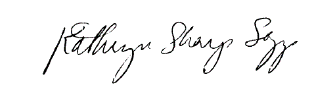
APS-20-16

June 11, 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 and Staff Development

Subject: Record Requests, Redaction and Release

At the request of Office of General Counsel, effective immediately, all requests for Adult Protective Services (APS) records shall be forwarded to the APS Policy and Staff Development Unit.

[APS Policy 1706.40 Case Record Requests, Redaction and Release](https://health.mo.gov/seniors/apsmanual/doc/1706.40.doc) has been updated following guidance of OGC and field input. Guidelines within 1706.40 includes processes that will be taken by the APS Policy and Staff Development Unit.

**NECESSARY ACTION:**

1. Review this memorandum and revised policy with all APS staff.
2. All questions should be cleared through normal supervisory channels and directed to: [APSPolicy@health.mo.gov](mailto:APSPolicy@health.mo.gov) or by calling 573-526-0714.

**APS Manual Revisions:**

[1706.40](https://health.mo.gov/seniors/apsmanual/doc/1706.40.doc) – REVISED Case Record Requests, Redactions and Release

1706.50 – ELIMINATED and Incorporated into 1706.40

KSS/AV