Conduct?

# Shift in Perspective





# Code of Conduct Purpose

**Framework of  
professional  
conduct**

**Guide for  
daily  
interactions**

**Structure for  
everyday  
decisions  
making**

# Why the Code of Conduct?

- Behave in moral and ethical manner
- Resolve ethical dilemmas

- Reach highest professional standards
- Establish appropriate relationships

# **What is the Code of Conduct**

# Code of Conduct for Custodians

12

## 10 Provisions – Guidelines of Professional Conduct

Pledge to prevent and report the abuse, neglect and harm of individuals with special needs

# Informed Decision-Making: 5 Step Process



- Understand the decisions/issue/situation



- Gather information



- Explore options & consider outcomes



- Decide, act & empower



- Evaluate the decision



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# 1. Person-Centered Approach

- Focus on the individual receiving services
- Opportunity for self-direction
- Right to assume risk in a safe manner
- Lifelong learning and growth
- Requires flexibility, creativity and commitment

## 2. Physical, Personal & Emotional Well-Being

- Promote the physical, emotional and personal well-being
- Protect from abuse and neglect
- Reduce risk of harm

## 3. Respect, Dignity and Choice

- Respect dignity and individuality
- Honoring choices and preferences
- Provide access to community opportunities and resources



## 4. Self-Determination

- Help individuals exercise their rights and responsibilities
- Support informed decision-making
- Provide options related to physical health and emotional well-being

## 5. Relationships

- Help individuals develop and maintain healthy relationships
- Support informed choices about safely expressing sexuality and other preferences

# Types of Boundaries

## Physical Boundaries

Touch, privacy,  
personal space,  
personal  
property

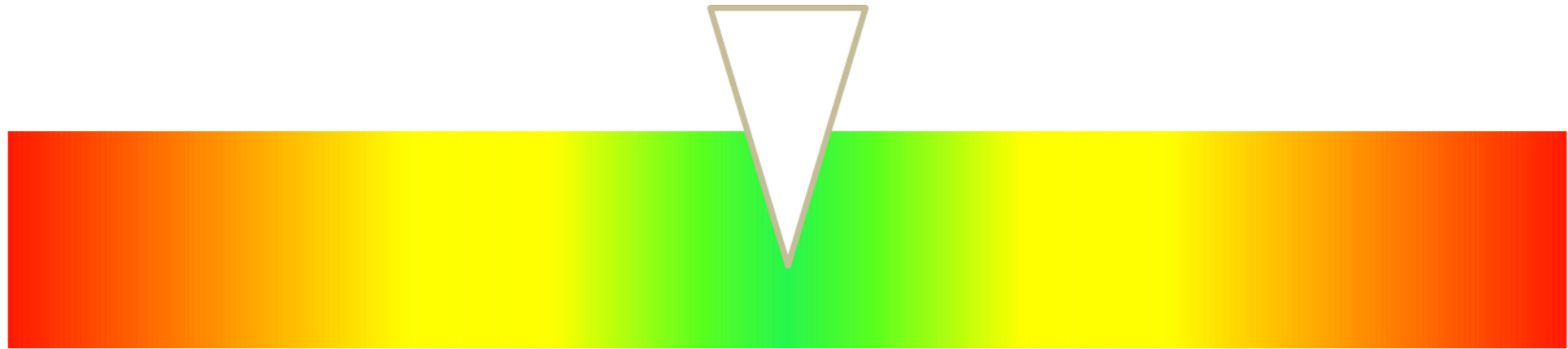
## Interpersonal Boundaries

Conversation  
topics, body  
language, dress,  
social media

## Psychological Boundaries

Thoughts and  
feelings, personal  
triggers

# Continuum of Boundaries



Under -  
Involvement

Supportive  
Relationship

Over -  
Involvement

# Crossing Boundaries - In the Red Zone

Jake is a group therapist at an outpatient clinic.

Jake sees Julie, who he recently met at social event and exchanged numbers, coming into the clinic for another group.

Jake had lost Julie's number and never got her last name. When he sees her name on the attendance sheet, he decides to look up her last name and sends her a friend request on Facebook.



# Considerations

Your  
agency  
social  
media  
policy

Your code  
of ethics

Best  
interests of  
the  
person(s)

Resources  
available for  
staff  
personal  
support

# Challenges to Maintaining Boundaries

- Vicarious trauma/trauma triggers
- Inadequate training
- Inadequate support

- Unclear guidance and policies
- Inadequate physical environment
- Agency culture

## 6. Advocacy

- Advocate for justice, inclusion and community participation
- Promote justice, fairness and equality
- Respect human, civil and legal rights



## 7. Personal Health Information and Confidentiality

- Respect the right to privacy and confidentiality
- Protect personal health information

## 8. Non-Discrimination

Do not discriminate against people receiving services and supports or colleagues based on:

race, religion, national origin, sex, age, sexual orientation, gender identity, economic condition, disability, or any other protected class under the law.

## 9. Integrity, Responsibility and Professional Competency

- Reinforce the values of your organization
- Maintain your skills and competency
- Seek advice of supervisors and colleagues
- Do not misrepresent your professional qualifications
- Demonstrate model behavior to all

# 10. Reporting Requirements

- Legal obligation to report all allegations of abuse, neglect or significant incidents
- Immediately upon discovery to the Justice Center

**1-855-373-2122**

# Reporting Resources

Virtual Training and guidance for mandated reporters is available on the Justice Center Website

[www.justicecenter.ny.gov/training/mandated-reporting](http://www.justicecenter.ny.gov/training/mandated-reporting)

# Training Tools

# 10 Provisions

1. Person-Centered Approach
2. Physical, Personal & Emotional Well Being
3. Respect, Dignity & Choice
4. Self-Determination
5. Relationships
6. Advocacy
7. Personal Health Information
8. Non-Discrimination
9. Integrity, Responsibility & Professional Competency
10. Reporting

# Create a Scenario (Real Play)

1. Choose a provision and describe a realistic scenario.
2. Describe the program or facility.
3. Describe the people (staff & person receiving services).
4. Include multiple roles (person receiving services & include more than one DSP/staff/employees if possible)
5. How did the provision(s) provide guidance?
6. Use confidentiality when discussing



# Benefits of Real Play Skill Practice

- Interpersonal skills
- Communication skills
- Conflict resolution
- Developing insights
- Group decision making

# Culture of Respect

Write five specific tasks or ideas to create a culture or where everyone is respected and protected.

# You Can Prevent Abuse and Neglect

Discuss five preventative ideas to help stop abuse and neglect from occurring.

# Justice Center Code of Conduct Awards

- Annual award to recognize dedicated staff who provide support to people with special needs
- Anyone who signs the Code of Conduct is eligible
- Anyone can submit a nomination
- Justice Center's Advisory Council reviews nominations and selects award winners
- All nominees will be recognized

# Justice Center Resources

# [www.JusticeCenter.ny.gov](http://www.JusticeCenter.ny.gov)

- Prevention Resources and Toolkits
- Training for providers and staff
- Guidance Documents
- Prevention Blog

# Prevention

- Do you have an idea about how to prevent abuse?
- Can you recommend a useful training, website or resource?

Submit your recommendations to:

[prevention@justicecenter.ny.gov](mailto:prevention@justicecenter.ny.gov)

# Spotlight on Prevention

**Body Checks**

**Dangers of Being Left  
Unattended in Vehicles**

**Dangers of Caregiver  
Fatigue**

**Dangers Of Intestinal  
Obstructions**

**Maintaining Professional  
Boundaries**

**Medical Emergencies**

**Reducing the Use of  
Restraints**

**Securing Wheelchairs in  
Vehicles**

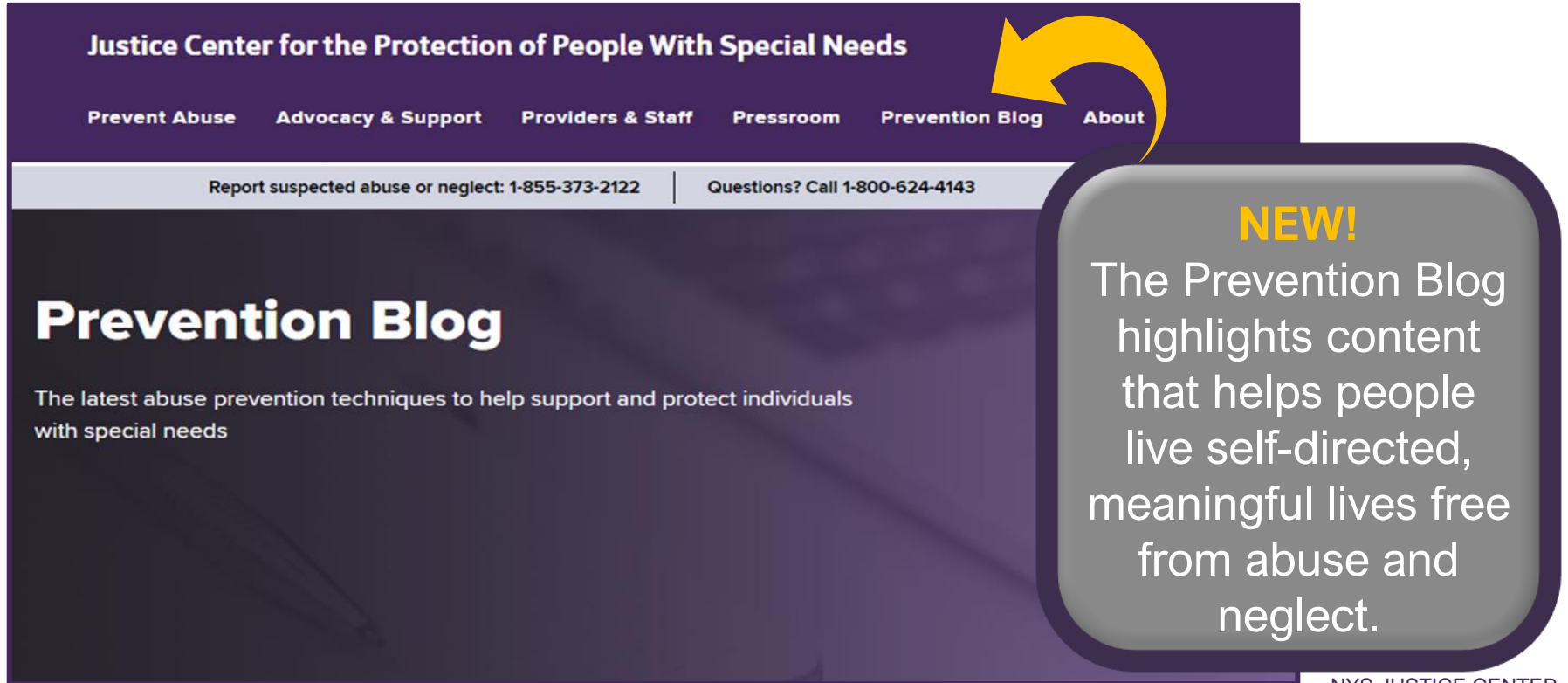
**Best Practices for Effective  
Medical Care**

**Best Practices for Abuse-  
Free Environments**

**Best Practices for Choking  
Prevention**

**Corrective Action Plan  
Guidance**





**Justice Center for the Protection of People With Special Needs**

[Prevent Abuse](#) [Advocacy & Support](#) [Providers & Staff](#) [Pressroom](#) [Prevention Blog](#) [About](#)

Report suspected abuse or neglect: 1-855-373-2122 | Questions? Call 1-800-624-4143

## Prevention Blog

The latest abuse prevention techniques to help support and protect individuals with special needs

**NEW!**  
The Prevention Blog highlights content that helps people live self-directed, meaningful lives free from abuse and neglect.

