

# APS SDM Tools in SSIS v16.2

SSIS v16.2 includes two Adult Protective Services SDM tools. These two tools are:

1. **Adult Protection Intake Assessment and Response Priority**
2. **Adult Protection Initial Safety Assessment**

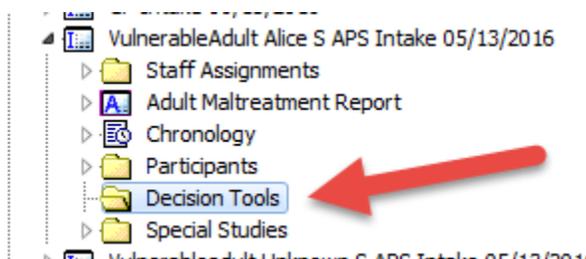
This document is meant to introduce these tools and provide some general information about the screens within the tools. APS policy staff are currently working with SSIS training staff to come up with detailed training materials.

## 1.0 AP Intake Assessment and Response Priority Tool

### 1.0.1 Purpose and Availability

The AP Intake Screening and Response Priority tool is used to assess whether a vulnerable adult referral meets screening criteria. If it is screened in, then the tool allows and requires the worker to determine the response level by answering one or more additional questions for each selected allegation.

This tool is created for a vulnerable adult in an APS Intake workgroup. Existing tools may be viewed and printed under the Decision Tree node in the Workgroup folder. If the tool is not finalized, the user may edit the tool.



### 1.0.2 Decisions

This tool can produce the following decision types and values:

- **Screening Decision**
  - Screened In
  - Screened Out
- **Response Priority**
  - Level 1 (within 24 hours)
  - Level 2 (within 72 hours)

### 1.0.3 Initial screen with Screening tab

Decision Tool:

Assessed By:  Assessment Date:

Tool Status:  Finalize Date:

Screening Decision:  Screening Override:

Response Priority:  Response Priority Override:

Vulnerable Adult:

Screening | Self Neglect | Caregiver Neglect | Emotional Abuse | Physical Abuse | Sexual Abuse | Financial Exploitation | **Screening Overrides** | Response Priority

Vulnerable Adult Status (Check all that apply to indicate APS eligibility):

- [A functionally vulnerable adult](#)
- [A categorically vulnerable adult](#)
- [Not a vulnerable adult](#)

Allegation Screening Criteria (Check all that apply):

- [Self neglect](#)
- [Caregiver neglect](#)
- [Emotional abuse](#)
- [Physical abuse](#)
- [Sexual abuse](#)
- [Financial exploitation](#)
- [The alleged incident does not meet any of the allegation screening criteria](#)

This is how the tool will look when the tool is initially generated. This screenshot includes two sections:

#### 1.0.3.1 Tool Header

The tool header contains information about the tool that is being created or viewed. This information includes who and when the tool was performed, what the current status of the tool is, the decisions and overrides (if applicable) and the vulnerable adult the tool is evaluating.

#### 1.0.3.2 Screening Tab

This tab contains the questions related to screening the Intake. There are two sections to this tab:

- **Vulnerable Adult Status**
- **Allegation Screening Criteria**

The Allegations section is locked unless the person is determined to be a vulnerable adult. If the person is determined to be a vulnerable adult, the user must select at least one answer within the Allegation Screening Criteria section.

If the user selects any of the allegations, they will also need to answer the prioritization question(s) on the tab(s) related to the selected allegations. For example, if the user selects **the "Emotional abuse" allegation**, they will need to go to the Emotional Abuse tab and answer the question(s) on that tab.

Note: The screening decision will be calculated based on how the user answers the questions on this tab.

### 1.0.4 Self-Neglect tab

Priority

[Is there immediate danger of harm to self, OR is immediate medical or mental health care required?](#)

Yes - Level 1 response  
No - Level 2 response

This tab contains the prioritization question related to a Self-Neglect allegation. It must be answered if the Self-Neglect allegation was selected on the Screening tab. Otherwise, it should be left blank.

