**ADULT PROTECTIVE SERVICES (APS) INVESTIGATION TRANSFER MEMORANDUM OF UNDERSTANDING**

***Inter-agency agreement between for Courtesy Investigations of Elder Adults/Adults-At-Risk Reports***

Wisconsin State Statutes §46.90(5)(a)2 and §55.043(1r) (a)2 define the process for transferring an elder adults/ adults-at-risk (EEA/AAR) investigation to another county (Transfer County) when the county that received the report (County of Origin) determines that it is unable to perform the investigation.

With this document, the counties also agree to courtesy investigations as needed by either county given that the other county has the capacity to perform the investigation.

The purpose of this agreement is to outline the mutually agreed upon responsibilities of both counties when there is a report of abuse, neglect or financial exploitation of an adult-at-risk and there is a real or perceived conflict of interest between the County of Origin and the subject of the investigation or there is a need from the County of Origin to request the assistance of another county, and the County of Transfer has the capacity to complete the investigation.

The county of Origin EA/AAR agency is responsible for determining the need for transferring an investigation based on the judgment that the other county's agency would be better able to conduct the investigation either due to impartiality, expertise, capacity or due to other needs of the County of Origin.

**Roles of the County of Origin**

* Take immediate action to protect the adult-at-risk.
* Call 911 or contact law enforcement if, based on the reporter's allegations, a crime has been committed.
* Compile information from the report of abuse, neglect or financial exploitation.
* Compile available information related to the adult-at-risk.
* Complete the Adults-At-Risk Transfer Reporting Form.
* Contact the transfer county.
* Assist Transfer County in gathering requested information.
* Act on recommendations made by the Transfer County and accepted by the adult-at-risk.
* Once the independent investigation is completed, the County of Origin will assume responsibility for follow-up, program coordination, service delivery, and the initial of judicial proceedings as required. The County of Origin maintains total responsibility for the cost of services and follow-up recommended by the Transfer County.
* Enter final report in WITS.

**Roles of the Transfer County**

The Transfer County is empowered with all the powers and duties held by the County of Origin prior to the transfer including but not limited to:

* A visit to the resident of the adult-at-risk.
* Observation of the adult-at-risk.
* An interview with the adult-at-risk.
* An interview with the guardian or agent under an activated power of attorney.
* Review of treatment and patient health care records of the adult-at-risk.
* Review of any financial records of the adult-at-risk.

After investigating the report, the Transfer County will report its recommendations back to the County of Origin. Recommendations may include:

* Services for the adult-at-risk.
* Continued investigation.
* Referral to law enforcement.
* Petition for guardianship, protective placement, or protective services.

The report to the County of Origin should include all of the information needed to complete the WITS report.

The Transfer County will have access to records as allowed under Wis. Stat. §55.043 (6)(b) 9.

Under no circumstances is the Transfer County responsible for the cost of follow-up and services needed to keep the adult-at-risk safe and healthy. However, the Transfer County should accept the decision by the County of Origin that a courtesy investigation was warranted.

**Contact Information**

LIST COUNTY DIRECTORS CONTACTS

**Disputes**

Disputes may arise related to disagreement with the actions or recommendations made by the Transfer County. If the two counties are unsuccessful in resolving the dispute on their own, one or both counties may contact the state regional office.

Contact Information:

Insert Area Administration Contact

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