

Appendix B: SDM Adult Protection Intake Assessment

Adult Protection Intake Assessment – Intake Workgroup

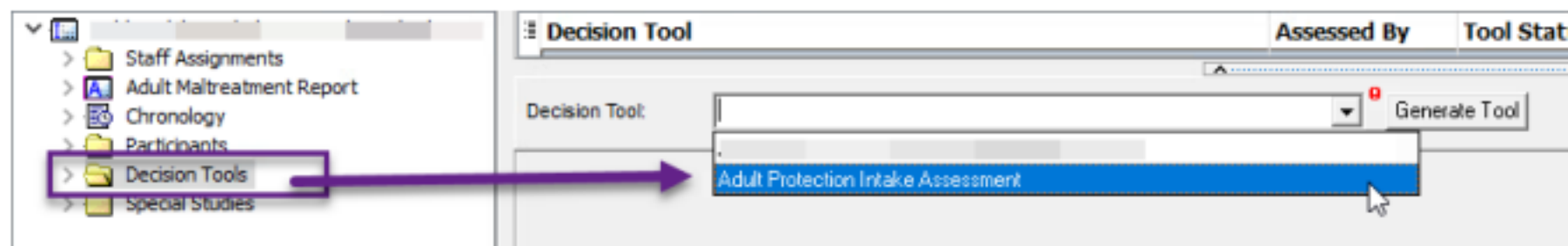
The purpose of the SDM ® intake assessment is to determine whether reports meet policy criteria for an APS assessment and, if so, how quickly to initiate an assessment.

Complete the SDM Tool(s) prior to entering the Agency Report Action Options section on the Adult Maltreatment Report tab on the AMR. You must also complete the appropriate SDM tools before you can close the Intake Workgroup or transition the workgroup to an Assessment Workgroup.

Hints:

- *If your agency received the report for EPS and LIA, you must complete the Adult Protection EPS Standardized Intake Assessment Tool and Adult Protection Intake Assessment*
- *APS Workers should refer to the “Blue” underlined Help Text in SSIS and attachment for the SDM ® Intake Assessment in the Minnesota Adult Protection Manual for further details and definitions to guide your decisions.*
- *Transfer Node in the AMR has an option to “View Call Center Report.” Once open, move the PDF to another monitor for full viewing. This will assist in viewing the MAARC report, while in an AP Intake Assessment.*

Decision Tools Folder- Adult Protection Intake Assessment



Adult Protection Intake Assessment

Policy guidance for the Structured Decision Making® (SDM) intake assessment is located in the [Minnesota AP Manual](#).

Decision Tool:	<input type="text" value="Adult Protection Intake Assessment"/>	<input type="button" value="Generate Tool"/>	Evident Change®
Assessed By:	<input type="text"/>	Assessment Date:	<input type="text"/>
Tool Status:	<input type="text"/>	Finalized Date:	<input type="text"/>
Tool Screening Decision:	<input type="text"/>	Agency Screening Decision:	<input type="text"/>
Tool Response Priority:	<input type="text"/>	Agency Response Priority:	<input type="text"/>
Adult Referred to APS	<input type="text"/>		

To Complete the Adult Protection Intake Assessment:

1. Right-click on the **Decision** Tools folder in the Tree View and Select **New Decision Tool**.
2. Select **Adult Protection Intake Assessment** from the **Decision Tool** field and click the **Generate Tool** button.
3. Enter the date you conducted the assessment in the **Assessment Date** field.
4. The **Tool Status**, **Finalized Date**, **Tool Screening Decision**, **Agency Screening Decision**, **Tool Response Priority**, and **Agency Response Priority** fields are all disabled, but will autofill base on selections made during the completion of this tool.
5. Select the **Adult Referred to APS**.
6. Complete the screen based on the report and click **Save**.

Hint:

- *If you receive a warning message, "This tool will be saved as Incomplete," you should review your screen for missing entries, make corrections, and resave.*

Vulnerable Adult Status Tab

Vulnerable Adult Status	Neglect	Abuse	Financial Exploitation	Policy Override	Agency Prioritization	Response Priority
Note: The adult must meet vulnerable status at the time the suspected maltreatment occurs.						
Adult receives personal care assistance (PCA) or Community First Services and Supports (CFSS) paid for under the medical assistance program or is participating in a licensed service.	<input type="text"/>					
Adult is believed to have diagnosis or condition impairing physical, cognitive, or emotional functions.	<input type="text"/>					
Adult is believed to have impaired ability to complete their own ADLs or IADLs without assistance.	<input type="text"/>					
Adult is believed to have an impaired ability to protect themselves from maltreatment.	<input type="text"/>					
Unable to determine vulnerability status AND there is still reason to believe the adult is eligible for screening.	<input type="text"/>					

To Complete the Vulnerable Adult Status Tab:

1. Select the appropriate response “Yes or No”.
2. Complete the screen based on the report and click **Save**.

Use of the Adult Protection Intake Assessment Vulnerable Adult Status Tab:

- If the “Adult receives personal care assistance ...” is marked **YES**, this affirms categorical status of the adult vulnerable.