### 1.0.5 Caregiver Neglect tab

[Have the caregiver's actions or inaction resulted in or are likely to result in a dangerous or immediately unsafe living situation for the VA \(e.g. is immediate medical care required\) OR is the VA currently left unsupervised or abandoned when supervision is needed for the VA's safety?](#)

Yes - Level 1 response  
No - Level 2 response

This tab contains the prioritization question related to a Caregiver Neglect allegation. It must be answered if the Caregiver Neglect allegation was selected on the Screening tab. Otherwise, it should be left blank.

## 1.0.6 Emotional Abuse tab

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Does the VA's response to alleged maltreatment require immediate medical or psychiatric care; OR is the VA unreasonably confined with no means of ensuring his/her own safety?</a>				<input type="text"/>				
<a href="#">Is the VA's fear of the AP seriously interfering with his/her ability to function?</a>				<input type="text"/>				

This tab contains the prioritization questions related to an Emotional Abuse allegation. They must be answered if the Emotional Abuse allegation was selected on the Screening tab. Otherwise, they should be left blank.

If the **first question is answered "No – continue to next question"**, the second question is enabled and should be answered. Otherwise, it will remain disabled and does not need to be answered.

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Does the VA's response to alleged maltreatment require immediate medical or psychiatric care; OR is the VA unreasonably confined with no means of ensuring his/her own safety?</a>				No - continue to next question				
<a href="#">Is the VA's fear of the AP seriously interfering with his/her ability to function?</a>				<input type="text"/>				

## 1.0.7 Physical Abuse tab

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Are injuries evident or suspected?</a>				<input type="text"/>				
<a href="#">Is the VA fearful; OR does the AP have access; OR are there threats of immediate violence?</a>				<input type="text"/>				

This tab contains the prioritization questions related to a Physical Abuse allegation. They must be answered if the Physical Abuse allegation was selected on the Screening tab. Otherwise, they should be left blank.

If the **first question is answered "No – continue to next question"**, the second question is enabled and should be answered. Otherwise, it will remain disabled and does not need to be answered.

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Are injuries evident or suspected?</a>				<input type="text" value="No - continue to next question"/>				
<a href="#">Is the VA fearful; OR does the AP have access; OR are there threats of immediate violence?</a>				<input type="text" value=""/>				
				<input type="text" value="Yes - Level 1 response"/>				
				<input type="text" value="No - Level 2 response"/>				

## 1.0.8 Sexual Abuse tab

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Do the reported allegations suggest that physical evidence needs to be obtained; OR does the report suggest that medical treatment needs to be arranged; OR does the AP have access to VA; OR does the VA need immediate medical care?</a>				<input type="text" value=""/>				
				<input type="text" value="Yes - Level 1 response"/>				
				<input type="text" value="No - Level 2 response"/>				

This tab contains the prioritization question related to a Sexual Abuse allegation. It must be answered if the Sexual Abuse allegation was selected on the Screening tab. Otherwise, it should be left blank.

## 1.0.9 Financial Exploitation tab

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Are the VA's resources being mismanaged or misappropriated to the extent that basic needs for food, shelter, medical/health care, or supervision are not being met?</a>				<input type="text" value=""/>				
<a href="#">Is there an immediate concern for preserving assets that are necessary for the VA's current living arrangement?</a>				<input type="text" value="Yes - Level 1 response"/>				
				<input type="text" value="No - continue to next question"/>				
				<input type="text" value=""/>				

This tab contains the prioritization questions related to a Financial Exploitation allegation. They must be answered if the Financial Exploitation allegation was selected on the Screening tab. Otherwise, they should be left blank.

If the **first question is answered "No – continue to next question"**, the second question is enabled and should be answered. Otherwise, it will remain disabled and does not need to be answered.

