APS 20-14

June 9, 2020

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

**SECTION FOR ADULT PROTECTIVE SERVICES STAFF**

From: Kathryn Sharp Sapp, Bureau Chief 

 Division of Senior and Disability Services

 Adult Protective Services Policy & Staff Development

Subject: INV Referral Procedure Update

Based on feedback from Adult Protective Services (APS) Implementation Teams, this memorandum was developed to provide clarification and additional guidance on field generated INV reports, in relation to the reporter and the narrative.

**Field Generated INV Reporter**

PSU shall use the following guidelines for determining whether the APCW or original reporter should be listed on field generated INV reports:

* When the original allegations on the ANE report contains further details of the original allegations, the reporter on the INV should be the original reporter from the ANE report.
* When there are new allegations discovered during the course of PSU’s investigation that were not reported by the original reporter, PSU would be listed as the reporter on the INV report.

***Reminder:*** When making the determination of whether an allegation rises to the level of a crime, PSU may refer to Section III of [1702.00: Intake and Classification](https://health.mo.gov/seniors/apsmanual/doc/1702.00.doc) to review elements of specific crimes. This policy also contains criteria for ANE Reports, Requests, and Complaints.

**Field Generated INV Report Narrative**

At a minimum, the narrative must include:

* Reason the referral is being made, including details of how allegations have risen to the level to meet the criminal element(s)
* Description of what has occurred or what the situation is (who, what, where, when and why)
* Other applicable issues, such as: safety concerns, diagnosis and Communication needs

***Sample narrative:***

“RA reported that while at SSM-Audrain Medical Center in Nov/2019, an unknown male who worked for (agency), came to the house and stole $6000.00 worth of tools. The theft of tools were reported to the Audrain County Sheriff's Office. Four attempts have been made to obtain the report, but ACSO has not returned my calls.”

**APS Policy Manual Revisions:**

[1703.10: Protective Service Response](https://health.mo.gov/seniors/apsmanual/doc/1703.10.doc) –Updated

**NECESSARY ACTION:**

1. Review this memorandum and manual update with all Section for APS staff.
2. All questions should be cleared through normal supervisory channels and directed to: APSPolicy@health.mo.gov or by calling 573-526-0714.

KSS/MH/AV