

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 22, 1987

ALL-COUNTY LETTER NO. 87-130

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: QUESTIONNAIRE ON MINIMUM GUIDELINES
FOR ADULT ABUSE INVESTIGATIONS AND THE
IMPACT ON ADULT PROTECTIVE SERVICES

Chapter 769, Statutes of 1986 (Assembly Bill (AB) 3988), the elder and dependent adult abuse reporting law, requires the Department of Social Services (DSS) to report to the Legislature by January 1, 1988, on the fiscal and programmatic impact of DSS minimum guidelines for abuse investigations on county adult protective services agencies.

A copy of the DSS minimum guidelines was sent to counties in December 1986 (reference All-County Letter (ACL) 86-133, dated December 19, 1986). The guidelines were to be used by county adult protective services agencies when a report of suspected elder abuse or dependent adult abuse is received.

In order to provide the Legislature with the type of information required in the aforementioned report, input on the impact of these minimum guidelines on adult protective services programs is needed from the county welfare departments. To obtain this input, DSS in consultation with the County Welfare Directors Association has developed the attached questionnaire for completion by adult protective services administrative and supervisory staff. Some of the questions asked (particularly 3a, b and 8a, b, c, d) attempt to directly correlate the impact the minimum guidelines may have had on certain areas of your adult protective services program. It is understood that the minimum guidelines may have been only one of several factors which contributed to changes in certain program areas. If this is true, staff completing the questionnaire should comment on these additional factors under question number 9.

A significant portion of the legislative report will be based on county responses to the questionnaire. Therefore, we urge your cooperation in seeing that the questionnaire is completed by appropriate county staff and returned. We will provide you with a copy of this report upon finalization.

Please return the completed questionnaire to Ms. Kathy B. Lewis, Chief, Adult Services and Operations Branch, M.S. 6-530, Department of Social Services, 744 P Street, Sacramento, CA 95814, by October 8, 1987. We apologize for the relatively short turn-around time for return of the questionnaire.

Questions or comments regarding the questionnaire may be directed to Ms. Lucille Toscano, Adult Services Bureau, telephone (916) 323-6340.

Thank you for your cooperation.



LOREN D. SUTER
Deputy Director
Adult and Family Services

Attachment

SDSS MINIMUM GUIDELINES FOR ELDER AND DEPENDENT ADULT ABUSE INVESTIGATIONS, ABUSE REPORTS AND COUNTY ADULT PROTECTIVE SERVICES PROGRAM QUESTIONNAIRE

INSTRUCTIONS: *To be completed by county Adult Protective Services program.*

COUNTY _____

SDSS MINIMUM GUIDELINES FOR ELDER AND DEPENDENT ABUSE INVESTIGATIONS

1. Prior to implementation of the SDSS Minimum Guidelines, did your department have:

- a. Written guidelines to follow when receiving reports of alleged adult abuse? YES NO
- b. Written guidelines to follow when investigating reports of alleged adult abuse? YES NO

2. a. Currently, are the SDSS Minimum Guidelines generally followed when receiving and or investigating reports of alleged adult abuse?

YES NO

b. If your above answer is "YES", please check below on the appropriate line as to how beneficial the guidelines have been for each of the areas specified, and provide comments if any:

AREAS	HOW BENEFICIAL			COMMENTS
	VERY	MODERATE	SOMEWHAT	
(1.) Information				
(2.) Process				
(3.) Screening				
(4.) Investigation				
(5.) Interaction with Other Agencies				
(6.) Program Management				
(7.) Program Uniformity				
(8.) Program Effectiveness				
(9.) Program Efficiency				

c. If you checked "NO" to item (2.a), please explain why.

3. a. Please check below whether or not a Memorandum of Understanding (MOU) exists between your department and the following agencies for the purpose of addressing the problem of elder and dependent adult abuse in your community. Please check if the MOU was implemented in 1987 and check if the Minimum Guidelines had a direct or indirect impact on establishing the MOU.

AGENCY	MOU		CHECK IF IMPLEMENTED IN 1987		IMPACTED BY MINIMUM GUIDELINES	
	YES	NO	YES	NO	YES	NO
1. Local Ombudsman Program of State Department of Aging						
2. Area Agency on Aging						
3. Law Enforcement						
4. Department of Mental Health						
5. Department of Public Health						
6. Conservator's Office						
7. Other (specify)						

b. If you checked "NO" under any item **3.a**, is your department currently in discussion with any of the above agencies regarding cross-reporting and investigation of elder and dependent adult abuse? YES NO
 Please list such agencies below:

ABUSE REPORTS

4. a. Are all incoming reports of alleged abuse investigated (other than those reports referred to the ombudsman program when the abuse occurs in a long-term care facility)? YES NO
 b. If you checked "NO" above, please identify below the types of cases which may not be investigated.

5. a. Following initial screening in Item (4) are all remaining reports of abuse investigated immediately?

YES NO

b. If you checked "NO" under Item (5.a.), are screened reports prioritized for investigation based on certain criteria?

YES NO

c. Are screened reports investigated within certain time frames?

YES NO

d. If you checked "YES" to Item (5.b.) or (5.c.) please describe or list below the criteria for prioritizing investigations and the time frames used:

ADULT PROTECTIVE SERVICE (APS) PROGRAM AND STAFF

6. Please provide approximate percentages of (1) the number of APS clients within the total APS caseload who are victims of elder and dependent adult abuse wherein (2) the abuse was perpetrated by another, and (3) the abuse was self-inflicted, as indicated below for the month of August 1987.

APPROXIMATE PERCENTAGES OF ABUSE VICTIMS IN APS CASELOAD (AUGUST 1987)

TOTAL PERCENTAGE OF ABUSE VICTIMS	PERCENTAGE OF VICTIMS ABUSED BY OTHERS	PERCENTAGE OF VICTIMS SELF-ABUSED
(EXAMPLE) 90 percent	50 percent	40 percent

7. Please list below the number of all Adult Protective Services cases, the number of APS paid staff positions (excluding non-case carrying supervisors and administrators) and the average APS caseload per worker for August 1987.

NUMBER OF APS CASES	NUMBER OF APS PAID POSITIONS (FTES)	AVERAGE CASELOAD/WORKER

8. Has the implementation of the Minimum Guidelines had a direct or indirect fiscal and/or programmatic impact on any of the following areas within your Adult Protective Services program?

a. APS STAFF PAID POSITIONS (FTE)?

YES NO

If "YES", please explain.

If applicable how many positions were **ADDED** or **ELIMINATED**? (circle one)

NUMBER OF POSITIONS _____

b. APS CASELOAD

YES NO

If "YES", have caseloads **INCREASED** or **DECREASED**? (circle one)

By how much of a percentage? _____

c. SERVICES

YES NO

If "YES", have additional APS services been created?

YES NO

If "YES", what are they?

If "NO", how have services already in place been impacted, by minimum guidelines, if at all?

d. OTHER. Identify and explain.

9. Comments (Please use this space for further comments regarding any of the questions. Please identify the question number which the comments are referencing.)

10. Is your department planning or implementing any changes in your Adult Protective Services program in FY 1987-88 as a direct result of the Minimum Guidelines?

YES NO

If "YES", please identify and explain.

PERSON COMPLETING THE QUESTIONNAIRE (PLEASE PRINT)	TITLE	TELEPHONE NUMBER ()
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