Hints:

- Only **YES** to the first question will grey out the other fields on the tab.
- If answered **NO** to the first question, questions 2-4 are required.
- If any of the questions 2-4 are answered **NO**, question 5 is required.

- If the “Adult receives personal care assistance...” is marked **NO**.

Hints:

- The next three questions will be required to be addressed to determine functional status for the adult vulnerable.
- If any of the 3 questions are answered **NO**, the last question is required.
- If all five questions are no, this indicates the adult is not vulnerable.

Hint: The additional tabs in the assessment will be grayed out and no longer editable.

Neglect Tab

Vulnerable Adult Status	Neglect	Abuse	Financial Exploitation	Policy Override	Agency Prioritization	Response Priority
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Self-Neglect

- [Nutrition, clothing, or living environment](#)
- [Personal hygiene](#)
- [Medical or mental health care](#)
- [Substance misuse](#)
- [Dangerous behaviors](#)
- [Inability/failure to manage income, assets, or property](#)

Caregiver-Neglect

Who is a caregiver?

- [Nutrition, clothing, or living environment](#)
- [Personal care or hygiene](#)
- [Medical or mental health care](#)
- [Supervision for safety](#)
- None of the above apply

To Complete the Neglect Tab:

1. Check the appropriate box(es) applicable to the maltreatment.
2. Complete the screen based on the report and click **Save**.

Use of the Adult Protection Intake Assessment Neglect Tab:

- If the allegation is not being addressed, you must check “None of the above apply.”

Hint: The AP worker will need to review each allegation tab (Neglect, Abuse and Financial Exploitation) and make a decision as to each allegation.

Abuse Tab

Vulnerable Adult Status	Neglect	Abuse	Financial Exploitation	Policy Override	Agency Prioritization	Response Priority
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Emotional Abuse

- [Harassment, threats, intimidation, or disrespect](#)
- [Unreasonable confinement, forced separation, involuntary seclusion, or deprivation-non-physical](#)
- [Nonconsensual exposure to sexual content or materials](#)

Physical Abuse

- [Physical injury, pain, or harm](#)
- [Physical Force](#)
- [Unreasonable confinement, forced separation, involuntary seclusion, or deprivation-physical](#)

Sexual Abuse

- [Unwanted physical sexual contact](#)
- [Sexual utilization for gratification of others](#)
- [Forcing, compelling, or enticing the adult to perform sexual services for the profit of another](#)
- None of the above apply

To Complete the Abuse Tab:

1. Check the appropriate box(es) applicable to the maltreatment.
2. Complete the screen based on the report and click **Save**.

Use of the Adult Protection Intake Assessment Abuse Tab:

- If the allegation is not being addressed, you must check “None of the above apply.”

Financial Exploitation Tab

Vulnerable Adult Status	Neglect	Abuse	Financial Exploitation	Policy Override	Agency Prioritization	Response Priority
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[Financial Exploitation](#)

- [Enticing, compelling, or coercing an adult vulnerable to maltreatment to perform services for the profit or benefit of another](#)
- [Suspected loss of assets, property, or resources due to fraud, coercion, undue influence, or scam](#)
- [Another person is unlawfully withholding assets, property, or resources](#)
- None of the above apply

To Complete the Financial Exploitation Tab:

1. Select the appropriate box(es) applicable to the maltreatment.
2. Complete the screen based on the report and click **Save**.

Use of the Adult Protection Intake Assessment - Financial Exploitation Tab:

- If the allegation is not being addressed, you must check “None of the above apply.”

Policy Override Tab

The screenshot shows a navigation bar with tabs: Vulnerable Adult Status, Neglect, Abuse, Financial Exploitation, Policy Override (highlighted with a purple box), Agency Prioritization, and Response Priority. Below the tabs is a form with a dropdown menu labeled "Policy override to screen in". Below the dropdown is a text box containing the text: "The adult currently has an open assessment and, though no allegation screening criteria were selected, report will screen in and be referred to the current open assessment workgroup."

