



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

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Manual - Adult Protective Services Division Manual

Transmittal # - DARS-APSD-8

The following acronyms are used in this transmittal:

AFRT-Adult Fatality Review Team
AG-Auxiliary Grant
ALF-Assisted Living Facility
APS-Adult Protective Services
AS-Adult Services
DARS-Department for Aging and Rehabilitative Services
DMAS-Department of Medical Assistance Services
DOC-Department of Corrections
DSS-Department of Social Services
EDCD-Elderly and Disabled with Consumer Direction
ePAS- electronic Preadmission Screening
HB-House Bill
LDSS-Local Department of Social Services
MFCU-Medicaid Fraud Control Unit
PAS-Preadmission Screening
SB-Senate Bill

The purpose of this transmittal is to provide revised guidance on the APS Division Manual. Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

This transmittal and manual are available on SPARK at
<http://www.localagency.dss.state.va.us/divisions/dfs/as/manual.cgi>.

Significant changes to the manual are described in the following chart:

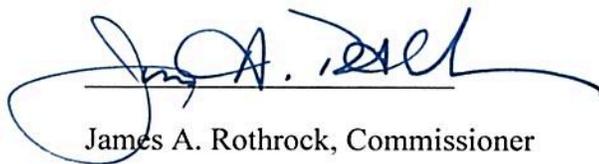
Chapter 1, “Introduction”	
Section	Significant Changes
1.9	Clarified language on APS philosophy and role of social and legal interventions in addressing adult abuse, neglect, and exploitation.
1.14	Added additional guidance on purging records.
1.15.5	Clarified guidance regarding PAS.
Appendix A	<p>Changed Appendix A title.</p> <p>Clarified where DMAS manuals are located on the DMAS portal.</p> <p>Added section describing reports that are available on the DARS Data Warehouse.</p>
Appendix B	Updated contact information for APS Division staff.
Chapter 2, “Adult Protective Services”	
Section	Significant Changes
2.5.3.1	<p>Added statement that the mandated reporter list does not identify every professional category of licensed professional who is mandated to report.</p> <p>Provided link to Department of Health Professions’ website.</p>
2.5.3.8.2	Added guidance regarding reports of alleged financial exploitation greater than \$50,000 pursuant to HB 248 and SB 249 (2016).
2.5.4.3	Added language about local/regional AFRT pursuant to HB 1558 (2015).
2.6	Added guidance regarding quantifying the amount of financial exploitation during APS report intake.
2.7.1.2	Clarified that the reporter does not need to know the adult’s street address when making an APS report, but does need to provide enough information in order to locate the adult.
2.7.2.5	<p>Corrected contact information for DOC Ombudsman Services Unit.</p> <p>Added link to view the list of DOC correctional facilities.</p>

2.8	In the 5 th bullet, changed “Team” to “Teams” as local and regional teams, in addition to the State team, are permitted pursuant to HB 1558 (2015).
2.9.6	Added guidance on ensuring that the reporter’s identity remains confidential.
2.12	Added guidance regarding referrals to local law enforcement if the APS report alleges financial exploitation greater than \$50,000.
2.12.1	Added guidance regarding referrals to local law enforcement if the APS report alleges financial exploitation greater than \$50,000.
12.13.14	Added guidance regarding the need to make a referral to local law enforcement if the worker discovers financial exploitation greater than \$50,000 during the course of the investigation. Added guidance that APS workers shall provide all relevant documentation related to suspected financial exploitation greater than \$50,000 to local law enforcement.
2.16.4	Clarified language regarding state AFRT. Added content about local/regional AFRT pursuant to HB 1558 (2015).
2.20.10	Clarified content to comport with § 37.2-801 of the Code of Virginia. This section of Code was revised in 2009 but revised language had not been included in Chapter 2.
2.20.11	Clarified length of time that an emergency custody order is valid pursuant to SB 260 (2014).
2.20.13	Added language regarding what may be included in a protective order pursuant to HB 972 (2014).
2.28.1	Clarifies that certain adult day care facilities are no longer required to be licensed by DSS.
2.28.7	Revised language strongly encouraging referrals to the MCFU.
2.34.1	Revised language permitting written or verbal notification to legal representative, guardian or conservator. Previous language was in conflict with guidance in Section 2.16.3.
2.37	Added content about local/regional AFRT and the release of certain criminal investigative report to those entities pursuant to HB 1558 (2015).
Appendix A	Added a Request for Records from a Financial Institution form to the list.

Appendix F	Updated contact information for Northern Regional Consultant.
Appendix M	Added language regarding suspected financial exploitation greater than \$50,000 pursuant to HB 248 and SB 249 (2016). Added language about local/regional AFRT pursuant to HB 1558 (2015).
Chapter 3, “Case Management”	
Section	Significant Changes
3.7.1	Clarified that “universal access” is selected on the general information screen if the adult is receiving a preadmission screening.
3.9.2	Removed language that use of ePAS is voluntary from May through June 2015. As of July 1, 2015 use of ePAS is mandatory. Added guidance that PAS cases should only be opened in ASAPS when the individual receiving a PAS is an adult. Clarified what sections of the UAI need to be completed for Adult Services and Adult Services Intensive (non-purchased services) case types.
3.11.1	Added guidance on not entering child PAS cases in ASAPS.
Appendix A	Added a statement that two of the forms listed are available in Spanish.
Appendix C	Clarified the purpose of LASER. Added guidance on transferring funding from 895 to 855 including that the \$5.00 guardianship fee cannot be transferred. In the Random Moment Sampling section, added “community based services” to the description of services an individual may seek and therefore may need a PAS to receive.
Chapter 4, “Long Term Care Services”	
Section	Significant Changes
4.2.4.1	Added language clarifying who may receive companion services and the services that are provided.
4.2.5.1	Added language clarifying who may receive chore services and the services that are provided.
4.4.3.7	Added content that pursuant to DMAS regulations, an individual who receives

	AG is not eligible to receive an EDCD waiver.
4.4.6.4	Added reference to Section 4.4.3.7.
4.5.6	Removed reference to DMAS reimbursement for ALF assessments. DMAS no longer provides direct reimbursement to LDSS for ALF assessments.
4.5.8.3	Removed detailed information about prohibited conditions as this information is included in the Private Pay and Public Pay ALF Assessment Manuals.
4.6	Added guidance on the requirement to enter all PAS into ePAS and where to locate the PAS technical assistance document.
4.6.1.1	Provided updated guidance on the PAS team composition.
4.6.2	Moved content regarding the need for community-based PAS teams to screen individuals in nursing facilities who request Medicaid-funded community-based services and did not have a screening prior to admission to the facility. This content was previously located in another part of Section 4.6.2 and it was difficult to locate.
Chapter 7, “Guardianship and Conservatorship”	
Section	Significant Changes
7.2.5.1	Added language to Code citation pursuant to HB 413 (2014).
7.2.7	Added guidance on referring eligible individuals to the local public guardianship program waiting list.
7.2.10	Added language that a guardian shall not unreasonably restrict communication or visitation with the incapacitated adult pursuant to HB 342 (2016).
7.3.2.1	Updated example timelines for initial report submission.
7.3.2.2	Updated example timelines for annual report submission.

Questions about this transmittal should be directed to your APSD Regional Consultant.



James A. Rothrock, Commissioner