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Are the VA's resources being mismanaged or misappropriated to the extent that basic needs for food, shelter, medical/health care, or supervision are not being met?</a>							<input type="text" value="No - continue to next question"/>	
<a href="#">Is there an immediate concern for preserving assets that are necessary for the VA's current living arrangement?</a>							<input type="text" value=""/>	
							<input type="text" value="Yes - Level 1 response"/>	
							<input type="text" value="No - Level 2 response"/>	

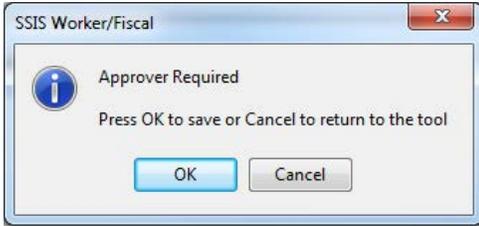
## 1.0.10 Screening Overrides tab

Screening	Self Neglect	Caregiver Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Exploitation	Screening Overrides	Response Priority
<a href="#">Policy override to screen out</a>							<input type="text"/>	
Discretionary override to screen out per local prioritization guidelines								
<input type="checkbox"/> <a href="#">Self Neglect can be resolved through case management or current services</a>								
<input type="checkbox"/> <a href="#">Financial exploitation loss less than county guidelines</a>								
<input type="checkbox"/> <a href="#">VA deceased at time of report</a>								
<input type="checkbox"/> <a href="#">VA no longer in state of Minnesota</a>								
<input type="checkbox"/> <a href="#">VA incarcerated at time of report</a>								
<input type="checkbox"/> <a href="#">No benefit to VA from adult protective services or investigation</a>								
<input type="checkbox"/> <a href="#">Other (Specify)</a>								
<input type="text"/>								
Discretionary override to screen in per local prioritization guidelines								
<input type="checkbox"/> <a href="#">Override to screen in per local prioritization guidelines (specify reason)</a>								
<input type="text"/>								

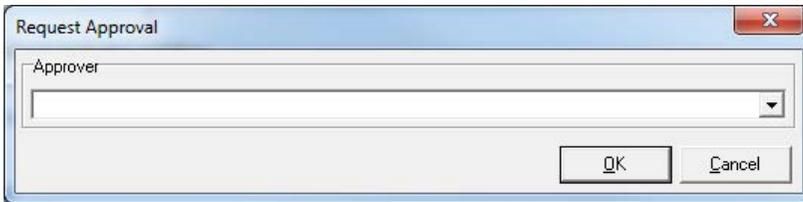
This tab will allow the user to override the Screening decision that was calculated based on the answers to the questions on the Screening tab. The override options in the top portion of the screen allow a "Screened In" decision to be overridden to "Screened Out". The last question allows a "Screened Out" decision to be overridden to "Screened In".

Note: If any of the Discretionary overrides are selected, a supervisor approval will be required. When the tool is saved, the user will be:

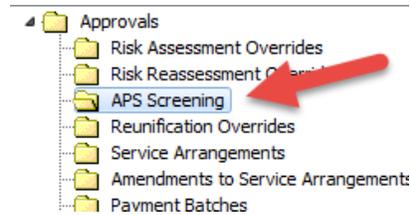
1. Informed that an approver is required and



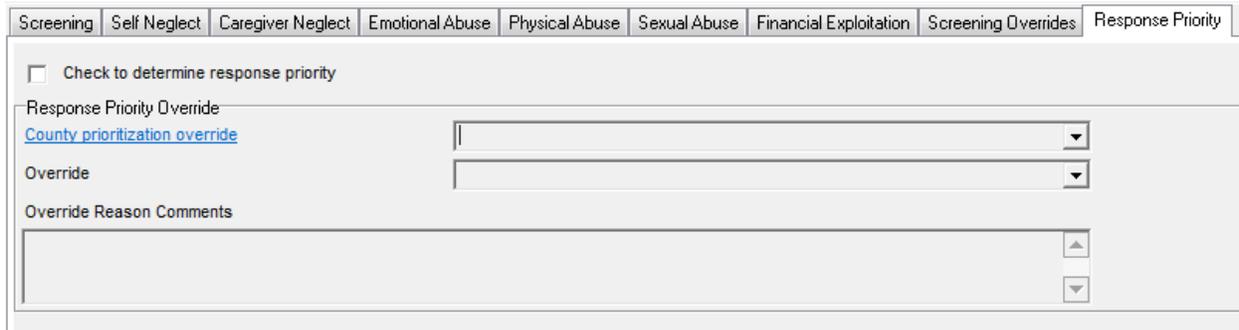
2. Prompted to designate an approver



The tool will then show up in the Approval Log screen under the APS Screening node.



