



July 7, 1998

GENERAL LETTER NO. 16-G-AP-7

ISSUED BY: Bureau of Program Support and Protective Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, Appendix, *Dependent Adult Protective Services*, Title page; revised; Contents, revised; pages 1 through 34, revised; and the following forms:

- SS-1638-0 *Dependent Adult Abuse Services Intake* 470-0657, revised
- SS-1114-0 *Request for Dependent Adult Abuse Information* (470-0612),
revised
- 470-2310 *Record Check Evaluation*, revised
- Comm. 96 *Dependent Adult Protection Handbook*, revised

Summary

The format and language of Comm. 96, *Dependent Adult Protection Handbook*, have been updated. The Handbook has three sections, on definitions, intake, and determination of report conclusions. A tool for assessment of dependency has been added.

The following definitions have been added: assault, assessment, brothel, caretaker, counselor or therapist, evaluation, financial exploitation, mental health service, physical injury, sexual exploitation, sexual conduct, and unreasonable confinement or punishment.

The *Dependent Adult Abuse Services Intake*, form SS-1638-0, was revised in 1995. Caretaker and alleged perpetrator were combined into one section. The form was updated and rearranged to facilitate taking reports. The instructions reflect the changes.

The *Request for Dependent Adult Abuse Information*, form SS-1114-0, was revised in 1997. This form is used by persons who have authorized access to dependent adult abuse information to obtain information from the registry.

The *Record Check Evaluation* was revised in 1997. This form is used by persons who have a criminal or abuse history to have that information evaluated for the purpose of continued employment.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	December 31, 1991
Contents	July 30, 1996
1-16	December 31, 1991
SS-1638-0	3/89
17	February 20, 1996
18	December 31, 1991
SS-1114-0	December 1982
19-24	December 31, 1991
25	July 30, 1996
26-33	February 18, 1992
34	November 15, 1994
4470-2310	July 1994
35-37	July 30, 1996
Comm. 96	December 1991

Move the sample of form 470-2731 to come before pages 23 instead of after page 24.

Move the sample of form 470-3326 to follow page 8 instead of page 34. Move the sample of form 470-3246 to precede page 9 instead of page 37.

Additional Information

Revised copies of forms SS-1638-0, SS-1114-0, and 470-2310 have been available from Anamosa for some time.

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 19, 1999

GENERAL LETTER NO. 16-G-AP-8

ISSUED BY: Bureau of Program Support and Protective Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, Appendix, *Dependent Adult Protective Services*, Contents (page 1), revised; pages 18, 19, 20, and 21, revised; Comm. 96, *Dependent Adult Protective Handbook*, page 42, revised; and the following forms:

470-2441 *Suspected Dependent Adult Abuse Report*, unchanged
SS-1726-0 *Dependent Adult Abuse Report – Part I* (470-0680), unchanged
SS-1749-0 *Dependent Adult Abuse Report – Part II* (470-0688), updated
SS -1212-0 *Registry Extension* (470-0627), updated
SS-1114-0 *Request For Dependent Adult Abuse Information*, revised
470-2328 *Dependent Adult Abuse Multidisciplinary Team Agreement*,
revised
07-350 *Purchase Order/Payment Voucher* (PO/PV1), new
SS-1727-0 *Dependent Adult Protection Reporting Form* (470-0681),
unchanged

Summary

The *Request For Dependent Adult Abuse Information* has been changed by adding space for the person who is being checked to include social security number, date of birth, maiden name or alias, and address. An electronic template for this form is available in Outlook public folders. The instructions for the form on page 18 are changed to include the additional information.

The *Dependent Adult Multidisciplinary Team Agreement* has been revised to the new format and it has been added to Outlook public folders. Page 19 is revised to reflect those changes.

The instructions for completing form 625-5297, *Claim Order/Claim Voucher*, are removed and replaced with instructions for completing form 07-350, *Purchase Order/Payment Voucher* (PO/PV1). A copy of the new form has been added.

The first line on page 42 of the Comm. 96, *Dependent Adult Protection Handbook*, is revised to change the reference to “three factors” to read “four factors.”

Copies of the following forms have been added next to the instructions on how to complete them, for staff who destroyed the existing samples while filing previous updates.

- ◆ 470-2441, *Suspected Dependent Adult Abuse Report*
- ◆ SS-1726-0, *Dependent Adult Abuse Report -- Part I*
- ◆ SS-1749-0, *Dependent Adult Abuse Report -- Part II*
- ◆ SS-1212-0, *Registry Extension*
- ◆ SS-1727-0, *Dependent Adult Protection Reporting Form*

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents page 1 (470-2441)	July 7, 1998 7/88
(SS-1726-0, after p. 10)	(7/84)
(SS-1749-0, after p. 12)	(7/84)
(SS-1212-0, after p. 16)	(3/90)
18-21	July 7, 1998
SS-1114-0	4/97
470-2328	1/88
625-5297	10/87
(SS-1727-0)	(12/82)
Comm. 96 page 42	July 1998

Additional Information

An electronic version of forms SS-1114-0 (470-0612), 470-2328, and 07-350 are available in the public state-approved forms folder on Outlook.

The printed version of SS-1114-0 remains available at Anamosa and will not be revised. Supplies of form 07-350 can be ordered from Anamosa, but form 470-2328 is available in the template version only.

Refer questions about this general letter to your regional service administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 2, 2000

GENERAL LETTER NO. 16-G-AP-9

ISSUED BY: Bureau of Protective Services, Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, *Dependent Adult Protective Services Appendix*, Table of Contents (page 1); pages 1 through 8, 10, 11, 12, 16, 17, 18, and 24 through 32, revised; and the following forms:

470-0657	<i>Dependent Adult Abuse Services Intake</i> , revised
470-3326	<i>Dependent Adult Abuse Information Request</i> , revised
470-0680	<i>Dependent Adult Abuse Report – Part I</i> , revised
470-0627	<i>Registry Extension</i> , revised
470-2444	<i>Adult Protective Notification</i> , revised
470-0612	<i>Request for Dependent Adult Abuse Registry Information</i> , revised
470-0681	<i>Dependent Adult Protection Reporting</i> , revised

Summary

The *Dependent Adult Abuse Services Intake*, formerly numbered SS-1638-0, has been revised. The form number is now 470-0657.

The *Dependent Adult Abuse Information Request* has been revised to eliminate obsolete letterhead and retitled to reduce confusion with form 470-0612.

The *Dependent Adult Abuse Report – Part I*, formerly numbered SS-1726-0, has been revised to change time-frame references from “96 hours” to “four working days.” The form number is now 470-0680.

The *Registry Extension*, formerly numbered SS-1212-0, is revised to add fields for the Registry number and the county. The form number is now 470-0627.

The *Request for Dependent Adult Abuse Registry Information*, formerly numbered SS-1114-0, is revised to add the address of the Registry and retitled to reduce confusion with form 470-3326. The number is now 470-0612.

The *Adult Protective Notification* is revised to update the address.

All of these forms are available in Outlook, under Public Folders: All Public Folders: State Approved Forms: Service. Forms 470-3326 and 470-0680 are no longer available through Anamosa. Forms 470-0657, 470-0612, and 470-2444 will continue to be available through Anamosa.

The *Dependent Adult Protective Reporting Form*, formerly numbered SS-1727-0, is updated and renumbered as 470-0681.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	October 19, 1999
1-8	July 7, 1998
SS-1638-0	5/95
470-3326	7/96
10-12	July 7, 1998
SS-1726-0	7/84
16, 17	July 7, 1998
SS-1212-0	12/82, 3/90
470-2444	2/96
18	October 19, 1999
SS-1114-0	7/99
24-32	July 7, 1998
SS-1727-0	12/82

Additional Information

Refer questions about this general letter to your regional service administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

August 1, 2000

GENERAL LETTER NO. 16-G-AP-10

ISSUED BY: Bureau of Protective Services, Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; page 34, revised; page 35, new; and form 470-3767, *Non-Redissemination Agreement*, new.

Summary

The new form 470-3767, *Non-Redissemination Agreement*, has been added to the Dependent Adult Protective Services Appendix. It is available in on-line manual, or can be copied from the printed manual. The form is for the purpose of health care programs signing an agreement not to disseminate dependent adult abuse information that they have obtained from the Internet electronic information system.

Page 34 is replaced with instructions on how to complete form 470-3767. The introduction to the Evaluation Handbook has been moved from page 34 to page 35. The Table of Contents is revised to reflect these changes.

Effective Date

August 1, 2000

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 2, 2000
34	July 7, 1998

Additional Information

Refer questions about this general letter to your regional service administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 16, 2001

GENERAL LETTER NO. 16-G-AP-11

ISSUED BY: Bureau of Protective Services
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, form 470-0612, *Request for Dependent Adult Abuse Registry Information*, revised.

Summary

Form 470-0612, *Request for Dependent Adult Abuse Registry Information*, is revised to correct an error.

Effective Date

January 2001

Material Superseded

Remove from Employees' Manual, Title 16, Chapter G, Appendix, form 470-0612, dated 5/00, and destroy it.

Additional Information

The template on Outlook has been corrected. The printed supply at Anamosa is being replaced. An initial supply of the revised form will be sent to each office. Destroy remaining supplies of the previous version when you receive it, and reorder from Anamosa in the usual manner.

Refer questions about this general letter to your regional service administrator.



