

APS Checklist

CEP MN Adult Abuse Report Center (MAARC) is responsible for this function		
✓	ACTION	AUTHORITY
	Accept the report from the reporter THE CEP DOES NOT HAVE AUTHORITY TO SCREEN OUT THE MALTREATMENT REPORT	MN 626.557 Subd. 1 MR 9555.7300 Subp. 1 APM Page 12 & 18
	Are Emergency Protective Services needed? Examples: Call 911 or law enforcement? Contact housing inspector (hoarding or animal issues)? Contact Mental Health Services?	MS 626.557 Subd. 9a (1) MS 626.557 Subd. 10 (c) MR = 9555.7300 Subp. 1 & 7 MR= 9555.7400 APM Pages 16-18
	Have you collected any information related to how the victim may meet the definition of a vulnerable adult?	MS 626.5572 Subd. 21
	Complete New Intake Workgroup and AMR Common Entry Point is required to accept all reports of alleged maltreatment of a VA and enter the report into SSIS Intake Workgroup	MS 626.557 Subd. 9 (g) & (j) APM Page 12-13, 20
	Referrals: <ul style="list-style-type: none"> ● <u>LIA referred within 2 working days</u> ● Law Enforcement (crime) ● Ombudsman ● Emergency Protection ● Sexual Assault Evaluation ● Medical Examiner 	MS 626.5572 Subd. 13 APM Page 2,, 12-17 MS 626.557 Subd. 9(b) & Subd. 9a(2)
	Protective Services is always the responsibility of the physical location of the VA	MN 626.557 Subd. 1 MR 9555.7300 Subp. 1 APM Pages 11-18
INTAKE County is responsible for this function		
✓	ACTION	AUTHORITY
Protective Services is always the responsibility of the physical location of the VA		
	APS should always complete a civil investigation if the CEP report meets their county's prioritization guidelines	MS 626.557 Subd. 9b APM Page 2, 18-21
	Review the AMR Report	APM 18
	Are Emergency Protective Services needed? Has the report been reviewed/screened with other team members? Complete a face to face with VA to assess safety, environment, and additional needs? Restraining order? Emergency Guardianship?	MS 626.557 Subd. 9a (1) MS 626.557 Subd. 10 (c) MR = 9555.7300 Subp. 1 & 7 MR= 9555.7400 APM Pages 16-21
	Has information been collected by intake to determine VA status?	MS 626.5572 Subd. 21 APM Page 18
	Who is the LIA? (County, DHS or OHFC) CEP Completed and Lead Investigative Agency (LIA) selected on Referral Tab in SSIS Double check it is was accurately assigned	MS 626.5572 Subd. 13 APM Page 13-15, 18
	Complete the Intake Assessment in Structured Decision Making (SDM) Use to assess reports requiring investigations and/or protective services. Supervisor consult, approval and signature are needed for each assessment. Document results and basis for decision in SSIS	MS 626.557 Subd. 10 APM Page 21-23 SDM Guidelines & Procedures
	Review County Prioritization Guidelines	MS 626.557 Subd. 9b APM Page 2,20-22

	Make a final decision to accept or decline for Investigation or Protective Services APS Unit, MDT, and/or Supervisor approval obtained Assign CEP electronically to assigned investigator	MS 626.557 Subd. 9b APM Page 15,18, & 20
	Was the Initial Disposition Letter Requested by the Reporter? To be completed within 5 business days of the receipt of the report Consider danger to VA when issuing this notice	MS 626.557 Subd. 9c.(a) APM Page 18, 21
	Document in SSIS VA definition met? SDM assessment results and basis for decision All actions/Steps taken by Intake Worker Maltreatment Allegations	MS 626.557 Subd. 9(g) MS 626.557 Subd. 12b. & Subd. (h) APM Page 12,17- 18,23,38-39,40-42,73
	Other:	

STRUCTURED DECISION MAKING (SDM) SYSTEM

✓	ACTION	AUTHORITY
	Intake Worker shall complete the SDM Intake Assessment <ul style="list-style-type: none"> Use to assess reports requiring investigation and protective services 	SDM Guidelines & Procedures MS 626.557 Subd. 10 APM Page 21-23 SR MR 9555.7300 Subp. 2
	What is the Identified Level of Response Priority on the Intake Assessment? ____ Level 1- Response Priority (Start the investigation within 24 hours) ____ Level 2- Response Priority (Start the investigation within 72 hours)	
	The County Investigator shall complete the Safety Assessment <ul style="list-style-type: none"> Access for serious harm and will guide the interventions for protection. Enter within 2 working of face to face with VA Document results and basis for decision 	
	The County Investigator shall complete the SDM Strengths and Needs Assessment <ul style="list-style-type: none"> Use to guide protective services provided during the investigation Enter within 2 working of face to face with VA) Document results and basis for decision in SSIS 	
	The County Investigator shall notify their Supervisor of each completed task for supervisory signature (if applicable in your county) <ul style="list-style-type: none"> Supervisor consult, approval and signature are needed for each assessment 	
	The County Investigator shall complete the final SDM Strengths and Needs Assessment <ul style="list-style-type: none"> Used to evaluate APS interventions and protective services provided to the vulnerable adult to ensure necessary referrals and actions for protection and prevention of further maltreatment are taken prior to case closure (unless 30 day rule applies) 	
	Document in SSIS VA definition met? SDM assessment results and basis for decision All actions/Steps taken by Intake Worker Maltreatment Allegations	
	Other:	