To complete the Policy Override Tab:

1. Select the appropriate response **Yes** or **No**
2. Complete the screen based on the report and click **Save**.

Use of the Adult Protection Intake Assessment Policy - Override Tab:

- The **Policy Override to screen in** field is editable, if the **Vulnerable Adult** Tab affirms VA status and **no maltreatment**, "None of the above apply" in each maltreatment tabs were selected. This indicates it meets policy criteria to be screened in.
- The **Policy Override to screen in** field is **not** editable, if the Vulnerable Adult Tab affirms VA status and a maltreatment is selected in one or more allegations. This indicates it meets policy criteria to be screened in and a policy override does not exist.

Agency Prioritization Tab

Vulnerable Adult Status Neglect Abuse Financial Exploitation Policy Override **Agency Prioritization** Response Priority

APS agencies establish service prioritization guidelines based on each agency's resources that may result in adults meeting criteria as vulnerable and potentially maltreated not being accepted for APS assessment. Note that use of agency prioritization guidelines to change an initial screening recommendation means not accepting for APS assessment an adult who meets statutory criteria as vulnerable and suspected of experiencing maltreatment.

Screen out per agency prioritization guidelines

The adult who meets eligibility criteria as vulnerable and potentially maltreated under the Vulnerable Adult Act will not receive APS assessment and the report will screen out based on the agency's prioritization decision.

Agency Prioritization Reason

Select the agency prioritization guideline used to screen this report out. Select the agency prioritization guideline reason that most closely matches the local agency prioritization guideline applied. All agency prioritization guidelines must be identified in the agency's established written prioritization guidelines.

[Self-neglect can be resolved and the adult's health and safety addressed through case management.](#)

[Abuse, neglect, or financial exploitation has stopped; risk of maltreatment reoccurrence is reduced and the adult's needs, health, and safety are met through services or supports.](#)

[Adult is deceased at time of report.](#)

[Adult is no longer in Minnesota.](#)

[Adult is incarcerated; APS is unable to engage in assessment or service intervention at time of report.](#)

[Alleged maltreatment will not be addressed by APS based on informed choice.](#)

[APS lacks resources for assessment.](#)

[Existing agency prioritization guideline that does not match any above rationale.](#)

To complete the Agency Prioritization Tab:

1. Select the appropriate response.
2. Complete the screen based on the report and click **Save**.

Use of the Adult Protection Intake Assessment - Agency Prioritization Tab:

- If you select **Screen out per agency prioritization guidelines**, you must select the **Agency Prioritization Reason**.
- The **Agency Prioritization Reason** is not editable if you do not click **Screen out per Agency's prioritization guidelines**.
- If you deselect one of the **Agency Prioritization Reason**, the reason you selected will be removed/cleared.
- If you do not select **Screen out per agency prioritization guidelines**, you have completed this tab.

Response Priority Tab

Vulnerable Adult Status | Neglect | Abuse | Financial Exploitation | Policy Override | Agency Prioritization | **Response Priority**

EPS response within 24 hours
 [Report has been accepted for EPS and a response within 24 hours.](#)

Priority Response within 24 hours
 [Adult is in danger of immediate harm, physical or sexual assault, injury, loss of health, or death due to abuse, neglect, or self-neglect.](#)
 [Adult has been harmed, and person alleged responsible has access to the adult or other adults vulnerable to maltreatment.](#)
 [The adult's fear of the person alleged responsible interferes with their ability to meet their ADLs or IADLs.](#)
 [The adult's resources are being mismanaged or misappropriated AND there is an immediate concern for preserving assets.](#)

Response within 72 hours
 No 24-hour response items apply.

Agency response re-prioritization

Agency prioritization comments

To complete the Response Priority Tab:

1. Select the appropriate response.
2. Complete the screen based on the report and click **Save**.

Use of the Adult Protection Intake Assessment- Response Priority Tab:

- **EPS response within 24 hours** field is required if you screened in the report for EPS.
- If you select a **Priority Response within 24 hours** option, the **Agency response re-prioritization** field is required.
- If you select the **No Response within 72 hours**, the **Agency response re-prioritization** will need to be completed.
- The **Agency prioritization comments** field is required if you select the **“Increase response time by one level”** or **“Decrease response time by one level”** in the **Agency response re-prioritization** field drop-down menu. If a worker does not add comments in the comment field, tool will be saved as Incomplete.
- The **Agency prioritization comments** is not required when a worker selects **“No agency response re-prioritization applied.”**
- **Agency prioritization comments** keystrokes are limited.

***Hint:** The Adult Protection EPS Intake Assessment Screening and the Adult Protection Intake Assessment are independent of each other. The results of these assessments do not interact with each other.*