March 19, 2002

GENERAL LETTER NO. 16-G-AP-12

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental, and Protective Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 1, 2, 3, 10 through 17, 22, and 23, revised; pages 8a and 36, new; and the following forms:

470-2441 *Suspected Dependent Adult Abuse Report*, revised
470-0657 *Dependent Adult Abuse Services Intake*, revised
470-3326 *Dependent Adult Abuse Information Request*, revised
470-3860 *Dependent Adult Abuse Checklist for Facility, Agency or Program*, new
470-0680 *Dependent Adult Abuse Report – Part I*, revised
470-0688 *Dependent Adult Abuse Report – Part II*, revised
470-0627 *Registry Extension*, revised
470-2444 *Adult Protective Notification*, revised
470-0675 *Child and Dependent Adult Abuse Contact Roster*, revised
470-2731 *Dependent Adult Protective Services Registry Sheet*, revised
Comm. 118 *Dependent Adult Abuse: A Guide for Mandatory Reporters*, revised

Summary

This letter adds two items to the dependent adult services appendix:

- ◆ New form 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*, is added to assist protective services staff in advising agency administrators what actions are necessary when abuse of a dependent adult is reported in a facility, agency, or program.
- ◆ Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, has been revised to reflect 2001 legislative changes. The Department will not order printing of this *Guide* at Iowa State Industries (although a limited supply of the previous version remains available). People may download and print the *Guide* from the Department web site.

This letter also transmits the following form revisions:

- ◆ *Suspected Dependent Adult Abuse Report*, form 470-2441, has been revised to add instructions similar to those on the form used for child abuse.

- ◆ *Dependent Adult Abuse Services Intake*, form 470-0657, has been revised to correct the due date reference for the preliminary report from “96 hours” to “four days.”
- ◆ *Dependent Adult Abuse Information Request*, form 470-3326, was revised to update the Department letterhead.
- ◆ *Dependent Adult Abuse Report – Part I*, form 470-0680, has been revised to allow more space for previous reports and to add a sentence reporting when the dependent adult was observed.
- ◆ *Dependent Adult Abuse Report – Part II*, form 470-0688, was revised to create a Word template for the report on Outlook similar to *Part I* and to remove the old form number.
- ◆ *Registry Extension*, form 470-0627, was revised to add a space for the supervisor’s signature. The supervisor has the final authority to approve an extension to the timeframes to complete a ten-day report.
- ◆ *Adult Protective Notification*, form 470-2444, has been revised to clarify how forwarded assessment reports are handled.
- ◆ *Child and Dependent Adult Abuse Contact Roster*, form 470-0675, has been revised to replace the regional administrators and county human services area administrators with service area managers.
- ◆ *Dependent Adult Protective Services Registry Sheet*, form 470-2731, has been revised to remove items not used by the Registry.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees’ Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 1, 2000
470-2441	7/88
1-3	May 2, 2000
470-0657	1/00
470-3326	5/00
10-17	May 2, 2000
470-0680	4/00
470-0688	7/84
470-0627	3/00
470-2444	3/00
22, 23	July 7, 1998
470-0675	7/93
470-2731	5/90

Additional Information

No printed supplies are available at Anamosa for:

- ◆ *Suspected Dependent Adult Abuse Report*, form 470-2441
- ◆ *Dependent Adult Abuse Services Intake*, form 470-0657
- ◆ *Dependent Adult Abuse Information Request*, form 470-3326
- ◆ *Dependent Adult Abuse Checklist for Facility, Agency or Program*, form 470-3860
- ◆ *Dependent Adult Abuse Report – Part I*, form 470-0680
- ◆ *Registry Extension*, form 470-0627
- ◆ *Child and Dependent Adult Abuse Contact Roster*, form 470-0675
- ◆ *Dependent Adult Protective Services Registry Sheet*, form 470-2731

Forms 470-0657, 470-3326, 470-0680, and 470-0675 are available as Outlook templates. Destroy supplies of previous versions of form 470-0675. Forms 470-2441 and 470-3860 are available only by printing from the on-line manual or photocopying from the printed manual. Forms 470-0627 and 470-2731 are used by the Registry only.

Printed supplies of the previous versions of the following will remain available at Anamosa until supplies are exhausted:

- ◆ *Dependent Adult Abuse Report – Part II*, form 470-0688
- ◆ *Adult Protective Notification*, form 470-2444
- ◆ *Dependent Adult Abuse: A Guide for Mandatory Reporters*, Comm. 118

The revised versions of forms 470-0688 and 470-2444 are available as templates in the public state-approved forms folder on Outlook. The revised Comm. 118 can be printed from the on-line manual or photocopied from the printed manual.

Note: Any form that is linked to the on-line manual, as evidenced by a blue box around the form title on the instruction page in the Appendix, can be accessed and printed from the on-line manual.

Refer questions about this general letter to the Service Help Desk.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 28, 2002

GENERAL LETTER NO. 16-G-AP-13

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental, and Protective Services for Families,
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; page 12, revised; page 37, new; form 470-0688, *Dependent Adult Abuse Report – Part II*, revised; and Comm. 195, *Facility, Agency, and Program Evaluation Handbook*, new.

Summary

Dependent Adult Abuse Report – Part II, form 470-0688, has been revised to change a reference from “96-Hour Complete Report” to “4-Day Complete Report.” This form will no longer be printed at Anamosa, although a small supply of the previous version remains available and can be used until exhausted.

Comm. 195, *Facility, Agency, and Program Evaluation Handbook*, is added to the manual. This handbook provides a guide for procedures to use in evaluating dependent adult abuse perpetrated by a caregiver in out-of-home care settings. It explains jurisdiction and procedures for evaluating allegations of dependent adult abuse in agencies, programs, or facilities.

Effective Date

June 1, 2002

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	March 19, 2002
12	March 19, 2002
470-0688	6/00

Additional Information

Use up existing supplies of form 470-0688. The handbook is available only through the sample in the printed and on-line manuals. No additional supplies are being printed. Refer questions about this general letter to your service area administrator.



November 12, 2002

GENERAL LETTER NO. 16-G-AP-14

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental, and Protective Services for Families,
Adults, and Children

SUBJECT: Employees' Manual, Title 16, Chapter G, Appendix, DEPENDENT ADULT
PROTECTIVE SERVICES APPENDIX, Contents (page 1), revised; pages 8
and 8a, revised; page 8b, new; and the following forms:

- 470-3944 Dependent Adult Abuse Notice of Intake Decision, new.
Comm. 118 Dependent Adult Abuse, A Guide for Mandatory Reports, page 4.
corrected

Summary

This chapter is revised to:

- Add a new form and instructions Dependent Adult Abuse Notice of Intake Decision,
470-3944. The form is for the purpose of notifying persons who report suspected dependent
adult abuse whether or not the report has been accepted for evaluation or assessment.
Correct an error on page 4 of Comm. 118. The first paragraph had stated incorrectly that
mandatory reporters were required by law to report abuse within 24 hours of becoming aware
of the abuse. That sentence was deleted.

Effective Date

Upon receipt

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and
destroy them:

Table with 2 columns: Page, Date. Rows include Contents (page 1), 8, 8a, and Comm. 118 (page 4) with their respective dates.

Additional Information

Refer questions about this general letter to the service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 12, 2003

GENERAL LETTER NO. 16-G-AP-15

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental and Protective Services for Families,
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter G, Appendix, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 4, 11, 12, 17, 19, 20, 21, 22, and 33 revised; and the following forms:

- 470-0657 *Dependent Adult Abuse Services Intake*, revised
- 470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
- 470-3326 *Dependent Adult Abuse Information Request*, revised
- 470-3860 *Dependent Adult Abuse Checklist for Facility, Agency, or Program*, revised
- 470-0680 *Dependent Adult Abuse Report – Part I*, revised
- 470-0688 *Dependent Adult Abuse Report – Part II*, revised
- 470-0627 *Registry Extension*, revised
- 470-2444 *Adult Protection Notification*, revised.
- 470-2328 *Dependent Adult Abuse Multidisciplinary Team Agreement*, revised
- 07-350 *Purchase Order/Payment Voucher*, revised
- 470-0675 *Child and Dependent Adult Abuse Contact Roster*, revised
- 470-2731 *Dependent Adult Protective Services Registry Sheet*, revised
- 470-2310 *Record Check Evaluation*, revised
- 470-2310(S) *Evaluación de Cheque del Registro*, new
- Comm. 96 *Dependent Adult Protection Handbook*, pages 17, 18, and 22, revised
- Comm. 118 *Dependent Adult Abuse, A Guide for Mandatory Reporters*, pages 12, 20, and 21, revised
- Comm. 195 *Dependent Adult Abuse Facility, Agency and Program Evaluation Handbook*, Contents (page 1), page 17, is form 470-3860, pages 20 through 25, 28, 31, 33, is a sample letter, and 34, revised, page 35, new

Summary

This chapter is revised to:

