

County SSIS Bounce Guide

SSIS Bounce Function

The SSIS bounce function is used when county APS determines that another lead investigative agency (LIA) has jurisdiction over the report. This feature allows the Adult Maltreatment Report (AMR) to be sent to another LIA and assists with tracking critical steps in the bounce process.

LIA Jurisdiction

The county where the VA is located at the time of the MAARC report is responsible for the protection of the vulnerable adult and the investigation of the alleged maltreatment. The SSIS bounce feature should not be used for reports where the VA was located in one county at the time of the report, but has since changed county locations.

Inter-County Agreement

The guiding policy for LIA inter-county changes is that the county agency best able to protect the VA and conduct the investigation should accept LIA jurisdiction. An agreement between the original county and the new county accepting jurisdiction must be obtained prior to using the bounce feature.

Inter-county agreements to change original county LIA jurisdiction may occur under the following circumstances:

- Reports involving multiple county locations. Another county may agree to accept jurisdiction from the county with original jurisdiction under the LIA jurisdiction guidelines.
- Conflict of interest potential identified by the original county LIA.

County Bounce Requirements

The SSIS bounce feature is only available when the bouncing county is assigned to the report as the LIA and should be used to change the LIA jurisdiction in the following circumstances:

1. The report was referred to the LIA in error.
2. The LIA obtains additional information related to the allegations in the AMR and determines another LIA has jurisdiction.
3. Inter-county agreement

The SSIS bounce feature should not be used to change jurisdiction in the following circumstances:

- Emergency Protective Service (EPS) referrals
- An inter-county agreement has not been made between the original LIA and the new county.
- To add LIA's for alleged perpetrators and allegations not identified in the AMR.

SSIS Bounce Process

Lead Investigative Agency

Referred to LIA? Yes No Date Referred: 9/16/2016 10:41 AM State:

LIA	County	Status
County	Douglas	Sent

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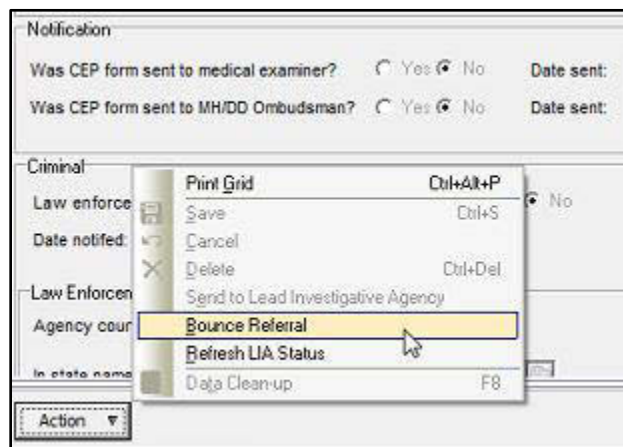
Bounce Reason

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1. Enter bounce reason in the **Bounce Reason** text box. The bounce back reason should be professional as the information entered in this field is inserted into the *Description of Incident* field and is permanently in the report.
 - a. Include the following information in all bounce reasons:
 - i. Date note was entered
 - ii. Reason for bouncing the report
 - iii. Name of the LIA with jurisdiction
 - iv. Any additional information to assist MAARC and the responsible LIA
 - v. Name of worker or county agency that entered the bounce reason

Example: "8/24/2015: VA resides in a MDH licensed facility. Bounce report to MDH-OHFC. – Sarah, Aitkin Cty"

2. Select **Bounce Referral** from the *Action* menu to bounce the report back to MAARC



Closing Reports after a Bounce

1. After the report has been bounced, close out the AMR and Intake Workgroup. Counties are required to use the close reason "**Other Agency Responsible.**"

Note: with the 16.4 statewide release, an enhancement has been applied to allow the worker to close the report after bouncing, there will no longer be any data cleanup errors that prevent closure of the work group.

Receiving a Bounced Report

Bounced reports appear in the *Unassigned Intake Log* based on the date the MAARC report was originally received/submitted by the MAARC call center. Bounced reports do not display based on the date the report was bounced. Make sure to expand the search date range to ensure all bounced reports are captured.