

## GUIDELINES AND PROCEDURES OVERVIEW

Decisions	Standardized Tool	Which Reports/Cases	Who	When
Does Minnesota Adult Abuse Reporting Center (MAARC) notification meet criteria for Emergency Protective Services (EPS)?	<b>EPS Standardized Intake tool</b>	All MAARC reports referred: <ul style="list-style-type: none"> <li>• EPS</li> </ul>	The worker designated by the agency to perform intake duties.  The APS supervisor reviews and approves the assessment.	Initiate intake as soon as possible, but no later than 24 hours from receiving the MAARC notification. The EPS intake decision is completed no later than 24 hours from notification/request.
Does the MAARC report meet criteria for investigation? If so, how quickly does a response need to be initiated? Or, does request from another LIA meet criteria for Adult Protective Services (APS)?	<b>SDM® Intake assessment</b>	All MAARC reports referred: <ul style="list-style-type: none"> <li>• LIA</li> </ul> Or <ul style="list-style-type: none"> <li>• Another LIA requests APS for the VA.</li> </ul>	The worker designated by the agency to perform intake duties.  The APS supervisor reviews and approves the assessment.	Initiate intake as soon as possible when the information is received, but no later than one business day from receiving the report from MAARC or request from another LIA. The intake decision is completed no later than 5 business days from receiving the report from MAARC or request for APS from another LIA.
Is the vulnerable adult (VA) in immediate danger of serious harm?	<b>SDM® Initial Safety assessment</b>	All VA's who are the subject of a MAARC report opened in an assessment workgroup when: <ul style="list-style-type: none"> <li>• LIA</li> <li>• Providing EPS</li> <li>• Providing APS when another agency is LIA</li> </ul>	The assigned APS investigator or worker.	The safety assessment <i>process</i> is completed before leaving the VA's living environment. The assessment should be completed within two working days of the first face-to-face contact by the APS investigator in the SDM SSIS application.

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Focus of service planning and delivery.	<b>SDM® Strengths and needs assessment</b>	All VA's who are the subject of a MAARC report opened in an assessment workgroup when: <ul style="list-style-type: none"> <li>• LIA</li> <li>• Providing EPS</li> <li>• Providing APS when another agency is LIA</li> </ul>	The assigned APS investigator or worker.	<b>The initial assessment</b> is completed at the first face-to-face contact with the VA. The SNA is completed at this time to inform service referrals during the remainder of the case/investigation and to establish a baseline for measuring the impact of those services. <b>An optional closing assessment</b> may be completed just prior to case closure (i.e., no more than one week prior to closing the case) for cases opened more than 30 day or when more than one face-to-face was completed with the client to determine which needs initially identified have been addressed.
Safety planning to address current danger factors.	<b>Safety Plan</b>	Completed for all VAs which are identified in the safety assessment as conditionally safe or unsafe. The plan should incorporate the recommended safety interventions from the safety assessment and the priority needs identified in the strengths and needs assessment.	The assigned APS investigator or worker, VA, and support person if applicable.  The APS supervisor reviews and approves the plan.	The safety plan is completed following the completion of the initial safety assessment and initial strengths and needs assessment prior to case closure.
Is case closure appropriate based on the current danger factors impacting the VA's current safety level?	<b>Final Safety assessment</b>	All VA's who are subject of a MAARC report opened in an assessment workgroup for either EPS/LIA/APS.	The assigned APS investigator or worker.  The APS supervisor reviews and approves case closure when the VA is conditionally safe or unsafe.	The final safety assessment is completed just prior to case closure..