



**Missouri Department of Health and Senior Services**

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010  
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**Robert Knodell**  
Acting Director



**Michael L. Parson**  
Governor

PSEM-21-06

August 30, 2021

**MEMORANDUM FOR SECTION OF ADULT PROTECTIVE SERVICES STAFF**

From: Nicole Gatlin, Bureau Chief of APS Supports  
Division of Senior and Disability Services  
Section of Adult Protective Services (APS)

A handwritten signature in black ink, appearing to read "Nicole Gatlin".

Subject: Adult Protective Services Policy Efficiencies

In response to the Section of Adult Protective Services staff shortages and increasing workloads, current policies have been reviewed to find efficiencies, avoid duplication, and give Adult Protective Services (APS) staff options in how to complete certain tasks and/or functions when completing an investigation. The procedural changes below are effective immediately.

Case Documentation

APS staff members will no longer be required to use the recording tab inside Case Compass for case documentation. APS staff have the option to use Microsoft Word to complete case recording. If staff choose this option, all data elements required in Case Compass to create a case note must be present on the Word document. For more information see the Recordings Tab section of the [Case Record Documentation](#) policy or the Recording Tab quick guide. APS staff shall upload a copy of the Word document to Case Compass upon completion of all case recordings.

Risk Assessment

APS staff members will no longer be required to complete the risk assessment inside Case Compass. APS Staff are being given the option to print the form, complete, and upload it as an attachment to the case record. The document should be uploaded as soon as possible after completion.

Other Assessments

APS staff members will no longer be required to complete the financial exploitation, geriatric depression scale, perpetrator access, PS score, and SLUMS examination assessments. If the assessments inside Case Compass are not utilized, any concerns regarding the eligible adult shall be documented in the case record. Note: APS staff shall still utilize the SLUMS form when appropriate but the SLUMS assessment inside Case Compass is not required.

Any questions regarding this memo should be directed to [APSPolicy@health.mo.gov](mailto:APSPolicy@health.mo.gov). Thank you.

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