## 1.0.11 Response Priority tab



This tab is only used **for tools that have an effective Screening decision of "Screened In"**. This tab allows the user to instruct the tool to determine the response priority decision by checking the checkbox.

If all the appropriate priority questions related to the allegations indicated on the Screening tab are answered, the Response Priority decision will be calculated and displayed. If the user has not answered all of the related priority questions, or has answered priority question related to allegations that were not indicated on the Screening tab, the Response Priority decision will not be calculated and a message will appear in the notification area at the bottom of the screen (see below).

**Cannot prioritize: Each selected allegation must have a priority answer: each priority answer must have a matching allegation**

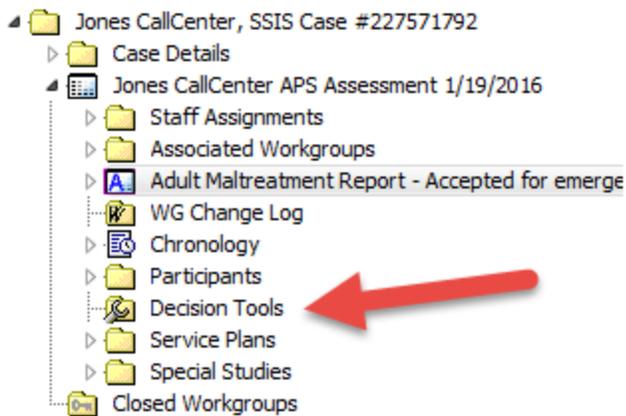
Note: If the user encounters the above message, they should click through all of the allegation related tabs. This will allow them to make sure they have answered the appropriate priority questions; and the system will clear any answers that are related to a non-selected allegation.

The user is also able to override the calculated response priority decision. This is done by selecting which type of override they would like to use. The override decision will be calculated based on what is selected.

## 1.1 AP Initial Safety Assessment Tool

### 1.1.1 Purpose and Availability

The AP Initial Safety Assessment is used to assess whether a vulnerable adult is likely to be in immediate danger of serious harm that may require a protecting intervention. If an intervention is needed, the worker documents which interventions should be maintained or initiated to provide appropriate protection. This tool is created for a vulnerable adult in an APS Assessment workgroup. Existing tools may be viewed and printed under the Decision Tree node in the Workgroup folder. If the tool is not finalized, the user may edit the tool.



### 1.1.2 Decisions

This tool can produce the following decision type and values:

- Safety Decision
  - Safe
  - Conditionally Safe
  - Unsafe

### 1.1.3 Initial screen with Vulnerability Factors tab

Decision Tool:

Assessed By:  Assessment Date:

Tool Status:  Finalize Date:

Safety Decision:

Vulnerable Adult:

Vulnerability Factors:

The following conditions increase the VA's vulnerability to maltreatment. Check all that apply

- No vulnerability factors apply
- [The vulnerable adult has a limited formal/informal support network](#)
- [Diminished cognitive functioning \(e.g. dementia, intellectual challenge, delirium\)](#)
- [Significant untreated suspected or diagnosed medical or mental health disorder or alcohol or drug dependency](#)
- [Diminished physical functioning \(e.g. non-ambulatory, limited use of limbs, sensory disability\)](#)

This is how the tool will look when the tool is initially generated. This screenshot includes two sections:

#### 1.1.3.1 Tool Header

The tool header contains information about the tool that is being created or viewed. This information includes who and when the tool was performed, what the current status of the tool is, the decisions and overrides (if applicable) and the vulnerable adult the tool is evaluating.

#### 1.1.3.2 Vulnerability Factors Tab

This tab allows the user to select conditions that may increase the vulnerable adult's susceptibility to maltreatment. These conditions should be considered when completing the assessment. These factors are not included in the scoring.