- ◆ Add a section on form 470-0657, *Dependent Adult Abuse Services Intake*, and form 470-0680, *Dependent Adult Abuse Report – Part I*, to indicate the Social Security number of the victim and the perpetrator. Also, a section to indicate the relationship between the victim and the perpetrator has been added.
- ◆ Update the letterhead on the following forms to reflect the new Department director:
 - 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
 - 470-3326, *Dependent Adult Abuse Information Request*
 - 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*
- ◆ Remove the option that the report of suspected abuse was undetermined on form 470-0688, *Dependent Adult Abuse – Part II*, and form 470-2444, *Adult Protective Notification*.
- ◆ Add a section for the worker and supervisor to write their name on form 470-0627, *Registry Extension*. In the past, staff have only had to sign the form, now staff must sign the form and write their name legibly.
- ◆ Add three fields to form 07-350, *Purchase Order/Payment Voucher*, which are completed on all claims submitted for service contracts.
- ◆ Update the instructions for form 470-0675, *Child and Dependent Adult Abuse Contact Roster*, to reflect the Department's current table of organization.
- ◆ Update the address of the Central Abuse Registry form 470-2310, *Record Check Evaluation*. References to the regional offices have been replaced with references to the service areas.
- ◆ Add form 470-2310(S), *Evaluación de Cheque del Registro*, which is the Spanish translation of form 470-2310, *Record Check Evaluation*.
- ◆ Change the instructions to reflect that printed supplies of the following forms are no longer available from Iowa Prison Industries:
 - 470-0688, *Dependent Adult Abuse Report – Part II*
 - 470-2444, *Adult Protective Notification*
 - 07-350, *Purchase Order/Payment Voucher*
 - 470-2310, *Record Check Evaluation*
- ◆ Remove references regarding undetermined reports in Comm. 96, *Dependent Adult Protection Handbook*, Comm. 118, *Dependent Adult Abuse Guide for Mandatory Reporters*, and Comm. 195, *Facility, Agency, and Program Evaluation Handbook*.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 12, 2002
470-0657 (after p. 2)	5/01
4	May 2, 2000
470-3944 (after p. 8)	11/02
470-3326	4/01
470-3860 (after p. 8b)	8/01
470-0680 (after p. 10)	3/02
11	March 19, 2002
12	May 28, 2002
470-0688	5/02
470-0627 (after p. 16)	1/01
470-2444	12/01
17	March 19, 2002
470-2328	8/99
19, 20	October 19, 1999
07-350	3/99
21	October 19, 1999
22	March 19, 2002
470-0675	3/02
470-2310 (before p. 33)	3/97
33	July 7, 1998
Comm. 96 (p. 17, 18, 22)	July 1998
Comm. 118 (pp. 12, 20, 21)	February 2002
Comm. 195 (pp. Contents, 17, 20 through 25, 28, 31, 33, 34)	May 2002

Additional Information

Use up remaining printed supplies of the following forms, as no further supplies will be printed:

- ◆ 470-0688, Dependent Adult Abuse Report – Part II
- ◆ 470-2444, *Adult Protective Notification*
- ◆ 07-350, *Purchase Order/Payment Voucher*
- ◆ 470-2310, *Record Check Evaluation*

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 17, 2004

GENERAL LETTER NO. 16-G-AP-16

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental and Protective Services for Families,
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT
PROTECTIVE SERVICES APPENDIX**, pages 1 and 18, revised; and the
following forms:

470-2444 *Adult Protective Notification*, revised
Comm. 195 *Dependent Adult Protective Services, Facility, Agency, and
Program Evaluation Handbook*, page 11, revised

Summary

This appendix is revised to:

- ◆ Change the source information for 470-2441, *Suspected Dependent Adult Abuse Report*, to reflect that DHS staff can complete this form on line using the template in Outlook.
- ◆ Revise form 470-2444, *Adult Protective Notification*, to remove the instruction that unfounded information must be requested within 10 days after the notice date.
- ◆ Change the source information for 470-0612, *Request for Dependent Adult Abuse Registry Information*, to reflect that the form is no longer available to order from Anamosa.
- ◆ Update Comm. 195, *Dependent Adult Protective Services, Facility, Agency, and Program Evaluation Handbook*, to add the Department of Inspections and Appeals to the list of agencies that regulate elder group homes and assisted living arrangements.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
1	March 19, 2002
470-2444	6/03
18	May 2, 2000
Comm. 195 (page 11)	May 2002

Additional Information

Use up the remaining supply of form 470-0612, *Request for Dependent Adult Abuse Registry Information*. No further supply of this form will be printed. The revised form 470-2444 is available as a template on Outlook.

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 3, 2004

GENERAL LETTER NO. 16-G-AP-17

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental and Protective Services for Families,
Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT
PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 24
and 35, 36, 37, revised; page 38, new; and the following forms:

470-2444 *Adult Protective Notification*, revised
470-0675 *Child and Dependent Adult Abuse Contact Roster*, revised
470-4074 *Review Decision for Dependent Adult Abuse*, new
Comm. 96 *Dependent Adult Protection Handbook*, pages 3, 4, 8, 9, 21, 31,
and 35, revised
Comm. 118 *Dependent Adult Abuse: A Guide for Mandatory Reporters*,
pages 3, 4, 5, and 21, revised
Comm. 195 *Facility, Agency, and Program Evaluation Handbook*, pages 10,
11, and 34, revised

Summary

This appendix is revised to:

- ◆ Update form 470-2444, *Adult Protective Notification*, to reflect the elimination of Registry reviews.
- ◆ Update form 470-0675, *Child and Dependent Adult Abuse Contact Roster*, to remove social security numbers.
- ◆ Add form 470-4074, *Review Decision for Dependent Adult Abuse*. The form is to be used by local staff after a dependent adult abuse report has been reviewed before it is submitted to the Appeals Section.
- ◆ Update Comm. 96, *Dependent Adult Protection Handbook*, to:
 - Add definitions for “mentally incapacitated” and “sexual abuse.”
 - Clarify factors for founded sexual abuse in the third degree and indecent exposure, in that if one spouse is living in a health care setting, the couple is not cohabitating as husband and wife.

- ◆ Update Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, to:
 - Clarify the list of persons who are mandatory reporters. Social workers and certified psychologists are added to the list of persons who are required to report dependent adult abuse only if they “examine, attend, counsel or treat” a dependent adult.
 - Clarify that all mandatory reporters are now required to report suspected abuse directly to the appropriate department, as well as notify the person in charge.
 - Eliminate registry reviews. Local offices may review a dependent adult abuse report or submit a request for an appeal directly to the Appeals Section.
- ◆ Revise Comm. 195, *Facility, Agency, and Program Evaluation Handbook*, to:
 - Update the web site for locating a health care facility licensed by Iowa Code 135C.
 - Update the list of governing bodies and agencies that regulate adult day care.
 - Eliminate registry reviews. Local offices may review a dependent adult abuse report or submit a request for an appeal directly to the Appeals Section.

Effective Date

July 1, 2004

Material Superseded

Remove the following pages from Employees’ Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 12, 2003
470-2444 (before p. 17)	2/04
470-0675 (after p. 22)	6/03
24	May 2, 2000
Comm. 96	
pp. 3, 4, 8, 9, 21, 31, 35	July 1998
35-37	August 1, 2000
Comm. 118	
pp. 3-5	February 2002
p. 21	June 2003
Comm. 195	
p. 10	May 2002
p. 11	February 2004
pp. 34, 35	June 2003

Additional Information

Refer questions about this general letter to your service area manager.



September 16, 2005

GENERAL LETTER NO. 16-G-AP-18

ISSUED BY: Bureau of Protective Services, Division of Behavioral, Developmental and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 10 through 15, 20, and 21, revised; and the following forms:

- 470-0688 *Dependent Adult Abuse Evaluation or Assessment Report*, revised
- Comm. 96 *Dependent Adult Protection Handbook*, page 20, revised
- Comm. 118 *Dependent Adult Abuse: A Guide for Mandatory Reporters*, Cover page, revised, and pages 4, 11, 12, 15, 20, and 21, revised
- Comm. 195 *Facility, Agency, and Program Evaluation Handbook*, pages 8, 9, 11, and 12, revised

Summary

This chapter is revised to:

- ◆ Remove form 470-0680, *Dependent Adult Abuse Report – Part I*.
- ◆ Change the name of form 470-0688, *Dependent Adult Abuse Report – Part II*, to *Dependent Adult Abuse Evaluation or Assessment Report*. This replaces the Part I and Part II reports. Previously, workers had to complete the Part I report within 4 working days, and the Part II within 10 working days. Workers will now have 20 working days to complete the report.
- ◆ Remove form 07-350, *Purchase Order/Payment Voucher*, as it is obsolete. The *General Accounting Expenditure (GAX)* is being used instead for the same purpose. However, there are currently no state funds available to pay for medical or mental health examinations for dependent adult abuse victims or persons responsible for the abuse.
- ◆ Update Comm. 96, *Dependent Adult Protection Handbook*, to reflect that when the dependent adult is responsible for the self-denial of denial of critical care are founded, the dependent adult's name does not go on the Central Abuse Registry as a perpetrator.

Also, information contained in the forms must be sent to the Central Abuse Registry, however the narrative section, rather than the Part II, does not need to be sent to the Central Abuse Registry.

