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| **Name of Document:****APS Case Notes****Policy:**  **Procedure: x** | INSERT LETTER HEAD |
| Document#: 1300-2 | Department: Adult Protective Services |
| Primary Approving Body:  | Secondary Approving Body:  |

# Related Forms:

* None

# Document Statement :

* The Adult Protective Services (APS) Department will keep case notes in

the electronic medical record ( ) for all interactions with collaterals regarding any interactions or involvement with the client and or any collateral contact. As well, documentation of time spent on Comprehensive Evaluations and Annual Protective Placement Reviews will be entered into the client electronic record.

# II Purpose:

* Legal documentation of all staff actions/interactions/and contacts.

# Ill Definitions

* **Collateral:** Any service provider from , outside agencies, family, community, guardian - that has an interest or involvement with the client.

# General Procedure

* + Upon contact from collaterals with any placement issues, client/case concerns regarding the individual, guardian concerns or other needed actions, APS staff to complete documentation in progress notes in APS section of client record in ( ) (Care Delivery/Progress Notes/Contact Note) to reflect report and action taken. These notes are kept in the Progress note section of ( ) - as a **contact note.**
	+ Document time spent for initial comprehensive evaluation as well as the annual protective placement review. The Progress note section of ( ) should be used

- as a **contact note.**

* + For guardian changes, document as per procedure for guardian change. Notes for this should be made in the **APS Note tab.** This can be used as a **billable code.**
	+ To document Emergency Protective Placements, conversions from Chapter 51 to Chapter 55, complete and document in an **APS Note tab.** Select appropriate code as per action (adult EPP; elder EPP; conversion from 51-55).

# Program-Specific Requirements: References:

* + Joint Commission Chapter: N/A
	+ CMS Regulation: N/A

# Related Documents: