

SECTION 2012 – DOCUMENTING APS REPORTS

SUMMARY STATEMENT:	Documentation of new reports and reports on active clients will be in the DAS Data System.
BASIC CONSIDERATIONS	APS Central Intake (CI) Specialists must document all Adult Protective Services (APS) reports, telephone interventions, and referrals to other resources, agencies and/or emergency responders in the DAS Data System.
PROCEDURES	<p>New Reports New reports shall be documented and sent to the APS Supervisor within 1 business day of receipt of an accepted report;</p> <p>Central Intake will:</p> <p>STEP 1 Complete the APS Intake screen (confirm/update any information provided in previous agency contact);</p> <p>STEP 2 Enter the allegation narrative in the “Incident Details” section of the APS Intake screen. Staff should also include:</p> <ul style="list-style-type: none"> • Sufficient information to determine if an element of A/N/E is alleged; • Medical condition/diagnosis; and • Name, address, and telephone number of any individuals who may have knowledge of the situation. • Report disposition (i.e. criteria meet, does not meet criteria etc.); • Referral category (when a report has been accepted for investigation); • Any safety conditions that may cause concern or present a hazard to the vulnerable adult and/or the APS worker assigned to conduct the investigation; • Documentation that confidentiality policy has been discussed with the reporter; and • Documentation that the acknowledgement letter has been discussed and mailed to the reporter. <p>Assign an auto generated individual DAS Data System identification number (<i>refer to requirements for multiple</i></p>

PROCEDURES CONT'	<i>vulnerable adults in a household Aging Services APS MAN 5500, section 2006);</i>
STEP 3	<i>For more information on entering a report in AIMS see Aging Services Administrative MAN 5600, Appendix C</i>
STEP 4	<p>Send notice of the report to the APS Regional Supervisor.</p> <ul style="list-style-type: none"> • When a report is accepted for investigation CI shall send an email to the Regional Supervisor that includes: <ul style="list-style-type: none"> ▪ the client's name; and ▪ the DAS Data System identification number.
Reports on Existing Clients	<p>Reports concerning active APS clients shall be:</p> <ul style="list-style-type: none"> • Recorded in the DAS Data System as "additional comments" of the most recent accepted report; • Have the new reporter's name and contact information documented in "Participants"; and • An email will be sent to the Regional Supervisor and case manager assigned to the case within one business day of receipt of the report, informing them of the new report.
REFERENCES	<u>Aging Services MAN5500: Adult Protective Services Manual</u>