



## here's info needed to....

### Complete the Roles on the Role tab on the VA/CEP Maltreatment report

#### Background: Why is it important to enter roles on the Roles tab of the VA Maltreatment report?

When an Adult Protection Services intake is taken and an Adult Maltreatment report is created, roles must be entered on the **Roles** tab screen of the Adult Maltreatment report. If the worker does not enter the roles in the **Roles** tab, this information is not transferred to the lead agency. Lead agencies often have a difficult time deciphering what role the caller and the alleged perpetrator have in the report. The caller, witness, guardian/conservator and initial reporter's role to an alleged victim and alleged perpetrator must be entered. Other roles, such as case manager, friend, neighbor, law enforcement, mandated reporter, personal care provider, etc., should also be recorded in the **Roles** tab. If the caller and alleged victim are entered on the **Adult Maltreatment report** and the alleged perpetrator is entered on the **Allegations** tab first, then the roles will automatically be added on the **Roles** tab.

*Entering this information into the Description of Incident tab is not sufficient to meet lead agency needs.*

When a person identified in the **Role** tab also has a familial relationship, a relationship entry should be completed in SSIS. Relationships are entered under the Client node. For example, if the alleged perpetrator is also the husband of the victim, a role and relationship entry should be made. This is helpful for any further reports.

#### Navigation of Roles tab:

1. From the **Adult Maltreatment Report** select **Roles** tab.
2. Press the **Action** button and select **New Role**.
3. Enter the **Name** of the person; a drop-down list displays all members of the workgroup.
4. Enter his/her role in the report.
5. Enter if the role pertains to the alleged victim and/or alleged perpetrator.
6. Click **Save**.

#### Adult Maltreatment Roles Tab

Description of Incident	Allegations	Roles	Referral	Notice of Findings
Name	Role	Role Description	Alleged Victim\Perpetrator	
Challenged, Charlie	Alleged victim			
Collateral, Carmen	Case manager	CMS	Challenged, Charlie	
Challenged, Charlie	Alleged perpetrator			
Collateral, Carmen	Caller			
Collateral, Carmen	Witness			

  

Name:

Role in report:

Alleged victim/alleged perpetrator:

Role description:

#### Treeview—Relationship Entry

- Participants
  - Charlie Challenged
    - Address/Phone/Email/State Detail
    - Adolescent Services
    - Name/Race
    - Relationship
      - Charlie Challenged's Sibling is Carmen Collateral

#### Relationship Screen under Participant

Name	Relationship (Perso...	Name (Perso...	Status	Inactive f
Charlie Chal...	Brother - Sibling	Carmen Coll...	Active	

  

Relationship

Person 1:

Relationship:

Person 2:

**Charlie Challenged's Sibling is Carmen Collateral**