



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

**JAMES A. ROTHROCK**  
Commissioner

Adult Protective Services Division  
8004 Franklin Farms Drive  
Henrico, VA 23229

Office (804) 662-7162  
Toll free (800) 552-5019  
Fax (804) 662-9531

**Date-May 5, 2015**

**Manual - Adult Protective Services Division Manual**

**Transmittal # - DARS-APSD-4**

The following acronyms are used in this transmittal:

- HB**-House Bill
- LDSS**-Local Department of Social Services
- PACE**-Program of All-Inclusive Care for the Elderly
- PAS**-Preadmission Screening

The purpose of this transmittal is to provide revised guidance on the Adult Protective Services Division (APSD) 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 as follows:

<b>Chapter 1, "Introduction"</b>	
<b>Section</b>	<b>Significant Changes</b>
Entire Chapter	Except when citing the Code of Virginia, removes the phrase "nursing facility" from "nursing facility preadmission screening." The preadmission screening process evaluates an individual's need for other long-term care services and supports in addition to nursing facility placement.
1.14	Clarifies case record purging responsibilities.
1.15.5	Clarifies composition of the community-based preadmission screening team  Clarifies that the Commissioner of DARS has the authority for the Assessment

	in Assisted Living Facility regulations pursuant HB 888 (2014).
1.17	References Appeals, Chapter, 9.
1.20	Updated list APSD staff.
1.21	Updates APSD staff contact information.
<b>Chapter 3, "Case Management"</b>	
<b>Section</b>	<b>Significant Changes</b>
3.5	Clarifies application procedures related to PAS.
3.5.1	Clarifies processing timeframe for service application when the services requested in PAS.
3.5.4	Clarifies that the date of the PAS request is the service application date.
3.6.3	References Section 3.5.1.
3.7.1	Clarifies that universal access may be selected for PAS cases.
3.9.2	Provides guidance on entering the UAI into ASAPS for PAS only cases.
3.11.1	Provides guidance on selecting the appropriate case type for a PAS only case.
3.22.1	Clarifies that notice of action on the service application for PAS shall occur no later than 30 days for the date of the PAS request.
<b>Chapter 4, "Long Term Care Services"</b>	
<b>Section</b>	<b>Significant Changes</b>
Entire Chapter	Except when citing the Code of Virginia, removes the phrase "nursing facility" from "nursing facility preadmission screening." The preadmission screening process evaluates an individual's need for other long-term care services and supports in addition to nursing facility placement.
4.2.8.6	Removes reference to State Board of Social Services.
4.6	Uses phrase Medicaid long-term care services and supports to include a variety of services an individual may seek.  Clarifies that individuals shall be screened within 30 days of the request pursuant to HB 702 (2014).  Adds language pursuant to HB 702 (2014), that requires a PAS be completed on

	individuals applying for PACE regardless of payment source.
4.6.1.1	Clarifies term "other Department-designated assessor."
4.6.1.2	Provides guidance on tracking PAS requests.
4.6.1.3	Clarifies that team members shall collaborate with families or the individual to identify resources.
4.6.2	Clarifies that the PAS team, not LDSS, completes screening in correctional facilities.  Clarifies that applications for benefits are subject to standard processing times.  Clarifies responsibilities of PAS team when the individual resides in an NF and wants to access Medicaid-funded home-based services.
4.6.3	Clarifies procedures related to PAS and the individual's application for Medicaid.

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



James A. Rothrock, Commissioner