INVESTIGATION

✓	ACTION	AUTHORITY
	Protective Services is always the responsibility of the physical location of the VA	MS 626.557 Subd. 10 MR 9555.7300 Subp. APM Pages 16-21
	Review all information in the AMR CEP report	MS 626.557 Subd. 9 APM Page 18
Tracking of timelines for an Investigation		
	<u>Initiation Timelines for Investigation:</u> Immediate 24 Hours 72 Hours	If Investigation is Not Completed Within 60 Calendar Days: 60 day: _____ 2 nd Extension: _____ 3 rd Extension: _____ ●Required Notices sent to VA or VA's Guardian & facility (if applicable)
		APM Page 18 MS 626.557 Subd. 9c.(e) APM Pages 19-21, 40-42

	Is consultation with the county attorney needed regarding this AMR? Restraining order, commitment, guardianship, criminal prosecution, maltreatment allegations, appeal potential?	MS 626.557 Subd. 10 APM Page 15-17, 19, 23-25, 37			
	Contact law enforcement agency to coordinate investigation and establish process for investigation process <ul style="list-style-type: none"> The civil APS investigation and the criminal LE investigation have different standards for determinations Criminal investigations do not replace a civil investigation 	MS 626.557 Subd. 9b APM Page 2, 21-24			
	<table border="1"> <tr> <td> <u>Conduct Required Interviews:</u> <ul style="list-style-type: none"> VA Alleged Perpetrator </td> <td> <u>Interviews as needed:</u> <ul style="list-style-type: none"> Reporter Neighbor, Friend, Relative Home Care /Medical Professional Other? </td> </tr> </table>	<u>Conduct Required Interviews:</u> <ul style="list-style-type: none"> VA Alleged Perpetrator 	<u>Interviews as needed:</u> <ul style="list-style-type: none"> Reporter Neighbor, Friend, Relative Home Care /Medical Professional Other? 	MS 626.557 Subd. 9a (1) APM Page 27 MS 626.557 Subd. 10b (1) MS 626.557 Subd. 10b (3) MS 626.557 Subd. 10b (2) APM Pages 23-34	
<u>Conduct Required Interviews:</u> <ul style="list-style-type: none"> VA Alleged Perpetrator 	<u>Interviews as needed:</u> <ul style="list-style-type: none"> Reporter Neighbor, Friend, Relative Home Care /Medical Professional Other? 				
	Review the SDM Section for tasks assigned: Complete Safety Assessment & SDM Strengths and Needs Assessment after first visit with VA. A second Safety Assessment is required if case is open over 30 days.	MS 626.557 Subd. 10 APM Page 21-23 SDM Guidelines & Procedures			
	CONSULTATIONS				
	<table border="1"> <tr> <td>County Supervisor MDT Members APS Unit County Case Manager</td> <td>LIA OHFC DHS Licensing Other County</td> <td>County Attorney Law Enforcement Home Care Facility Other</td> </tr> </table>	County Supervisor MDT Members APS Unit County Case Manager	LIA OHFC DHS Licensing Other County	County Attorney Law Enforcement Home Care Facility Other	MS 626.557 Subd. 10b MN 626.557 Subd. 12b(g) MS 626.5571 APM Page 21,30, 33-34, 45 MR 9555.7300 Subp. 6
County Supervisor MDT Members APS Unit County Case Manager	LIA OHFC DHS Licensing Other County	County Attorney Law Enforcement Home Care Facility Other			
	Collect, review and document all records pertinent and obtained in the investigation <ul style="list-style-type: none"> Highlight areas that support the final determination 	MS 626.557 Subd. 5a MS 626.557 Subd. 9b MS 626.557 Subd 10b(5) MS 626.557 Subd. 12b(a) APM Page 36-40			
	Investigation Summary/Case closure note completed <ul style="list-style-type: none"> Consult with supervisor for SSIS case closure documentation 	MS 626.557 Subd 12b (a) APM Page 46			
	"Notice of Findings" Letters issued: ____ VA _____ Perpetrator _____ Interested Person	MS 626.557 Subd. 9c (b) APM Page 40 & 46			
	NOTIFICATIONS IN WRITING: <ul style="list-style-type: none"> Interested Parties Other Notifications 	MS 626.557 Subd. 9c(i) APM Page 40 & 46			
	Document in SSIS Maltreatment Allegations VA Eligibility determination SDM assessment results and basis for decision Consult with County Attorney regarding "Other Notification" notices. Licensing Board for substantiated and/or Violations of Professional Practice.	MS 626.557 Subd. 9(g) MS 626.557 Subd. 12b. & Subd. (h) APM Page 12,17- 18,23,38-39,40-42,73			
	Investigation Summary Completed and Placed in SSIS Best Practice: provides an overview of the agency's actions and decisions. Provides outline for appeals, criminal trials, and background study unit	MS 626.557 Subd 12b (a) APM Page 46			