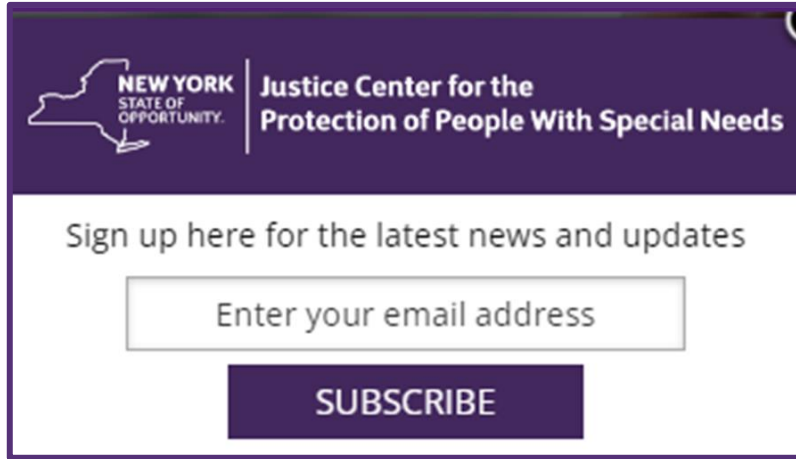
# Prevention Tools & Resources



Scan Me for  
Prevention Resources

A screenshot of the website for the Justice Center for the Protection of People With Special Needs. The header is dark purple with white text. The navigation menu includes 'Prevent Abuse' (circled in red), 'Advocacy &amp; Support', 'Providers &amp; Staff', 'Pressroom', 'Prevention Blog', and 'About'. Below the navigation is a light grey bar with contact information: 'Report suspected abuse or neglect: 1-855-373-2122' and 'Questions? Call 1-800-624-4143'. The main content area has a yellow banner with 'Prevent Abuse' in black text. Below this is a large image of a woman and a child. Overlaid on the image is the text 'Prevention Resources' in large white font, followed by the tagline 'Stopping incidents of abuse and neglect before they happen.' At the bottom of the image are two purple buttons: 'WATCH VIDEO' and 'CONTACT US'.

# Stay Connected



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Justice Center for the  
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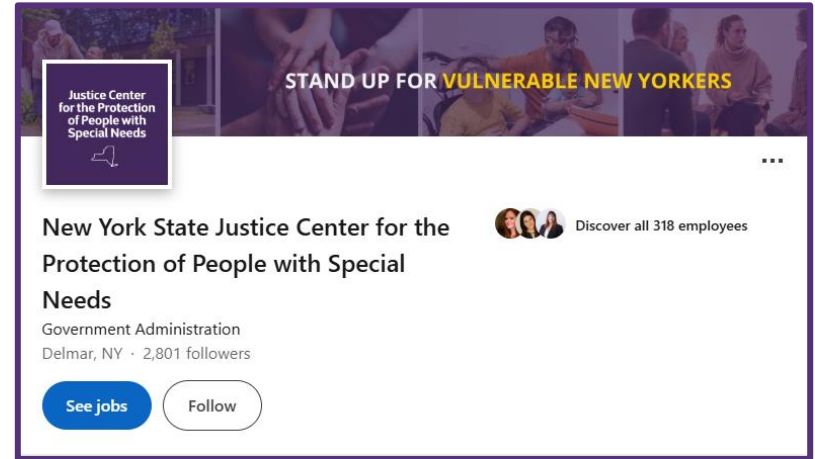
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**STAND UP FOR VULNERABLE NEW YORKERS**

New York State Justice Center for the  
Protection of People with Special  
Needs

Government Administration  
Delmar, NY · 2,801 followers

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# **Role of the Pledge**

# The Code of Conduct Pledge

- ✓ Making it more than read & sign
- ✓ Commitment shared by all in class
- ✓ Lasting impression

- ✓ Commitment to prevent abuse, neglect or harm
- ✓ Kept on file by your employer
- ✓ Must be signed upon hiring and on an annual basis

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