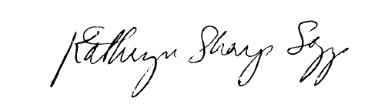
APS 20-08

March 19, 2020

**MEMORANDUM FOR DIVISION OF SENIOR & DISABILITY SERVICES**

**ADULT PROTECTIVE SERVICES STAFF**



From: Kathryn Sharp Sapp, Bureau Chief

Division of Senior and Disability Services

Bureau of Policy & Staff Development

Subject: Business Record Affidavit

The [Business Record Affidavit](https://health.mo.gov/seniors/apsmanual/pdf/business-records-affidavit.pdf) has been added to the forms section, VII of the Adult Protective Services Manual. The Business Record Affidavit is a fillable form to be provided to the agency/entity that Section for Adult Protective Services staff are requesting records from. Staff should ask that the Business Record Affidavit be completed and notarized with the records requested. Staff shall retain the record(s) as outlined in [1706.40: Case Record Documentation](https://health.mo.gov/seniors/apsmanual/doc/1706.20.doc).

The Special Investigations Unit (SIU) will utilize this form when requesting records from other agencies or entities. Protective Services Unit (PSU) staff will utilize this form in circumstances when records are needed to assist with determining whether to refer an allegation or allegations to SIU. PSU staff are not required to request records for every referral to SIU. This process will assist with avoiding duplication of efforts between PSU and SIU. When referring an allegation(s) to SIU, PSU staff shall include reference to any records collected so that SIU does not duplicate the request.

**NECESSARY ACTION:**

1. Review this memorandum with all APS staff
2. All questions should be cleared through normal supervisory channels and directed to: Amanda Veltrop at [APSPolicy@health.mo.gov](mailto:APSPolicy@health.mo.gov) or by calling 573-526-5391.

**APS Manual Revisions:**

1. [Business Record Affidavit](https://health.mo.gov/seniors/apsmanual/pdf/business-records-affidavit.pdf) – Added to Section VII. Forms

KSS/AV