APS-20-15

June 10, 2020

**MEMORANDUM FOR DIVISION OF SENIOR & DISABILITY SERVICES ADULT PROTECTIVE SERVICES STAFF**

From: Kathryn Sharp Sapp, Bureau Chief 

 Division of Senior and Disability Services

 Adult Protective Services Policy Unit

Subject: Adult Protective Services Intake and Classification Policy Update

Enhancements to the Adult Protective Services (APS) Policy Manual have been made to clarify current practices. The following information has been added to the policy:

***Anonymous Reporters and Safety Questions:***

* If the reporter provides their information, intake staff shall ask the reporter if there is anybody or anything dangerous at the address.
* If the reporter is anonymous, intake staff shall ask additional safety questions to identify potential dangers in the home or threats to the assigned staff’s safety

***Only one Reported Adult per Report***

* There can only be one eligible adult listed on a report. If additional eligible adults are identified during the course of the investigation, a separate report shall be created for each.

***Use of EDL Subtype***

* All Class I and Class II reports will be initially routed to PS staff using the location where the Eligible Adult will be for the next 24 hours (EDL and suspicious death reports go directly to SIU).

**NECESSARY ACTION:**

1. Review this memorandum and revised APS Policy 1702.00: Intake and Classification with all staff.
2. All questions should be cleared through normal supervisory channels and directed to: Michelle Humphrey at APSPolicy@health.mo.gov or by calling 573-526-8502.

**APS Manual Revisions:**

[APS Policy 1702.00: Intake and Classification](https://health.mo.gov/seniors/apsmanual/doc/1702.00.doc) – Updated