- ◆ Update Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, to:
 - Change the date on the Cover to signify the handbook has been updated with 2005 changes in law.
 - Add a new definition of “immediately” for defining when mandatory reporters are expected to report suspected dependent adult abuse. The new definition states mandatory reporters are expected to report within 24 hours from the time the abuse is suspected.
 - Eliminate the preliminary report and changes the time of when a DHS protective service worker has for completing a report from 4 working days for a preliminary report and 10 working days for a complete report to 20 working days for the complete report.
 - Add that DHS may request a protective service order for an abused dependent adult when “irreparable harm to the physical or financial resources or property is in immediate threat to health or safety”.
 - Add to the entities with access to dependent adult abuse information a court or administrative agency making an unemployment compensation determination for a person who is a subject of a dependent adult abuse report, and a state substitute decision maker-approved guardian, conservator, or service provider.
 - Add that mandatory reporters must report to DIA, not DHS, if the abuse occurred in a health care facility.
- ◆ Update Comm. 195, *Facility, Agency and Program Evaluation Handbook*, to reflect:
 - The number of days a DHS protective service worker has to complete a dependent adult abuse report is changed from 10 working days to 20 working days.
 - The web site for locating a healthcare facility licensed under Iowa Code Chapter 135C is changed, and the instructions for determining if DHS or DIA is responsible for completing a dependent adult abuse evaluation by using this web site are revised.

Effective Date

The change the time to complete a report to 20 days is effective September 1, 2005.
All other changes are upon receipt.

Material Superseded

Remove the following pages from Employees’ Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 3, 2004
10	March 19, 2002
470-0680	4/03
11, 12	August 12, 2003
470-0688	6/03

13-15	March 19, 2002
20	August 12, 2003
07-350	2/03
21	August 12, 2003
Comm. 96	
20	July 1998
Comm. 118	
Cover page	February 2002
4	July 2004
11	February 2002
12	June 2003
15	February 2002
20	June 2003
21	July 2004
Comm. 195	
8, 9	May 2002
11	July 2004
12	May 2002

Additional Information

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 27, 2006

GENERAL LETTER NO. 16-G-AP-19

ISSUED BY: Bureau of Protective Services, Division of Behavioral, Developmental and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, pages 1, 3, 6, 11, 16, and 17, revised; and the following forms:

470-0657 *Dependent Adult Abuse Services Intake*, revised
470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
470-0688 *Dependent Adult Abuse Evaluation or Assessment Report*, revised
470-0627 *Registry Extension*, revised
Comm. 195 *Facility, Agency, and Program Evaluation Handbook*, page 17, revised

Summary

This appendix is revised to:

- ◆ Change the time limits from preliminary 4-day report and final 10-day report to 20 days or just "the report" on these forms:
 - 470-0657, *Dependent Adult Abuse Services Intake*
 - 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
 - 470-0627, *Registry Extension*
- ◆ Expand the report form to include the narrative section.
- ◆ Replace the sample of form 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*, in Comm. 195 to reflect the current version.
- ◆ Eliminate references to 'Part I' and 'Part II' reports.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
1	February 17, 2004
470-0657 (after p. 2)	4/03
3	March 19, 2002
6	May 2, 2000
470-3944 (after p. 8)	4/03
470-0688	8/05
11	September 16, 2005
16	March 19, 2002
470-0627	3/02
17	August 12, 2003
Comm. 195	
470-3860 (p. 17)	8/01

Additional Information

Refer questions about this general letter to your area service administrator.



August 11, 2006

GENERAL LETTER NO. 16-G-AP-20

ISSUED BY: Bureau of Protective Services
Division of Behavioral, Developmental and Protective Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, page 11, revised; and the following forms:

- 470-0657 *Dependent Adult Abuse Services Intake*, revised
- 470-0688 *Dependent Adult Abuse Evaluation or Assessment Report*, revised
- Comm. 96 *Dependent Adult Protection Handbook*, Contents (page ii), revised; pages 3 and 13, revised; page 40a, new.
- Comm. 118 *Dependent Adult Abuse, A Guide for Mandatory Reporters*, pages 9 and 21, revised.
- Comm. 195 *Dependent Adult Protective Services, Facility, Agency, and Program Evaluation Handbook*, page 4, revised.

Summary

This chapter is revised to:

- ◆ Add a new rejection code to form 470-0657, *Dependent Adult Abuse Services Intake*.
- ◆ Remove the social security number field for the dependent adult on form 470-0688, *Dependent Adult Abuse Evaluation or Assessment Report*.
- ◆ Update Comm. 96, *Dependent Adult Protection Handbook*, to:
 - Add new definitions for “nudity” and “photograph or film,” which relates to the added category of “invasion of privacy – nudity.”
 - Adds the Code sites for all of the sex abuse categories.
 - Adds a section on the added category of sexual abuse, “invasion of privacy – nudity.”

- ◆ Update Comm. 118, *Dependent Adult Abuse, A Guide for Mandatory Reporters*, to:
 - Add the sexual abuse category “invasion of privacy – nudity.”
 - Add nursing student program administrators and the Board of Education to who has access to dependent adult abuse information for the purpose of abuse background checks.
- ◆ Update Comm. 195, *Dependent Adult Protective Services, Facility, Agency, and Program Evaluation Handbook*, to add the sexual abuse category “invasion of privacy – nudity.”

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees’ Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0657	12/05
11	January 27, 2006
470-0688	12/05
Comm. 96	
Contents (page ii)	July 1998
3	July 2004
13	July 1998
Comm. 118	
9	February 2002
21	September 2005
Comm. 195	
4	May 2002

Additional Information

Refer questions about this general letter to your service area manager.



October 5, 2007

GENERAL LETTER NO. 16-G-AP-21

ISSUED BY: Bureau of Protective Services, Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES, APPENDIX**, Contents (page 1), revised; pages 1 through 7, 10 through 17, 26, 31, 36, 37, and 38, revised; page 39, new; and the following forms:

470-0657	<i>Dependent Adult Abuse Intake</i> , revised
470-3944	<i>Dependent Adult Abuse Notice of Intake Decision</i> , revised
470-3326	<i>Dependent Adult Abuse Information Request</i> , revised
470-3860	<i>Dependent Adult Abuse Checklist for Facility, Agency or Program</i> , revised
470-0688	<i>Dependent Adult Abuse Evaluation or Assessment Report</i> , revised
470-0627	<i>Dependent Adult Abuse Report Request for Extension</i> , revised
470-2444	<i>Adult Protective Notification</i> , revised
470-4456	<i>Dependent Adult Abuse Intake Guidance Tool</i> , new
Comm. 96	<i>Dependent Adult Protection Handbook</i> , Contents (pages i and ii), revised; pages 17 and 18, revised; and pages 58 through 65, new
Comm. 118	<i>Dependent Adult Abuse: A Guide for Mandatory Reporters</i> , Cover page, revised; and pages 13, 14, and 15, revised
Comm. 195	<i>Facility, Agency, and Program Evaluation Handbook</i> , pages 17, 28, and 33, revised

Summary

The following changes were made to form 470-0657, *Dependent Adult Abuse Services Intake*:

- ◆ The title of the form is changed to "*Dependent Adult Abuse Intake*."
- ◆ The space for the registry number was moved to the far right of the form and the space for the worker was moved to the far left next to when the report is due.
- ◆ The "family reference" space was eliminated.
- ◆ The order of the information is changed. The information concerning the "dependent adult" and whether or not the dependent adult is "dependent" is together, followed by the information about the "caretaker/person reported as responsible for abuse" and whether or not that persons meets the Code definition of "caretaker."

- ◆ The “age” of the dependent adult was eliminated.
- ◆ The drop-down box of the race of the dependent adult and caretaker/perpetrator was revised to include the actual race in addition to the codes of races.
- ◆ Space was added to explain the reasons the reporter believes the adult does or does not have adequate decision-making abilities.
- ◆ Space was added to explain the reporter’s assessment of the dependent adult’s abilities or limitations.
- ◆ The “Allegations” category was separated into reports that involve a caretaker and require an evaluation and reports that do not involve a caretaker and require an assessment only of the dependent adult. If the box is checked indicating the alleged abuse was the result of actions of the dependent adult and therefore an assessment only, the tab button automatically drops down to “Allegations.”
- ◆ The abuse codes for the “Allegations” category was revised from codes to boxes to indicate the type of abuses reported.
- ◆ The new category of “Barriers” was added to explain the barriers the reporter believes contributed to the alleged abuse and space to explain them.
- ◆ Added to the “Collateral Sources of Information” category, is “Name of Guardian, Conservator or Other Person Responsible for Dependent Adult.”
- ◆ A drop-down box was added to indicate the profession of the mandatory reporter.
- ◆ The name of the section previously titled “Contact and Preliminary Report Information” was changed to “Central Registry Background Check.”
- ◆ The space for “Date – Time Assigned” was changed to “Intake Decision Date/Time.”
- ◆ A drop-down box was added to indicate the reason the report of abuse was rejected.
- ◆ Places were added to check if the dependent adult has a background in dependent adult abuse, an open service in ISIS or a criminal background. Places were added to indicate if the person suspected of abusing the dependent adult has a criminal or dependent adult abuse background.
- ◆ The category, “Actions taken to protect adult:” was moved to the narrative section in form 470-0688, *Dependent Adult Abuse Evaluation or Assessment Report*.

The letterhead on the following forms has been updated to reflect the new Governor, Chester J. Culver, and Lieutenant Governor, Patty Judge:

- ◆ 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
- ◆ 470-3326, *Dependent Adult Abuse Information Request*
- ◆ 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*

The following changes were made to form 470-0688, *Dependent Adult Abuse Evaluation or Assessment Report*:

- ◆ The section on founded abuse was separated into abuse when there is a caretaker and the report is an evaluation and abuse when there is not a caretaker and the report is an assessment.
- ◆ A field was added to record specifically what type of physical abuse, sexual abuse, or critical care was founded in the report.
- ◆ Drop-down boxes were added to indicate the value of resources exploited from the dependent adult.
- ◆ A drop-down box was added to record where the abuse occurred.
- ◆ Drop-down boxes were added to record a history of abuse in the outcomes of both the dependent adult and the person responsible for abuse.
- ◆ The section “Narrative report with” at the bottom of the form was revised with the following:
 - The category “Actions Taken to Protect the Dependent Adult” is revised and combined with “Assessment of Dependent Adult Safety” to “Actions taken to protect and assessment of dependent adult safety”;
 - “Evaluative Findings” and “Evaluative Conclusions” are combined and revised to “Evaluative or assessment conclusions.”