## 1.1.4 Danger Factors – Vulnerable Adult tab

Vulnerability Factors | **Danger Factors-Vulnerable Adult** | Danger Factors-Support Person | Safety Interventions

None of the following danger factors apply for the vulnerable adult

1. [The vulnerable adult experienced serious bodily injury or a plausible threat of serious bodily injury in the current investigation](#)

2. [There is a history of maltreatment or self-neglect that suggests that the vulnerable adult's safety is of current concern](#)

3. [Sexual abuse is suspected, and circumstances suggest that the vulnerable adult's safety is of current concern](#)

4. [The vulnerable adult's explanation for an observed injury to him/herself is questionable or inconsistent with the type of injury, and the nature of the injury suggests that the vulnerable adult's safety is of concern](#)

5. [The vulnerable adult chooses to deny access](#)

6. [The vulnerable adult does not or cannot meet his/her current needs for safety and supervision, physical care, food, clothing, shelter, and/or medical or mental health care. Consider the impact of financial exploitation](#)

7. [The physical living conditions are hazardous and currently threatening to the health and/or safety of the vulnerable adult and the VA is unable to address the issue or remove self from the home](#)

8. [The vulnerable adult's current substance use seriously impairs the vulnerable adult's ability to care for him/herself](#)

9. [Violence, including domestic or family violence, exists in the home and poses a threat of physical and/or emotional harm to the vulnerable adult](#)

10. [The vulnerable adult demonstrates significant mental/emotional distress or disorientation that suggests he/she is a danger to him/herself or others](#)

11. [Other current danger factor related to the vulnerable adult \(describe\)](#)

This tab allows the user to specify which (if any) danger factors apply to the vulnerable adult. The user must select at least one of the values on this tab. The user may select as many of the numbered factors as they need.

### 1.1.5 Danger Factors – Support Person tab

Vulnerability Factors	Danger Factors-Vulnerable Adult	Danger Factors-Support Person	Safety Interventions
<input type="checkbox"/> Not applicable - No support person			
<input type="checkbox"/> None of the following danger factors apply for the support person			
<input type="checkbox"/> <a href="#">1. The support person(s) fails or is unable to protect the vulnerable adult from serious harm or threatened serious harm due to abuse by others</a>			
<input type="checkbox"/> <a href="#">2. The support person(s) explanation for an observed injury to the vulnerable adult is questionable or inconsistent with the type of injury, and the nature of the injury suggests that the vulnerable adult's safety is of current concern</a>			
<input type="checkbox"/> <a href="#">3. Access to the vulnerable adult is being denied by the support person(s)</a>			
<input type="checkbox"/> <a href="#">4. The support person(s) does not or cannot meet the vulnerable adult's current needs for safety and supervision, physical care, food, clothing, shelter, and/or medical or mental health care</a>			
<input type="checkbox"/> <a href="#">5. The support person(s) current substance use seriously impairs his/her ability to provide care</a>			
<input type="checkbox"/> <a href="#">6. Other current danger factor related to the support person(s) (describe)</a>			
<input type="text"/>			

This tab allows user to specify if a support person exists; and if so, which (if any) danger factors apply to the vulnerable adult. The user must select at least one of the values on this tab. The user may select as many of the numbered factors as they need.

## 1.1.6 Safety Interventions tab

Vulnerability Factors	Danger Factors-Vulnerable Adult	Danger Factors-Support Person	Safety Interventions
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Check interventions recommended to mitigate current danger. Begin with the least restrictive interventions.

The vulnerable adult does not accept or is unable to indicate a preference to accept any of the safety intervention recommendations checked below

[1a. Direct provision of services by the worker \(do not include the investigation itself\)](#)

1b. Accepted

[2a. Use of the vulnerable adult's family members, neighbors, and/or friends as safety resources](#)

2b. Accepted

[3a. Use of community agencies or services as safety resources](#)

3b. Accepted

[4a. Agreement by support person\(s\) to protect the vulnerable adult from the alleged perpetrator.](#)

4b. Accepted

[5a. The alleged perpetrator will leave the home, either voluntarily or in response to legal action](#)

5b. Accepted

[6a. The vulnerable adult voluntarily leaves the home](#)

6b. Accepted

[7a. Other safety intervention \(describe\)](#)

7b. Accepted

[Are the accepted interventions above, sufficient to mitigate all current danger factors?](#)

If any danger factors exist for either the vulnerable adult or the support person, this tab allows the user to indicate which (if any) actions will mitigate the safety concerns.

