

(Identify AAA here)

AAA Adult Protection Worksheet			Section 09-AP	
Review Section:	Requirement Reference	Additional Information	Requirement	Finding
AP-01	PM 10.3.2.2 AP Supervisor (IDAPA 15.01.02.010.02) AP Worker (IDAPA 15.01.02.010.03) Supportive Services Technician: (IDAPA 15.01.01.010.44)		_____ The AP Supervisor is a licensed social worker in Idaho. _____ The AP Worker meets one of the following requirements: 1. Is a social worker licensed to practice in Idaho; 2. Is an individual with a BA or BS in a human services field or equivalent and has at least 2 years' experience in direct service delivery to vulnerable adults; 3. Is an individual with an Associate of Science degree and at least two years' experience in law enforcement. _____ The Supportive Service Technician has a High School diploma and at least 2 years' experience delivering services to the elderly or at-risk populations.	
AP-02	PM 10.6.5.A(1-3). reporting requirements		_____ The AAA has a QA measure in place to ensure that the AAA responds to APS reports within the statutory time frames: 1. If an allegation indicates an emergency exists, an investigation is initiated immediately and the alleged vulnerable adult is contacted within 24 hours from the time the report is received. 2. All other investigations must be initiated within 72 hours from the time the report was received.	
AP-03	PM 10.3.2.4 and PM 10.6.4.I.		_____ APS program employees and their immediate families do not hold a financial interest in agencies, organizations and entities providing care for vulnerable adults. The AAA's confidentiality policy holds all Adult Protection records confidential.	
AP-04	PM 10.6.4.E		_____ The APS worker determines if a case is substantiated or unsubstantiated. Substantiated reports are immediately referred to law enforcement for further investigation and action.	
AP-05	PM 10.6.4.A		_____ The APS worker conducts a review of allegations when a report of abuse, neglect or exploitation is received in order to determine whether:	
AP-06			1. _____ The report was required to be made.	
AP-07			2. _____ An emergency exists	

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AP-08			3. ____ Determine whether a case involving reports of resident-to-resident contact involves the sexual abuse, death, or serious physical injury jeopardizing the life, health, or safety of a vulnerable adult, or involves repeated physical or verbal altercations between residents, not resulting in observable physical or mental injury, but constituting an ongoing pattern of resident behavior that facility's staff is unable to remedy through reasonable efforts.	
AP-09	PM 10.6.8.A.		The APS worker closes a case for the following circumstances:	
AP-10	PM 10.6.8.A.1.		1. ____ APS worker determines that an initiated PAP or law enforcement involvement has successfully reduced the risk to the vulnerable adult in an substantiated case.	
AP-11	PM 10.6.8.A.2.		2. ____ The vulnerable adult refuses to consent to receive services, or it's been determined that the AAA has implemented all measures available to reduce risk but has been unable to reduce risk.	
AP-12	PM 10.6.8.A.4.		4. ____ APS worker determines that an allegation has been made in bad faith or for a malicious purpose.	
AP-13	PM 10.6.9.A		____ Closed cases are maintained in a suspense file until formal action is completed by law enforcement and/or by the courts.	
AP-14	PM 3.2.2.E.1.		____ The AAA submits an accurate Substantiated Case report to ICOA no later than the 10th of each month.	
AP-15	PM 10.3.2.3 and PM 10.6.4.C		____ The AAA follows ICOA's standards when determining whether or not an investigation needs to be done.	
AP-16	PM 10.3.2.3, and PM 4.8.1.		____ The AAA uses the appropriate forms and reports provided by	
AP-17	PM 10.6.4.D		____ An alleged victim's vulnerability and associated risk factors are determined through the administration of a risk assessment instrument or other standardized assessment forms.	
AP-18	PM 10.6.4.E.1.a(3)		____ In substantiated cases of self-neglect, the APS worker initiates appropriate referrals for supportive services with the consent of the vulnerable adult or their legal representative.	
AP-19	PM 10.6.4.E(2).		____ The APS worker closes the file if a report of abuse, neglect, or exploitation by another individual of a vulnerable adult is not substantiated.	
AP-20	PM 10.6.4.E(2).		____ In cases where a report is not substantiated, but the APS worker determines that the vulnerable adult has unmet service needs, the AP worker initiates appropriate referrals for supportive services with consent of the vulnerable adult or their legal representative.	

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AP-21	PM 10.6.5.D.		_____The AAA has desk procedures in place that require a written report of each investigation within GetCare APS.	
AP-22	PM 10.6.7.A.		_____The commission or contractor assists a vulnerable adult to obtain available services when there is substantiated abuse, neglect or exploitation of the adult.	
AP-23	PM 10.6.7.(E).		_____Employees or contractors of the commission are not appointed guardian or conservator of a vulnerable adult unless there is a spousal or familial relationship with the vulnerable adult.	
AP-24	PM 10.6.4.B		_____The APS immediately refers their report to the department if, based on its review, the AP worker determines that a report involves a nursing facility and is required to be made to the department.	
AP-25	IG AP. PG 2		_____The days and times that Adult Protective Services are conducted coincide with the hours the AAA office is open for normal business, and is posted.	
AP-26	IG AP. PG 2		_____The need for investigation is determined by an APS worker and based on the allegation review.	
AP-27	IG AP. PG 2		The AAA has QA measures in place to ensure the following types of reports are investigated by APS investigation: (see below)	
AP-28			1. _____Allege the abuse, neglect, or exploitation of a vulnerable adult	
AP-29			2. _____Facility reports that allege resident to resident contact involving a vulnerable adult and: Sex abuse, death, or physical injury that jeopardize life, health or safety; or An ongoing pattern of physical or verbal altercations constituting repeated resident behavior that staff are unable to remedy	
AP-30	IG AP. PG 2		_____Reports of the following are given the appropriate referral as indicated below:	
AP-31			1. _____Nursing facilities and employees of nursing facilities reporting the abuse, neglect or exploitation of a vulnerable adult are to be referred to DHW.	
AP-32			2. _____When there is a reasonable cause to believe abuse or sexual assault has resulted in death or jeopardy of life, health or safety of a vulnerable adult referral is made to Law Enforcement.	

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AP-33	IG AP. PG 3		_____The AAA has QA measures to ensure that when APS receives a report that contains allegations that an emergency exists an investigation is initiated immediately	
AP-34	IG AP. PG 3		_____The AAA has QA measures in place to ensure that when APS receives a report that contains allegations that an emergency exists contact is initiated with alleged vulnerable adult within twenty-four hours from the time the report is received.	
AP-35	IG AP. PG 4		_____The APS worker develops a Protective Action Plan (PAP) for individuals addressing services available to reduce or eliminate the risk of harm to a vulnerable adult.	
AP-36	IG AP. PG 4		_____The PAP summarizes investigative findings, necessary interventions, and outcomes.	
AP-37	IG AP. PG 5		_____The individuals providing Adult Protective Services participate in all training necessary to ensure program standards for education, licensing, rules, regulations, policies, and procedures.	
AP-38	PO.AD.08.2 Confidential Records IDAPA 15.01.01 IDAPA 15.01.02		_____During the course of an APS case, the AAA prohibits the release of confidential records, except as provided in ICOA Confidential Records Policy.	