



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

KATHRYN A. HAYFIELD  
Commissioner

8004 Franklin Farms Drive  
Henrico, VA 23229

Office (804) 662-7000  
Toll free (800) 552-5019  
TTY Toll free (800) 464-9950  
Fax (804) 662-7644

**Date-December 19, 2018**

**Manual - Adult Protective Services Division Manual**

**Transmittal # - DARS-APSD-16**

The following acronyms are used in this transmittal:

**AFRT-Adult Fatality Review Team**

**APS-Adult Protective Services**

**LDSS-Local department of social services**

The purpose of this transmittal is to provide revised guidance on the APS Division Manual. Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

This transmittal and manual are available on FUSION at  
<http://spark.dss.virginia.gov/divisions/dfs/as/manual.cgi>

Certain changes were made to several chapters of the manual including:

- Updating headers, even if the chapter required no additional revisions.
- Ensuring all hyperlinks were inactivated. All chapters still reference relevant Code of Virginia (state law), Virginia Administrative Code (state regulations), and federal citations and websites. However, the APS Division staff is unable maintain numerous hyperlinks in all manuals the Division oversees.
- Removing APS Division staff contact information. Contact information is currently available on FUSION and will be available on the APS Division webpage on the DARS public website by January 2019.
- Replacing guidance and references to the ASAPS system with PeerPlace guidance and references.
- Reordering or combining some chapter sections to improve clarity.

Other specific changes to the manual are described in the following chart:

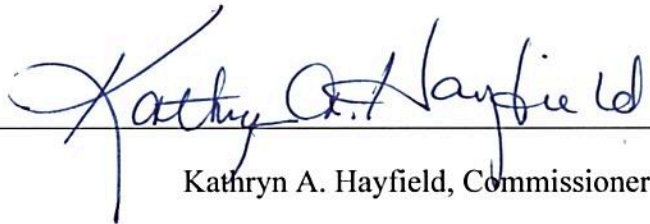
## Chapter 2, “Adult Protective Services”

Section	Significant Changes
2.7.2.1	Added another case example to assist with determining the correct jurisdiction.
2.14.4	Removed requirement that LDSS send information about suspicious deaths of adults to the APS regional consultant in lieu of sending the information to the State AFRT. The State AFRT does not operate and there is no reason for LDSS to send this information to the regional consultant. If a local or regional AFRT is operating and conducting case reviews, the regional consultant may provide technical assistance to the LDSS about submitting this information to the appropriate regional or local AFRT.
12.14.5	Reorganized content in the section. Content is not new.
2.17	Added requirement that APS workers shall evaluate an active APS service plan at least six months after plan implementation to determine if the individual still needs protective services. Ongoing APS (post-investigation) services should be short-term in nature.
2.20.1	Added requirement that APS workers shall evaluate an active APS service plan at least six months after plan implementation to determine if the individual still needs protective services. Ongoing (post-investigation) APS services should be short-term in nature.
Appendices	<p>Removed directory of agencies and programs (formerly Appendix D). The APS Division will post this resource directory on the APS Division webpage on FUSION and update it regularly.</p> <p>Removed Indicators of Abuse, Neglect, and Exploitation (formerly Appendix F). This resource is available on FUSION and other websites.</p> <p>Removed Code of Ethics (formerly Appendix G). The APS Division will repost Code of Ethics document on FUSION.</p> <p>Removed the Code of Virginia citations (formerly Appendices J-L). The most current versions of these citations are available on LIS and are also referenced in various sections of the chapter.</p> <p>Reordered Appendices.</p>

**Chapter 3, "Case Management"**

<b>Section</b>	<b>Significant Changes</b>
Entire Chapter	Removed guidance about regional consultants approving use of fee for service schedules and waitlist criteria for LDSS home-based care or other LDSS programs. The design of a locality's programs does not need approval from regional consultants.

Questions about this transmittal should be directed to your APS Division Regional Consultant.



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Kathryn A. Hayfield, Commissioner