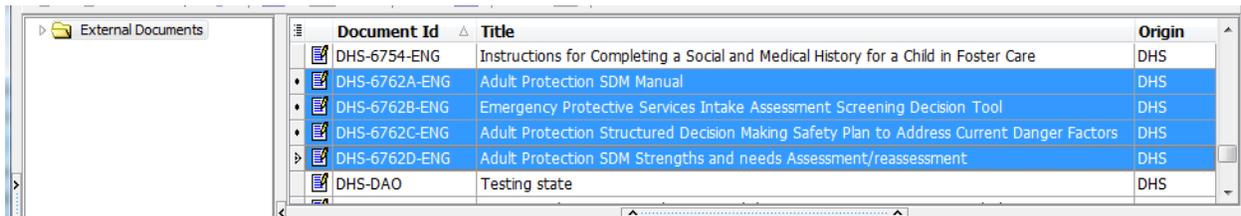
The user will select at least one recommendation and either:

- Indicate that the vulnerable adult is unable or unwilling to accept any recommended intervention, or
- Select at least one accepted intervention and indicate if it will mitigate safety risk.

## 1.2 External Documents

There are four APS documents that were added to the External Documents available within SSIS. These documents are:

1. Adult Protection SDM Manual
2. Emergency Protective Services Intake Assessment Screening Decision Tool
3. Adult Protection Structured Decision Making Safety Plan to Address Current Danger Factors
4. Adult Protection SDM Strengths and needs Assessment/reassessment



Document Id	Title	Origin
DHS-6754-ENG	Instructions for Completing a Social and Medical History for a Child in Foster Care	DHS
DHS-6762A-ENG	Adult Protection SDM Manual	DHS
DHS-6762B-ENG	Emergency Protective Services Intake Assessment Screening Decision Tool	DHS
DHS-6762C-ENG	Adult Protection Structured Decision Making Safety Plan to Address Current Danger Factors	DHS
DHS-6762D-ENG	Adult Protection SDM Strengths and needs Assessment/reassessment	DHS
DHS-DAO	Testing state	DHS

## 1.3 FAQ

1. Why only two SDM tools now?
  - a. Each tool takes a lot of time to make it work within the SSIS SDM tools. It was only possible to get these two tools added within the timeframe. Additional tools will be included in future SSIS versions.
2. What is the status of inclusion of other tools in SSIS?
  - a. There are currently three additional APS tools that will be added in future SSIS versions.
    - i. EPS Intake Assessment – projected for release in V16.4
    - ii. Final Safety Assessment – projected for release in V16.4
    - iii. Strengths and Needs Assessment – being evaluated at this time
3. Does this mean we will need to do the other SDM tools on paper?
  - a. Yes – policy has indicated that paper documents should be completed, scanned and uploaded to SSIS as attached documents. The Adult Protection SDM Manual contains policy regarding use of the tool and a quick guide to Guidelines and Procedures on page 9. This manual is available in the External Documents within SSIS.
4. Someone called into the HD wondering why the Safety Plan is not included in the intake.
  - a. This has been discussed with policy, but has not been prioritized at this time.
5. Can they close the intake or workgroup without doing them?
  - a. Yes – no business rules requiring these new tools were implemented in v16.2. This will allow the user to get used to the new tools and process without potentially affecting the workflow process. Business rules and data clean-up messages will be implemented in v16.3.
6. Will there be data clean-up messages?
  - a. They will be included in v16.3. See above for more detail.
7. Will there be Reminders & Alerts?
  - a. No – these have not been discussed
8. Will there be Future Reports?
  - a. Yes – discussions of reporting needs are going on now.