



Bulletin

NUMBER

#14-25-07

DATE

July 9, 2014

OF INTEREST TO

County Directors
Social Services Supervisors
and Staff
Tribal Social Services
Supervisors and Staff
Adult Protection
Supervisors

ACTION/DUE DATE

Please read information
and prepare for
implementation

EXPIRATION DATE

July 9, 2016

DHS Provides Information for the Common Entry Point and State Allocations

TOPIC

Define changes to [Laws of Minnesota 2014, chapter 291, article 8, section 17](#) which modify the date for implementation of the statewide centralized common entry point (CEP) from July 1, 2014 to July 1, 2015 and reinsert the duty of county boards to designate a common entry point until the statewide system is established. New state allocations for county adult protective services duties are announced.

PURPOSE

Provide information for county planning on implications of a centralized CEP.

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SIGNED

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TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Statewide Centralized Common Entry Point (CEP)

A. Modification of the Implementation Date

[Laws of Minnesota 2014, chapter 291, article 8, section 17](#) modifies the implementation date for the statewide centralized CEP from July 1, 2014 to July 1, 2015 and reinserts language regarding the duty of county boards to designate a common entry point until the statewide system under the commissioner of human services is established.

Sec. 17. Minnesota Statutes 2013 Supplement, section 626.557, subdivision 9, is amended to read:

Subd. 9. Common entry point designation. (a) Each county board shall designate a common entry point for reports of suspected maltreatment, for use until the commissioner of human services establishes a common entry point. Two or more county boards may jointly designate a single common entry point. The commissioner of human services shall establish a common entry point effective July 1, ~~2014~~ 2015. The common entry point is the unit responsible for receiving the report of suspected maltreatment under this section.

B. Implications for County Planning

A centralized statewide CEP changes the duty for the operation of the CEP from a county-board designated CEP to a single centralized CEP operated under the commissioner of human services.

Under the centralized CEP, counties retain duties for immediate protection under [Minnesota Statutes, section 626.557](#) and responsibility as the lead investigative agency (LIA) responsible for investigating the report under [Minnesota Statutes, section 626.5572, subdivision 13](#).

County staff may continue to receive reports of suspected maltreatment of a vulnerable adult under a statewide CEP. County staff will continue to discover incidents of a suspected maltreatment of a person who is vulnerable during the course of their work. Counties, as a Lead Investigative Agency (LIA), are required under [Minnesota Statutes, section 626.557, subdivision 9 \(e\)](#) to immediately forward reports of suspected maltreatment to the CEP.

No screening out of reports will be done by the statewide centralized CEP. All reports made to the CEP with sufficient content, will be referred by the CEP to the appropriate LIA. Reports to the CEP which have incomplete or conflicting information will be referred to the county responsible for immediate protection and/or the LIA with jurisdiction for the report

based on the information provided to the CEP. The CEP will not seek outside clarification or verification of information provided by the reporter. The CEP will not notify case managers of CEP reports received.

The Minnesota Department of Human Services (DHS) will request each county/collaborative provide information for the county's contact responsible to meet the county's duty for immediate protection through emergency protective services. County contacts for immediate protection must be available to the CEP 24 hours per day, weekends and holidays. A system for identifying and updating county contacts will be implemented by DHS.

Based on experiences in other states, reports of suspected maltreatment under a centralized CEP are estimated to increase as a result of the public education campaign and the simplified reporting process. Counties as a LIA responsible for investigation and protective services should plan for:

- Increased CEP reports requiring immediate protection
- Increased CEP reports where the county is LIA
- 24-hour referrals from the CEP for vulnerable adults requiring immediate protection
- CEP reports received which may have been responded to as a service request under the county designated CEP
- Increased allegations of self-neglect
- Staff time required for data verification of CEP reports
- Staff time to obtain additional information needed to complete the structured decision making (SDM) tool
- Staff mandated reporter training for reporting to the centralized CEP

C. Duties of the Statewide Centralized CEP

The statewide centralized CEP operated under the commissioner of human services will perform CEP duties identified under [Minnesota Statutes, section 626.557](#) including:

- Accepting reports of suspected maltreatment of a vulnerable adult from voluntary and mandated reporters
- Receiving reports when the report is initially received by a lead investigative agency (LIA)
- 24 hour per day/7 day per week availability
- Allowing web-based reporting
- Entering a standard intake form into the database
- Maintaining a centralized database
- Referring calls that do not allege maltreatment
- Notifying law enforcement when a crime is alleged
- Notifying law enforcement, the medical examiner and the ombudsman of suspicious death
- Assessing the need for immediate protection

- Immediately notifying the appropriate county agency of need for immediate protection
- Referring reports to the LIA within two working days

D. Duties of the County Agency under a Centralized CEP

The county retains responsibility for immediate protection and investigation of reports made to the CEP of suspected vulnerable adult maltreatment. County duties for services and investigation under [Minnesota Statutes, section 626.557](#) include:

- Immediately assessing reports received from the CEP
- Using the standardized structured decision-making tool provided by the commissioner of human services for service and investigation decisions
- Arranging for immediate medical examination and treatment when sexual abuse is alleged
- Prioritizing reports for investigation using the county's established guidelines
- Intervening to protect the vulnerable adult from serious harm
- Offering emergency and continuing protective services
- Completing the investigation process for CEP reports prioritized for investigation
- Coordinating with law enforcement and other lead investigative agencies (LIA's)
- Assisting other LIA's within the scope of the county's resources and expertise
- Providing required notifications to reporters, vulnerable adults and others
- Meeting required time frames for service and investigation decisions, disposition and appeals
- Using Social Services Information System (SSIS) for data management
- Reporting allegations of suspected maltreatment of a vulnerable adult to the CEP

DHS Training Manual "[Guidelines to the Investigation of Vulnerable Adult Maltreatment](#)" provides guidance on implementation of these responsibilities.

E. Social Services Information System (SSIS) Vulnerable Adult/CEP Module

The SSIS Vulnerable Adult/CEP module will be modified to reflect the duties of the county agency under a centralized CEP. Planning is proceeding to integrate the structured decision making tool into SSIS.

II. New State Allocations for Adult Protective Services

New state funding for adult protective services in the amount of 3 million dollars is being allocated to support the county's duties for protective services and investigation under [Minnesota Statutes, section 626.557](#). Allocations are being administered under [Minnesota Statutes, chapter 256M](#), Vulnerable Children's and Adults Act (VCAA) formula. Allocation information for adult protective services for calendar year (CY) 2014 /CY15 is available on [CountyLink](#).

A. Expenditure Reporting Adult Protective Services State Allocations

Expenditures for state allocations for adult protective services should be reflected under brass code 604, Adult Protection Assessment and Services. Additional brass codes reflecting services provided to a vulnerable adult who is the subject of a report to the common entry point opened for investigation or protective services under [Minnesota Statutes, section 626.557](#) may also be used. Information on adult services brass codes is found in [DHS bulletin 13-32-11](#).

B. Performance Measure for State Allocations

Performance measure for state allocations for adult protective services is the Vulnerable Children and Adult Act (VCAA) and DHS dashboard measurement of [Timeliness of Vulnerable Adult Maltreatment Reports](#) made to the CEP forwarded within the two working days statutorily mandate time frame. This performance measure will be revised in 2015 to reflect the centralization of the CEP.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-2500 (voice) or toll free at (800) 882-6262 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.