The following revisions were made to the form 470-0627, *Registry Extension*:

- ◆ The name was changed to form 470-0627, *Dependent Adult Abuse Report Request for Extension*.
- ◆ The form was changed to have the worker request the extension from the supervisor, rather than the Registry.
- ◆ After the worker completes the form in Outlook, it can be sent to the supervisor to sign.

The following changes were made to form 470-2444, *Adult Protective Notification*:

- ◆ “You are the alleged Perpetrator of dependent adult abuse.” was revised to “You are the person responsible for dependent adult abuse.”
- ◆ The new conclusion, “Confirmed, not registered” is added.

The instructions for form 470-0681, *Dependent Adult Protection Reporting Form*, are revised to add categories for confirmed, not registered physical abuse and denial of critical care findings.

Dependent Adult Abuse Intake Guidance Tool, form 470-4456, is added to provide guidance to centralized intake workers on whether a report of dependent adult abuse meets the criteria to be accepted for evaluation or assessment. It is not a required form.

Comm. 96, *Dependent Adult Protection Handbook*, has been updated to:

- ◆ Add “confirmed, not registered” as a possible conclusion.
- ◆ Add the criteria “minor, isolated and unlikely to reoccur” for confirmed, not registered conclusions.
- ◆ Add sections for factors to confirm, not register the following incidents:
 - Physical abuse;
 - Physical abuse with assault;
 - Denial of critical care;
 - Denial of adequate food, shelter, clothing, medical care, mental health care, supervision and physical care.

Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, has been updated to add to conclusions, “confirmed, not registered,” due to the incident being minor, isolated and unlikely to reoccur.

Comm. 195, *Facility, Agency, and Program Evaluation Handbook*, has been updated to add to conclusions, “confirmed, not registered,” due to the incident being minor, isolated, and unlikely to reoccur.

Effective Date

July 1, 2007

Material Superseded

Remove the following pages from Employees’ Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 16, 2005
1	January 27, 2006
2	March 19, 2002
470-0657	7/06
3	January 27, 2006
4	August 12, 2003
5	May 2, 2000
6	January 27, 2006
7	May 2, 2000
470-3944	12/05
470-3326	7/03
470-3860	7/03
10	September 16, 2005
470-0688	7/06
11	August 11, 2006

12-15	September 16, 2005
16	January 27, 2006
470-0627	12/05
470-2444	6/04
17	January 27, 2006
26, 31	May 2, 2000
36	August 3, 2004
Comm. 96	
Contents (page i)	June 1997
Contents (page ii)	June 2006
17, 18	June 2003
Comm. 118	
Cover page	July 2005
13, 14	February 2002
15	September 2005
37, 38	August 3, 2004
Comm. 195	
470-3860 (page 17)	7/03
28	June 2003
Sample letter (page 33)	Undated

Additional Information

Refer questions about this general letter to your service area manager.



May 9, 2008

GENERAL LETTER NO. 16-G-AP-22

ISSUED BY: Bureau of Protective Services, Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, pages 7, 10 through 14, and 26, revised; and the following forms:

- Comm. 96 *Dependent Adult Protection Handbook*, page 5, revised
- Comm. 195 *Facility, Agency, and Program Evaluation Handbook*, pages 10 through 13 and 28, revised

Summary

This chapter is revised to:

- ◆ Change the instructions for form 470-0657, *Dependent Adult Abuse Intake*, to add the ability to send the form to the supervisor for approval and then the supervisor can send the form to the worker. "Referred to DIA" is added to the reasons to reject an intake.
- ◆ Change the instructions for the narrative section of form 470-0688, *Dependent Adult Abuse Evaluation or Assessment Report*.
- ◆ Change the instructions to form 470-0688, *Dependent Adult Abuse Evaluation or Assessment Report*, for when the abuse is "unfounded." If the report is marked "unfounded," the tab will automatically skip "Types of Abuse Founded" and move to "Outcome-Dependent Adult."
- ◆ The template in Outlook has been changed on form 470-2444, *Adult Protective Notification*, so that when a Registry number is entered, it is added automatically to page two.
- ◆ Change instructions for form 470-0681, *Dependent Adult Protection Reporting Form*, by adding "Referred to DIA" to the reasons to reject a report.
- ◆ Change Comm. 96 to update the link for intake to 16-G(1), [DEPENDENT ADULT ABUSE INTAKE](#).
- ◆ Change Comm. 195 to:
 - Update charts on who and what agencies to contact when completing an evaluation or assessment of abuse in a health care facility.
 - Change the phone number for Department of Inspections and Appeals intake.
 - Clarify that confirmed, not registered reports only concern reports when the person responsible for the abuse is a caretaker, and not the dependent adult.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
7, 10-14, 26 Comm. 96	October 5, 2007
5 Comm. 195	July 1998
10	July 2004
11, 12	September 2005
13	May 2002
28	July 2007

Additional Information

Refer questions about this general letter to your service area manager.



August 1, 2008

GENERAL LETTER NO. 16-G-AP-23

ISSUED BY: Bureau of Protective Services, Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, Appendix, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 5, 6, 7, 11, 17, 22, 26, 30 and 31, revised; and the following forms:

- 470-0657 *Dependent Adult Abuse Intake*, revised
- 470-0688 *Dependent Adult Abuse Evaluation or Assessment Report*, revised
- 470-4531 *Authorization for Release of Dependent Adult Abuse Information*, new
- Comm. 96 *Dependent Adult Protection Handbook*, Contents (pages i and ii), revised; and pages 10, 13, and 39, revised
- Comm. 118 *Dependent Adult Abuse, A Guide for Mandatory Reporters*, revised
- Comm. 195 *Dependent Adult Protective Services, Facility, Agency, and Program Evaluation Handbook*, Overview (page i), revised; and pages 4, 6, 10-13, 20, 22, 28, and 31, revised

Summary

This letter transmits the following revisions to 16-G-Appendix:

- ◆ Form 470-0657, *Dependent Adult Abuse Intake*, is revised by adding "sexual exploitation" to the list of allegations. Also a "Worker Safety Alert" notice is added to the top of the first page. Clicking on the button at the bottom of page 4 can activate it.
- ◆ Form 470-0688, *Dependent Adult Abuse Evaluation or Assessment Report*, is revised by adding "sexual exploitation" as a type of founded abuse and by adding the finding of "Assessment – The abuse is confirmed, not registered."
- ◆ Form 470-2444, *Adult Protective Notification*, is revised so when you type in the Registry Number on page one it automatically is entered on page two.
- ◆ Form 470-0675, *Child and Dependent Adult Abuse Contact Roster*, is obsolete and is deleted.

- ◆ New form 470-4531, *Authorization for Release of Dependent Adult Abuse Information*, is added for people who want to complete background checks on prospective employees but do not have access to dependent adult abuse information.

The subject gives the requester authority for the record check by signing the form. The only information the requester receives is whether the person's name is on the Registry for abusing a dependent adult. This form will be available on the DHS web page.

- ◆ Form 470-0681, *Dependent Adult Abuse Reporting Form*, is revised by adding "sexual exploitation" as a category of abuse reported and founded.
- ◆ Comm. 96, *Dependent Adult Protective Handbook*, is revised by changing "sexual exploitation of a resident of a health care facility" to "sexual exploitation of a dependent adult by a caretaker."
- ◆ Comm. 118, *Dependent Adult Abuse, A Guide for Mandatory Reporters*, is revised by: updating the introduction; adding the new form 470-4531, *Authorization for Release of Dependent Adult Abuse Information*, and adding changes to policy pursuant to 2008 Iowa Acts, House File 2591, which enacts a new Iowa Code Chapter 235E, "Dependent Adult Abuse," effective July 1, 2008.

This legislation authorizes the Department of Inspections and Appeals (DIA) to complete evaluations of abuse reported about dependent adults who reside in:

- Health care facilities licensed under Iowa Code Chapter 135C;
- Hospitals defined in Iowa Code section 135B.1;
- Elder group homes defined in Iowa Code section 231B.1;
- Assisted living programs certified in Iowa Code section 231C.1; and
- Adult day programs defined in section Iowa Code 231D.1.

Iowa Code Chapter 235B authorizes DHS to complete evaluations and assessments on all dependent adults not residing or receiving services in the settings listed above. To address these changes, the following changes were made in Comm. 118:

- Instructions for mandatory reporters are revised to indicate which health care facilities and programs are covered by DIA.
- Instruction for reporting abuse are revised how to report abuse to each agency, including a map and list of DHS intake unit phone numbers and fax numbers.
- Definitions used by DIA in evaluating abuse allegations are added.
- The definition of "assault" used by DHS in 441 Iowa Administrative Code 176.1(235B) is added.
- The category of abuse, "sexual exploitation of a resident of a health care facility" is amended to "sexual abuse of a dependent adult by a caretaker."

