APS 22-04

June 16, 2022

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

**ADULT PROTECTIVE SERVICES STAFF**

From: Kristi Siler, Bureau Chief of Protective Service Unit

Division of Senior and Disability Services

Section of Adult Protective Services (APS)

Subject:APS Specialist On-the-Job Training Manual

The Protective Service Unit (PSU) created a work group to enhance the onboarding process for new team members and to also increase consistency between the regions. This work group consisted of PSU supervisors and regional managers from across the state. Together they created an on-the-job training manual for new APS Specialists entering the field by utilizing tools and resources already being used by supervisors. An on-the-job training manual is just one tool for us to use to ensure that new team members are successful and have a solid foundation to build upon. This manual can be located on the APS intranet page under the [“Protective Services On-the-Job Training”](https://dhssnet/seniorservices/aps-staff-info.php#aps-ojt) manual ribbon and the link should be provided to new team members upon hire.

As of June 1, 2022, all new APS Specialists should follow and complete the new team member checklist prior to case approval being awarded. Case approval can be granted no sooner than six (6) months of employment, unless a special exception is granted by the Bureau Chief or Section Administrator. A copy of the checklist should be retained in the regional employee file.

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