

# APS Checklist

## Use in coordination with APS and SDM Policy Manuals

### INTAKE

#### **Emergency Protective Services §626.557 Subd. 9b, 10**

	Review the AMR/MAARC Report OR report data collected during EPS phone notification
	Screen the report using the EPS Intake Assessment structured decision tool. <ul style="list-style-type: none"> <li>• Has the report been reviewed/screened with other team members?</li> <li>• Supervisor reviewed decision and approved overrides?</li> </ul>
	Are Emergency Protective Services needed? If yes, <ul style="list-style-type: none"> <li>• Complete SDM Safety and Strengths &amp; Needs Assessments</li> <li>• Coordination with the LIA, LE, county services or licensed providers for protection</li> <li>• Complete actions under <i>Service Planning , Intervention, Case Closure</i> section</li> </ul>

#### **Lead Investigative Agency §626.557 Subd. 9b, 10**

	Review the AMR/MAARC Report
	Who is the LIA? (County, DHS or OHFC) §626.5572 Subd. 13 <ul style="list-style-type: none"> <li>• Confirm MAARC LIA referral is correct based on report data</li> </ul>
	Is additional intake information required to determine VA status? §626.5572 Subd. 21
	Complete the SDM Intake Assessment decision tool §626.557 Subd. 10
	Review County Prioritization Guidelines §626.557 Subd. 9b
	Make a final decision to accept or decline for investigation or protective services §626.557 Subd. 9b <ul style="list-style-type: none"> <li>• Document results and basis for decision in SDM</li> <li>• APS Unit, MDT, and/or Supervisor approval obtained and documented</li> <li>• Assign AMR electronically to assigned investigator</li> </ul>
	Was Initial Disposition Requested by the Reporter? §626.557 Subd. 9c <ul style="list-style-type: none"> <li>• To be completed within 5 business days of the receipt of the report</li> <li>• Consider danger to VA when issuing this notice</li> </ul>
	Document in SSIS §626.557 Subd. 12b <ul style="list-style-type: none"> <li>• VA definition met and basis?</li> <li>• SDM assessment results and basis for decision</li> <li>• All actions/steps taken by Intake Worker</li> <li>• Maltreatment Allegations</li> </ul>

### INVESTIGATION

	Review all information in the AMR/MAARC report
	What is the Identified Level of Response Priority on the Intake Assessment? §626.557 Subd. 10 ____ Level 1- Response Priority (Start the investigation within 24 hours) ____ Level 2- Response Priority (Start the investigation within 72 hours)
	Examine environment surrounding alleged incident
<b>Investigation Coordination §626.557 Subd. 9b</b>	
	___ Law Enforcement (if crime alleged) ___ Other LIA ___ Facility/Provider ___ Other
<b>Interviews §626.557 10b</b>	
	Required Interviews: ___ Reporter (if not done @ intake) ___ VA ___ Perpetrator ___ Professionals
	As needed: ___ Neighbor/Friend/Relative ___ Providers ___ Medical Prof. ___ Case Manager ___ Other
<b>Structured Decision Making (SDM®) &amp; Standardized Tools §626.557 Subd. 10</b>	
	<u>Initial</u> Safety Assessment completed <ul style="list-style-type: none"> <li>• Assess for serious harm and will guide the interventions for protection.</li> <li>• Enter within 2 working of face to face with VA</li> <li>• Document results and basis for decision</li> </ul>
	<u>Initial</u> SDM Strengths and Needs Assessment completed <ul style="list-style-type: none"> <li>• Use to guide protective services provided during the investigation</li> <li>• Enter within 2 working of face to face with VA</li> <li>• Document results and basis for decision in SSIS</li> </ul>

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Consultations §626.557 Subd.10, 12b	
	___ County Supervisor ___ MDT Members ___ APS Unit ___ Case Manager ___ County Attorney
Documents §626.557 Subd. 5a, 9b,10b	
	Records collected and reviewed: ___ Law Enforcement ___ Medical Records ___ Provider ___ Financial ___ Other
Tracking Investigation Timelines §626.557 Subd. 9c	
	If Investigation is Not Completed Within 60 Calendar Days: 60 day: _____ 2 <sup>nd</sup> Extension: _____ 3 <sup>rd</sup> Extension: _____ Required Notices sent to VA or VA's Guardian (if applicable)

COMPLETION OF INVESTIGATION AND DETERMINATION	
*Service planning and interventions occur simultaneously	
	Determination is entered in SSIS §626.557 Subd. 9c
	"Notice of Findings" Letters issued: ___ VA ___ Perpetrator §626.557 Subd. 9c
	Notification to licensing board for substantiated maltreatment if applicable. §626.557 Subd. 9c
	Document in SSIS §626.557 Subd. 12b <ul style="list-style-type: none"> <li>Maltreatment Allegations</li> <li>VA Eligibility Determination</li> <li>All records collected and where they are located, i.e. SSIS, hard file, electronic file</li> </ul>
	Investigation Summary Completed and Placed in SSIS <ul style="list-style-type: none"> <li><i>Best Practice: provides an overview of the agency's actions and decisions, an outline for appeals, criminal trials, and background study unit</i></li> </ul>

SERVICE PLANNING, INTERVENTION, CASE CLOSURE	
*Applicable to EPS and Investigation cases	
	Safety Plan is developed for VA's who are assessed as conditionally safe or unsafe at the initial safety assessment. §626.557 Subd. 9b, 10
Structured Decision Making (SDM®) & Standardized Tools §626.557 Subd. 10	
	Optional <u>Final</u> SDM Strengths and Needs Assessment completed <ul style="list-style-type: none"> <li>Used to evaluate APS interventions and protective services provided to the vulnerable adult to ensure necessary referrals and actions for protection and prevention of further maltreatment are taken prior to case closure; unless 30 day rule applies or only 1 face to face with VA was completed.</li> </ul>
	<u>Final</u> Safety Assessment completed <ul style="list-style-type: none"> <li>Determines whether closing the APS assessment is appropriate based on the current danger factors impacting the VA's current safety level</li> <li>Completed prior to case closure</li> </ul>
Interventions §626.557 9b, 10	
	VA: ___ Offered ___ Accepted PSP (if applicable): ___ Offered ___ Accepted
	Interventions provided for maltreatment for VA and PSP (if applicable) documented in SSIS
Case Closure	
	<ul style="list-style-type: none"> <li>Case closed consistent with policy</li> <li>Document in SSIS</li> </ul>