- ◆ Comm. 195, *Dependent Adult Protective Services, Facility, Agency, and Program Evaluation Handbook*, is also revised to reflect changes pursuant to 2008 Iowa Acts, House File 2591, assigning responsibility for more evaluations in programs and facilities to DIA, as described above. Changes to the handbook include:
 - A new section on the authority of DIA to complete evaluations of abuse in health care facilities, hospitals, elder group homes, assisted living programs, and adult day programs.
 - Revised instructions on which agency to report abuse.
 - Revisions to change the category of abuse “sexual exploitation of a resident of a health care facility” to “sexual abuse of a dependent adult by a caretaker.”
 - An update to the chart on which types of agencies are governed and regulated by what entity and who DHS needs to contact when initiating an evaluation or assessment of abuse in a facility, agency, or program.
 - An update to the DIA web page information and phone number.
 - Addition of suggestions on stressing the risks of liability if risk factors are not addressed when conducting an evaluation of safety of an alleged dependent adult in a facility or program.

Effective Date

July 1, 2008

Material Superseded

Remove the following pages from Employees’ Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 5, 2007
470-0657 (after p. 2)	7/07
5, 6	October 5, 2007
7	May 4, 2008
470-0688 (after p. 10)	7/07
11, 17	May 4, 2008
22	August 12, 2003
470-0675	7/04
26	May 9, 2005
30, 31	October 5, 2007
Comm. 96	
Contents (page i, ii)	July 2007
10	July 1998
13	June 2006
39	July 1998

Comm. 118 (entire document)

Title page	July 2007
Contents (page i)	February 2002
1, 2	February 2002
3	July 2004
4	September 2005
5	July 2004
6-10	February 2002
11, 12	September 2007
13-15	July 2007
16-19	February 2002
20, 21	September 2005
22-24	February 2002
470-2441	2/02
470-0612	1/01

Comm. 195

Overview page	May 2002
4	July 2006
6	May 2002
10	May 2004
11, 12	September 2005
13	May 2002
20, 22	June 2003
28	July 2007
31	June 2003

Additional Information

Refer questions about this general letter to your service area manager.



December 19, 2008

GENERAL LETTER NO. 16-G-AP-24

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 16, Chapter G, Appendix, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, forms:

- 470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
- 470-3326 *Dependent Adult Abuse Information Request*, revised
- 470-3860 *Dependent Adult Abuse Checklist for Facility, Agency or Program*, revised

Summary

This chapter is revised to update the following forms to reflect the name of the current director of the Department:

- ◆ 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
- ◆ 470-3326, *Dependent Adult Abuse Information Request*
- ◆ 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*

Effective Date

Upon receipt.

Material Superseded

Remove the following forms from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-3944 (after p. 8)	1/07
470-3326 (before p. 8a)	1/07
470-3860 (after p. 8b)	10/07

Additional Information

Refer questions about this general letter to your service area manager.



April 3, 2009

GENERAL LETTER NO. 16-G-AP-25

ISSUED BY: Bureau of Protective Services,
Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, page 18, revised; and the following forms:

470-0627 *Dependent Adult Abuse Report Request for Extension*, revised
Comm. 96 ***Dependent Adult Protective Handbook***, Contents (pages i and ii), revised; pages 8, 9, 15, 41, 42, and 43, revised; and pages 8a and 40b, new.

Summary

This chapter is revised to:

- ◆ Add "Waiting for financial records" on Form 470-0627, *Dependent Adult Abuse Report Request for Extension*, to the reasons a worker may be requesting an extension.
- ◆ Add instructions for form 470-0612, *Request for Dependent Adult Abuse Registry Information*, as a reminder not to release the social security numbers of either the dependent adult or the person responsible for the abuse.
- ◆ Change Comm. 96 to:
 - Revise guidelines for determining if a person is a caretaker for a dependent adult. Add information concerning caretakers who may be serving as power of attorney for health care dependent adults who may be violating the law. Unless they are related to the third degree of consanguinity with the dependent adult, by law they may not provide care and also serve as power of attorney for the dependent adult.
 - Revise suggested questions to consider when determining if an allegation of exploitation meets criteria for acceptance for an evaluation of abuse.
 - Revise and add to factors necessary for founding an evaluation of exploitation and add to the decision-making question to consider when founding exploitation.

"Other" has been added on Form 470-0688, *Dependent Adult Abuse Evaluation or Assessment Report*, to choices in the dropdown box for the dependent adult's current living arrangement.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0627 (after p. 16)	8/07
18	February 17, 2004
Comm. 96	
Contents (page i and ii)	July 2008
8, 9	July 2004
15	July 1998
40a (reissued)	June 2006
41	July 1998
42	October 1999
43	July 1998

Additional Information

Refer questions about this general letter to your area social work administrator.



June 26, 2009

GENERAL LETTER NO. 16-G-AP-26

ISSUED BY: Bureau of Protective Services,
Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT ABUSE, APPENDIX**, Contents (page 1), revised; and pages 8a and 8b, revised; and 8c, new; and the following forms:

470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
470-4800 *Notice Concerning Suspected Abuse*, new
470-3326 *Dependent Adult Abuse Information Request*, revised
470-3860 *Dependent Adult Abuse Checklist for Facility, Agency, or Program*, revised
Comm. 96 *Dependent Adult Abuse Handbook*, pages 4, 13, 14, 39, and 40, revised
Comm. 118 *Dependent Adult Abuse, A Guide for Mandatory Reporters*, Title page, revised, Contents (pages i and ii) revised; and pages 2, 3, 4, 9, 10, 11, and 13 through 30, revised
Comm. 195 *Dependent Adult Protective Services, Facility, Agency, and Program Evaluation Handbook*, Overview, page ii, new; Contents (pages 1 and 2), revised; pages 6 and 11 through 34, revised; and page 35, new

Summary

This chapter is revised to:

- ◆ Add new form 470-4800, *Notice Concerning Suspected Abuse*, and instructions. Intake workers use this form when they discover that the dependent adult has an open service case or is on an HCBS waiver. The form is used to notice the DHS service worker for the dependent adult and the HCBS specialist that there is suspected abuse. It requests the worker to contact the protective service worker assigned to complete the evaluation or assessment.
- ◆ Update the following forms to reflect the name of the current director of the Department:
 - 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
 - 470-3326, *Dependent Adult Abuse Information Request*
 - 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*

- ◆ Change Comm. 96 to revise definition of “sexual exploitation of a dependent adult by a caretaker” to:
 - Remove the need to determine the sexual exploitation was “for the purpose of arousing or satisfying the sexual desires of the dependent adult or caretaker”; and
 - Include in the definition the “transmission, display, taking of electronic images of the unclothed breast, groin, buttock, anus, pubes or genitals for a purpose not related to treatment or diagnosis or as part of an on-going assessment, evaluation, or investigation”.
- ◆ Change Comm. 118 to
 - replaces reference to 2008 Iowa Acts, House File 2591 with Iowa Code section 235E.
 - Change definition of “sexual exploitation of a dependent adult by a caretaker” to:
 - Remove the need to determine the sexual exploitation was “for the purpose of arousing or satisfying the sexual desires of the dependent adult or caretaker”; and
 - Include in the definition the “transmission, display, taking of electronic images of the unclothed breast, groin, buttock, anus, pubes or genitals for a purpose not related to treatment or diagnosis or as part of an on-going assessment, evaluation, or investigation”.
 - Add a new section after the DIA definitions section on boarding homes, which DIA will now be registering. DHS will participate in multidisciplinary team investigations of boarding homes and continue to evaluate abuse of dependent adults in boarding homes.
 - Provide is that unfounded reports will be kept for five years instead of one year, and then expunged.
 - Adds that rejected intakes will be retained for three years in the local office before they are expunged. Also is a list of the reasons intakes are rejected.
- ◆ Change Comm. 195 to revise definition of “sexual exploitation of a dependent adult by a caretaker” to:
 - Remove the need to determine the sexual exploitation was “for the purpose of arousing or satisfying the sexual desires of the dependent adult or caretaker”; and
 - Include in the definition the “transmission, display, taking of electronic images of the unclothed breast, groin, buttock, anus, pubes or genitals for a purpose not related to treatment or diagnosis or as part of an on-going assessment, evaluation, or investigation”.

Effective Date

July 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	August 1, 2008
470-3944	11/08
470-3326	11/08
8a, 8b	November 12, 2002
470-3860	11/08
Comm. 96:	
4	July 2004
13	July 2008
14	July 2006
39	July 2008
40	July 1998
Comm. 118	
Title page	July 2008
Contents (pp. i and ii)	July 2008
2-4, 9-11, 13-30	July 2008
Comm. 195	
Table of Contents (page 1)	June 2003
Table of Contents (page 2)	May 2002
6, 11-13	July 2008
14-19	May 2002
20	July 2008
21	June 2003
22	July 2008
23-25	June 2003
26, 27	May 2002
28	July 2008
29, 30	May 2002
31	July 2008
32, 33	May 2002
34	July 2004

Additional Information

Refer questions about this general letter to your area social work administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

September 25, 2009

GENERAL LETTER NO. 16-G-AP-27

ISSUED BY: Bureau of Protective Services,
Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, ***DEPENDENT ADULT ABUSE APPENDIX***, Contents (page 1), revised; and page 20, revised; pages 8d, 8e, and 8f, new; and the following forms:

470-4841 *Dependent Adult Assessment Tool*, new
470-4835 *Safety Plan for At-Risk Adult*, new
470-4837 *Periodic Visit Documentation*, new

Summary

This appendix is revised to add:

- ◆ New form 470-4841, *Dependent Adult Assessment Tool*, which assists with determining if the adult is dependent and assesses the adult's risk for health or safety. The form shall be completed for every suspected dependent adult abuse referral accepted for evaluation or assessment.
- ◆ New form 470-4835, *Safety Plan for At-Risk Adult*, which provides a form to write a plan for ensuring safety for every adult whose safety or health is found to be at risk after completion of form 470-4841, *Dependent Adult Assessment Tool*.
- ◆ New form 470-4837, *Periodic Visit Documentation*, which provides a form to document the outcome of a periodic visit to an at-risk adult. This form can be completed on the System for Dependent Adults (SODA), the data system for dependent adult abuse.

