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## MEMORANDUM

**NOTICE #: 101414-1-I-SWCBS**

**TO:** Area Agencies on Aging (AAAs)  
**FROM:** Charles T. Corley, Secretary  
**DATE:** October 14, 2014  
**SUBJECT:** Notice of Instruction: Adult Protective Services (APS) Referral Operations Manual Updates

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The purpose of this Notice is to provide AAAs the updated APS Referral Operations Manual and to provide information regarding changes to the APS exception report and the APS outcome measure. These changes have been made in response to the July 2013 implementation of the new assessment form and the May 2013 – March 2014 implementation of Statewide Medicaid Managed Care Long-Term Care.

Specifically, the changes are as follows:

- CIRTSS does not have the ability to make a copy of an assessment. When terminating services for an APS high-risk client who will be placed on a waitlist for additional services, it is necessary to complete and enter a new 701B assessment and set the referral source to "Other." Number 11 of the APS Referral Operations Manual reflects this change.
- The 701S may be completed in lieu of the 701A or 701B within 14 calendar days for intermediate and low-risk referrals. Number 31 of the APS Referral Operations Manual reflects this change.
- An assessment is not required to identify an individual referred by APS who refuses to be assessed. CIRTSS requires only the entry of minimal demographic information. Number 35 in the APS Referral Operations Manual reflects this change.
- An assessment is not needed for an individual referred by APS who is being served under the Statewide Medicaid Managed Care Long-Term Care. Number 38 in the APS Referral Operations Manual reflects this change.
- The "ARTT Referrals in ARTT but Not CIRTSS" Exception Report does not review referrals made on or after July 16, 2013, since assessments are not required for clients who refuse to be assessed or for clients served in SMMC LTC.

- As of July 16, 2013, the outcome measure that calculates the number and percent of APS high-risk referrals served within 72 hours uses the APS Referral Tracking Tool (ARTT) as the source for identifying APS referrals. Previously, CIRTS assessments (referral source field) were used to identify individuals who were referred by DCF/APS.

Thank you for your efforts in ensuring appropriate distribution of this information. If there are any questions, please contact your contract manager.