PSEM-19-03

February 1, 2019

MEMORANDUM FOR HOME AND COMMUNITY SERVICES FIELD STAFF



From: Tim Jackson, Section Administrator

Section for Adult Protective Services

Subject: Temporary Change of Policy Pertaining to “First Review” Tasks

The Section for Adult Protective Services is currently reviewing many of its policies and considering changes where necessary. One such policy that is currently under review and revision is 1705.40 (Roles and Responsibilities- Adult Protective & Community Supervisor); specifically the part of that policy pertaining to First Reviews. A First Review is an action currently completed by an Adult Protective & Community Supervisor (APCS) subsequent to the completion of a Class I or II Hotline report. Per 1705.40, “The purpose of the First Review is to ensure minimum investigative expectations have been met.” Section Management is currently evaluating the functionality of this requirement and considering either elimination of the First Review task or amelioration to serve a different purpose. This memo is intended to provide APCSs with interim directions on how to handle First Review tasks until such time as a decision is reached as to how this policy will change.

Effective immediately upon distribution of this memo and until further notice, APCSs are not required to complete the tasks outlined in 1705.40 pertaining to First Reviews. Please note that any First Reviews generated prior to 2/1/2019 should be completed as required under the policy that was in effect at the time. Please also note that until changes can ultimately be made to the Case Compass system, “Conduct First Review” tasks (inside the Investigation Plan tab of each case) will continue to generate when cases are completed. To prevent these tasks from having an adverse effect on the performance of the Case Compass system, APCSs will need to continue to close out these tasks by selecting the disposition of “Waived.”

Questions or concerns that arise may be directed to the APS Policy Unit email at [APSPolicy@health.mo.gov](mailto:APSPolicy@health.mo.gov) or by calling Michelle Humphrey at 573-526-8502.

TJ