Effective Date

October 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 16, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 26, 2009
20	September 16, 2005

Additional Information

Refer questions about this general letter to your area social work administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

November 6, 2009

GENERAL LETTER NO. 16-G-AP-28

ISSUED BY: Bureau of Protective Services,
Division of Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 8e, 21, and 22, revised; and the following forms:

470-4835 *Safety Plan for At-Risk Adult*, revised
470-3246 *Dependent Adult Protective Extension Notification*, revised
470-2444 *Adult Protective Notification*, revised

Summary

This appendix is revised to:

- ◆ Reflect that form 470-4835, *Safety Plan for At-Risk Adult*, has been revised to clarify it is for adults whose health or safety is determined to be "at risk." Instructions for the form are revised to add that an NCR version of the form may be ordered from Iowa Prison Industries in Anamosa. These printed forms are expected to be available by November 23.
- ◆ Reflect that form 470-3246, *Dependent Adult Protective Extension Notification*, has been revised to add "financial" records to what the DHS worker is waiting for that necessitates the extension of time to complete the report.
- ◆ Reflect that form 470-2444, *Adult Protective Notification*, has been revised to:
 - Add the conclusion choice, "The allegation of self-denial of critical care was **FOUNDED**. This means a preponderance of evidence indicates abuse occurred. Founded self-denial of critical care reports are kept in the local office case file and not placed on the Central Abuse Registry."
 - Change the length of time unfounded reports are kept from one year to five years.
 - Change "THIS EVALUATION OR ASSESSMENT CONCERNS:" at the bottom of the page from "Name of Dependent Adult" to "Name of Alleged Victim" and from "Name(s) of Person(s) Found to be Responsible for the Abuse" to "Name(s) of Person(s) Alleged to Be Responsible for the Abuse."
 - Add "confirmed, not registered" to the types of reports on the back of the form (page 2), under "Requests for Correction of a Dependent Adult Abuse Report."

◆ Delete the following forms, which are no longer used:

- Form 470-2731, *Dependent Adult Protective Services Registry Sheet*.
- Form 470-0681, *Dependent Adult Protection Reporting Form*.

Effective Date

Upon receipt.

Material Superseded

This material supersedes the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 25, 2009
470-4835 (before p. 8e)	9/09
8e	September 25, 2009
470-3246 (after p. 8f)	7/96
470-2444 (before p. 17)	7/07
21 *	September 16, 2005
22 *	August 1, 2008
470-2731	3/02
23	March 19, 2002
24	August 3, 2004
470-0681	12/99
25	May 2, 2000
26	August 1, 2008
27-29	May 2, 2000
30, 31	August 1, 2008
32	May 2, 2000

* As forms are added and removed, existing pages are renumbered to eliminate or consolidate gaps. To accommodate these changes, form 470-4531 is refiled to precede page 21 instead of following page 22.

Additional Information

Use up remaining supplies of the previous version form 470-3246, *Dependent Adult Protective Extension Notification*, for cases that do not involve financial records (or alter the form to add that language). Order the revised form from Iowa Prison Industries in the usual manner.

Destroy any remaining supplies of form 470-0681, *Dependent Adult Protection Reporting Form*, and form 470-2731, *Dependent Adult Protective Services Registry Sheet*.

Refer questions about this general letter to your area social work administrator.



CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

April 9, 2010

GENERAL LETTER NO. 16-G-AP-29

ISSUED BY: Bureau of Protective Services,
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT ABUSE APPENDIX**, Comm. 195, **FACILITY, AGENCY, AND PROGRAM EVALUATION HANDBOOK**, Contents (page ii), revised; and pages 12 and 13, revised.

Summary

Comm. 195, **FACILITY, AGENCY, AND PROGRAM EVALUATION HANDBOOK**, is revised to:

- ◆ Add that the Department of Human Services (DHS) may be asked to perform assessments of the occupants of boarding homes to determine if they are dependent, even if there are no allegations of abuse.
- ◆ Add instructions not to add assessments to the System on Dependent Adults (SODA) data base that are performed on boarding home occupants for the purpose of determining if they are dependent if there are no allegations of abuse. These assessments will be conducted on form 470-4841, *Dependent Adult Assessment Tool*, and stored as a hard copy only.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Comm. 195	
Contents (page ii)	July 2009
12, 13	July 2009

Additional Information

Refer questions about this general letter to your area social work administrator.



July 9, 2010

GENERAL LETTER NO. 16-G-AP-30

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT
PROTECTIVE SERVICES APPENDIX**, the following forms:

- 470-0612 *Request for Dependent Adult Abuse Registry Information*, revised
- 470-4531 *Authorization for Release of Dependent Adult Abuse Information*, revised
- 470-2310 *Record Check Evaluation*, revised
- 470-2310(S) *Record Check Evaluation (Spanish)*, revised
- 470-3767 *Non-Redissemination Agreement*, revised
- Comm. 96 *Dependent Adult Protection Handbook*, Contents (page ii), revised; and pages 13 and 33 through 38, revised
- Comm. 118 *Dependent Adult Abuse: A Guide for Mandatory Reporters*, pages 4, 5, 11, 14, and 27, revised; form 470-0612, *Request for Dependent Adult Abuse Registry Information*, revised; and form 470-4531, *Authorization for Release of Dependent Adult Abuse Information*, revised
- Comm. 195 *Facility, Agency, and Program Evaluation Handbook*, pages 4 and 32, revised

Summary

This manual is revised to:

- ◆ Change the Central Abuse Registry address on the following forms:
 - 470-0612, *Request for Dependent Adult Abuse Registry Information*
 - 470-4531, *Authorization for Release of Dependent Adult Abuse Information*
 - 470-2310, *Record Check Evaluation*
 - 470-2310(S), *Record Check Evaluation (Spanish)*
 - 470-3767, *Non-Redissemination Agreement*
- ◆ Change Comm. 96, *Dependent Adult Protection Handbook*, to remove “detention in a brothel” as a category of sexual abuse.

- ◆ Change Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, to:
 - Revise the instructions to delete that local DHS offices accept referrals of abuse and the map giving the local phone numbers.
 - Remove “detention in a brothel” as a category of sexual abuse.
 - Change the address of the Central Abuse Registry.
- ◆ Change Comm. 195, *Facility, Agency, and Program Evaluation Handbook*, to remove “detention in a brothel” as a category of sexual abuse.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees’ Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
470-0612	1/01
470-4531	7/08
470-2310	6/03
470-2310(S)	6/03
470-3767	6/00
Comm. 96	
Contents (page ii)	April 2009
13	July 2009
33, 34	July 1998
35	July 2004
36-38	July 1998
Comm. 118	
4	July 2009
5	July 2008
11, 14, 27	July 2009
470-0612	1/01
470-4531	7/08
Comm. 195	
4	July 2008
32	July 2009

Additional Information

Refer questions about this general letter to your social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 14, 2011

GENERAL LETTER NO. 16-G-AP-31

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 8, 8d, and 17 through 23, revised; and the following forms:

470-3944	<i>Dependent Adult Abuse Notice of Intake Decision</i> , revised
470-4800	<i>Notice Concerning Suspected Abuse</i> , revised
470-3326	<i>Dependent Adult Abuse Information Request</i> , revised
470-3860	<i>Dependent Adult Abuse Checklist for Facility, Agency or Program</i> , revised
470-5067	<i>Record of Emergency Protective Court Orders Served</i> , new
470-2444	<i>Adult Protective Notification</i> , revised
470-0612	<i>Request for Dependent Adult Abuse Registry Information</i> , revised
470-4531	<i>Authorization for Release of Dependent Adult Abuse Information</i> , revised
470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation (Spanish)</i> , revised

Summary

Chapter 16-G-Appendix has been revised to:

- ◆ Correct the instructions for form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, to destroy rejected intake information after three years rather than six months.
- ◆ Change the availability of form 470-4841, *Dependent Adult Assessment Tool*. The form is available as a template on Outlook. It can be saved as a Word document. It is possible to add a limited amount of text within the boxes in the Domains. It does not automatically add up the boxes checked in the Domains. The narrative section can be expanded and includes spell check.
- ◆ Add form 470-5067, *Record of Emergency Protective Court Orders Served*, to provide a record of when DHS serves emergency petitions and court orders in person to the dependent adult and by mail to the power of attorney for health care for the dependent adult or a relative of the dependent adult.

