

Standardized Assessment Tool Policy & Procedure Quick Reference

Decisions	Standardized Tool	Which Referrals	Who	When
Does the referral meet criteria for Emergency Protective Services (EPS)?	EPS standardized intake assessment	- All MAARC reports received for EPS - Requests for APS received from another LIA.	The worker designated by the agency to perform intake duties. The APS supervisor reviews and approves the completed assessment.	- EPS referrals received from MAARC – initiate as soon as possible, but no later than 24 hours from receiving notification. - Requests received from another LIA – no longer than 1 business day following receipt of request.
Does the MAARC report meet policy criteria for an APS assessment, and if so, should the assessment be initiated within 24 or 72 hours?	SDM® intake assessment	All reports of suspected maltreatment of an adult who may be vulnerable received through MAARC for which the county is the lead investigative agency (LIA).	The worker designated by the agency to perform intake duties. The APS supervisor reviews and approves the assessment.	Intake activities are initiated as soon as possible, but no later than 1 business day, from receiving the report from MAARC. Following completion of intake activities, the intake tool and agency report action must be completed no later than 5 business days following receipt of the report from MAARC.

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Is the adult currently or likely to be in imminent danger of serious harm and, if so, what interventions should be initiated or maintained to provide appropriate protection?	SDM® safety assessment	All adults who are the subject of a MAARC report, opened in an assessment workgroup for EPS, LIA, or APS (when another agency is LIA). Exclude cases where a finding of “No determination – not a VA” is made at the first face-to-face contact or a finding of “No determination – investigation not possible” when adult is deceased or is unable to be located following diligent efforts.	The assigned APS worker completes the safety assessment. APS supervisor review of the completed assessment is encouraged.	The safety assessment is completed, and interventions to address imminent danger factors are initiated, based on circumstances present upon first face-to-face visit.
What are the adult’s (and primary support’s if applicable) needs that should be addressed through service planning, referrals, worker action, and recommendations to the adult, primary support(s), and/or case manager (if applicable)?	SDM® strengths and needs assessment (SNA)	All adults who are subject of a MAARC report accepted for APS assessment. Exclude referrals accepted for EPS only. Exclude cases where a finding of “No determination – not a VA” is made at the first face-to-face contact or a finding of “No determination – investigation not possible” when adult is deceased or	The assigned APS worker completes the SNA. APS supervisor review of the completed assessment is encouraged.	The initial assessment is completed: • no sooner than 1st face-to-face contact with the adult, in combination with collateral contacts necessary to complete the tool AND; • prior to the creation of the service plan • after the safety assessment and following immediate

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		is unable to be located following diligent efforts.		safety threats being addressed A reassessment and subsequent modification to the service plan must be completed: • (1) if a major change in the adult's status negatively impacts the adult's safety, comfort, or well-being following the completion of the initial assessment and service plan • (2) if additional facts are discovered in conflict with the strengths and needs selected in the initial assessment.
How will needs prioritized on the adult protection service plan be addressed?	Adult Protection Service Plan (Section 3 of the SDM® strengths and needs assessment)	Completed as part of the SDM® strengths and needs assessment.	The assigned APS worker who completes the SNA completes the adult protection service plan. APS supervisor review of the completed plan is encouraged.	The adult protection service plan is completed as part of the NA, no sooner than the 1 st face-to-face contact and the completion of sections 1 and 2 of the SNA.

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Is case closure appropriate based on the current danger factors impacting the adult's current safety level?	Closing assessment	All adults who are the subject of a MAARC report, opened in an assessment workgroup for EPS, LIA, or APS (when another agency is LIA). Exclude cases where a finding of "No determination – not a VA" is made at the first face-to-face contact or a finding of "No determination – investigation not possible" when adult is deceased or is unable to be located following diligent efforts.	The assigned APS worker completes the closing assessment. The APS supervisor reviews and approves case closure when the adult is conditionally safe or unsafe.	The closing assessment is completed just prior to case closure.