



Missouri Department of Health and Senior Services

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APS-23-04

September 15, 2023

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)

Subject: Case Record Documentation and Eligible Adult Resources

Effective the date of this memo, enhancements have been made to policy 1706.20, Case Record Documentation, to provide guidance on structured documentation and clarification on other documentation requirements. In addition to updates to 1706.20, the following resources related to documentation have been added to the APS manual:

- Structured Documentation: SWIPE
- Documentation Considerations
- Examples of Investigation Summary Statements

In an effort to be more consistent with the definitions of an eligible adult, APS policy is providing guidance on eligible adult determination. The following resources have been added to the APS manual:

- Eligible Adult Flowchart
- Quick Guide: Canceling/Closing Reports on Ineligible Adults

The APS Training Unit has scheduled Case Record Documentation training for each Region:

- September 19th: Region 2
- September 21st: Region 3
- September 22nd: Region 4
- September 26th: Region 5
- September 27th: Region 1

NECESSARY ACTION:

1. Review this memorandum with all APS staff
2. All questions should be cleared through normal supervisory channels and directed to the APS Policy & Quality Assurance Unit at APSPolicy@health.mo.gov.

NG/ca

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