Class III and IDR Report Checklist

MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**
Adult Protective Services

Class III Reports

People

☐ Demographic information for EA completed or refusal documented
☐ Ensure reporter or reporter role is added to the People Tab
☐ Ensure reporter from Class III is added into the People Tab in the open Class I/II

Initiation

☐ Report was Initiated within 48 hours of being routed by contacting the reporter, EA, or someone with pertinent knowledge (When a Class III report is received after business hours on a weekend or a holiday, it shall be initiated by the close of business on the first working day after a weekend or holiday)
☐ Initiation date is correct

Closing

☐ Class III is cross-referenced to the Class I/II report
☐ Reference Class III report and add all case notes in the Class I/II report only
☐ Class III report closed in fifteen (15) days

Information Detailed Request (IDR) Reports

People

☐ Demographic information for EA completed or refusal documented
☐ Ensure reporter or reporter role is added to the People Tab

Initiation

☐ Report was Initiated as soon as possible but no later than seven (7) calendar days from receipt to ensure appropriate resources are provided
☐ Face-to-face is not required, but should be considered if the reported concern could not be resolved by phone contact
☐ Document reporter contact or attempts made to contact someone with pertinent knowledge (if reporter is unavailable)
☐ Efforts to contact EA documented
☐ Interventions/Resources discussed and documented. Update all interventions
☐ All forms of communication documented in chronological order by date

Interventions

☐ All interventions referenced in case documentation entered and dispositions are correct

Closing

☐ Case notes are in final form (not draft)
☐ IDR closed in fifteen (15) days

Note: IDRs do not require: Eligibility Case Note, Investigation Summaries, and Background Checks