- ◆ Change the address of the Central Abuse Registry from 401 SW 7th Street, Suite G, to PO Box 4826 on the following forms:
 - 470-2444, *Adult Protective Notification*
 - 470-0612, *Request for Dependent Adult Abuse Registry Information*
 - 470-4531, *Authorization for Release of Dependent Adult Abuse Information*
 - 470-2310, *Record Check Evaluation*
 - 470-2310(S), *Record Check Evaluation (Spanish)*
- ◆ Update the letterhead on the following forms:
 - 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
 - 470-4800, *Notice Concerning Suspected Abuse*
 - 470-3326, *Dependent Adult Abuse Information Request*
 - 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Title page	July 7, 1998
Contents (page 1)	November 6, 2009
8	November 12, 2002
470-3944	6/09
470-4800	5/09
470-3326	6/09
470-3860	6/09
8d	September 25, 2009
470-2444	10/09
17	August 1, 2008
18	April 3, 2009
470-0612	6/10
19	August 12, 2003
20	September 25, 2009
21, 22	November 6, 2009
470-4531	6/10
470-2310	6/10
470-2310	6/10

Additional Information

Refer questions about this general letter to your social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 20, 2012

GENERAL LETTER NO. 16-G-AP-32

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 37, 38, and 39, revised; pages 40 and 41, new; and the following forms:

RC-0127 *Appeal Hearing Preparation Guide*, new
RC-0126 *Factoring Dependent Adult Abuse Desk Aid*, new

Summary

Chapter 16-G-Appendix has been revised to:

- ◆ Add new form RC-0127, *Appeal Hearing Preparation Guide*, to assist workers and supervisors prepare for an administrative hearing.
- ◆ Add new form RC-0126, *Factoring Dependent Adult Abuse Desk Aid*, to assist workers and supervisors in determining the factors necessary to determine if dependent adult abuse occurred.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 14, 2011
37, 38	October 5, 2007
39	September 25, 2009

Additional Information

Refer questions about this general letter to your social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 22, 2012

GENERAL LETTER NO. 16-G-AP-33

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, page 4, revised; and

Comm. 96 *Dependent Adult Protection Handbook*, Title page, revised; Contents (page ii), revised; pages 26 and 40b, revised; and pages 66 through 72, new.

Comm. 195 *Facility, Agency, and Program Evaluation Handbook*, Title page, revised; Overview (page i), revised; and pages 9, 10, 12, 18, 21, and 34, revised.

Summary

Chapter 16-G-Appendix is revised to update the term "mental retardation" to "intellectual disability" as directed by 2012 Iowa Acts, Senate File 2247.

The *Dependent Adult Protection Handbook*, Comm. 96, is revised to:

- ◆ Add the section "Constructs of Safety" to the *Handbook* to assist staff to think critically in determining:
 - If abuse or neglect has occurred, and
 - Whether or not the dependent adult is safe.
- ◆ Update the term "mental retardation" to "intellectual disability."
- ◆ Apply current Department branding.

The *Facility, Agency, and Program Evaluation Handbook*, Comm. 195, is revised to:

- ◆ Update the term "mental retardation" to "intellectual disability."
- ◆ Update form samples to current letterhead.
- ◆ Update Division names.
- ◆ Apply current Department branding.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
4	October 5, 2007
Comm. 96	
Title page	July 1998
Contents (p. ii)	July 2010
26	July 1998
40b	April 2009
Comm. 195	
Title page	May 2002
Overview (p. i)	July 2008
9	September 2005
10	July 2008
12	April 2010
18	6/09
21	July 2009
34	Undated

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 21, 2014

GENERAL LETTER NO. 16-G-AP-34

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, pages 22 and 33, revised; and the following forms:

470-2310 *Record Check Evaluation*, revised
470-2310(S) *Record Check Evaluation (Spanish)*, revised

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Modify form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S). The modifications allow for:
 - Consistent use among all programs, including health care facilities, foster and adoptive care, and child care.
 - A streamlined and consistent process for record check evaluations and centralization of the record check process.

Modifications include changes to:

- Part A to include information on the entity requesting the evaluation.
 - Part B to identify the person being evaluated. Part B previously identified the requesting entity.
 - Part C to include the evaluation determinations and notice of decision.
 - Part D that the applicant completes. Part D was previously completed by the person requesting the evaluation.
- ◆ Update links to the Department's new website.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
22	October 14, 2011
470-2310	6/11
470-2310(S)	6/11
33	August 12, 2003

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 25, 2015

GENERAL LETTER NO. 16-G-AP-35

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 20, 39, 40, and 41, revised; page 42, new; and the following forms:

470-2328 *Multidisciplinary Team (MDT) Agreement*, revised
RC-0131 *Multidisciplinary Team Practice Guidance*, new

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Rename form 470-2328 from *Dependent Adult Abuse Multidisciplinary Team Agreement* to *Multidisciplinary Team (MDT) Agreement*.

This form was standardized so that service areas need only one form to assemble teams for either child abuse or dependent adult abuse MDTs. The instructions have been updated to reflect these changes.

- ◆ Add instructions and RC-0131, *Multidisciplinary Team Practice Guidance*. RC-0131 is an internal desk aid to provide directive in completing form 470-2328, *Multidisciplinary Team (MDT) Agreement*.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 20, 2012
20	October 14, 2011
470-2328	2/03
39-41	April 20, 2012

Additional Information

Refer questions about this general letter to your area service administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 1, 2016

GENERAL LETTER NO. 16-G-AP-36

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 8b, 19, 22, and 34, revised; and the following forms:

- | | |
|-------------|---|
| 470-0643 | <i>Request for Child and Dependent Adult Abuse Information</i> , new |
| 470-3301 | <i>Authorization for Release of Child and Dependent Adult Abuse Information</i> , new |
| 470-3301(S) | <i>Authorization for Release of Child and Dependent Adult Abuse Information (Spanish)</i> , new |
| 470-3767 | <i>Access to Confidential Abuse Information and Non-Redissemination Agreement</i> , revised |

Summary

Chapter 16-G Appendix is revised to:

- ◆ Merge form 470-0612 with 470-0643. Form 470-0643 is renamed, revised, and added to the Appendix. Form 470-0643 has been renamed from *Request for Dependent Adult Abuse Registry Information* to *Request for Child and Dependent Adult Abuse Information*. Form 470-0612 is obsolete.
- ◆ Merge form 470-4531 with 470-3301. Form 470-3301 is renamed, revised, and added to the Appendix. Form 470-3301 has been renamed from *Authorization for Release of Dependent Adult Abuse Information* to *Authorization for Release of Child and Dependent Adult Abuse Information*. Form 470-4531 is obsolete.
- ◆ Add the Spanish version of form 470-3301(S), *Authorization for Release of Child and Dependent Adult Abuse Information*.
- ◆ Rename and revise form 470-3767 from *Non-Redissemination Agreement* to *Access to Confidential Abuse Information and Non-Redissemination Agreement*.

Effective Date

February 1, 2016

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 25, 2015
8b	June 26, 2009
470-0612	6/11
19	October 14, 2011
22	November 21, 2014
470-4531	6/11
470-3767	6/10
34	August 1, 2000

Additional Information

Refer questions about this general letter to your area service administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 17, 2016

GENERAL LETTER NO. 16-G-AP-37

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; pages 8e, 40, 41, and 42, revised; page 43, new; and the following forms:

470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
470-4835 *Safety Plan for At-Risk Adult*, revised
RC-0135 *Dependent Adult Abuse Dissemination Desk Aid*, new

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Update form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*, to add that DHS protective service staff will not evaluate a report of suspected dependent adult abuse because the Department of Inspections and Appeals is responsible for cases within facilities.
- ◆ Update form 470-4835, *Safety Plan for At-Risk Adult*, to:
 - Add a place for a witness' signature and the date and time.
 - Make the form easier to complete by hand.
- ◆ Add RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*. Use RC-0135 to identify:
 - The type of information that can be released to specific persons upon request.
 - The form on which the request must be submitted.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	February 1, 2016
470-3944	10/11
470-4835	10/09
8e	November 6, 2009
40-42	September 25, 2015

Additional Information

Refer questions about this general letter to your area service administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 19, 2016

GENERAL LETTER NO. 16-G-AP-38

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT
PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; page
44, new; and the following:

RC-0126 *Factoring Dependent Adult Abuse Desk Aid*, revised
Comm. 96 *Dependent Adult Protection Handbook*, Title page, revised;
Contents (page ii), revised; and pages 9, 17 through 20,
29, 31 through 38, 40a, 41, 44, 46, 48, 49, 51, 53, 55,
57, and 64, revised
Comm. 483 *Dependent Adult Protection*, new

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Update RC-0126, *Factoring Dependent Adult Abuse Desk Aid*.
- ◆ Reflect factoring changes in Comm. 96, *Dependent Adult Protection Handbook*.
- ◆ Add Comm. 483, *Dependent Adult Protection*.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 17, 2016
RC-0126	11/11
Comm. 96	
Title page	July 2012
Contents (p. ii)	July 2012
9	April 2009

17, 18	July 2007
19	July 1998
20	September 2005
29	July 1998
31	July 2004
32	July 1998
33-38	July 2010
40a	June 2006
41	April 2009
44, 46, 48, 49, 51, 53, 55, 57	July 1998
64	July 2007

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 13, 2017

GENERAL LETTER NO. 16-G-AP-39

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 44, revised; pages 45, 46, and 47, new; and the following forms:

470-0657 *Dependent Adult Protective Services Intake*, revised
470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
470-4841 *Dependent Adult Assessment Tool*, revised
470-0688 *Dependent Adult Protective Services Evaluation or Assessment Summary*, revised

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Update and rename form 470-0657 from *Dependent Adult Abuse Intake* to *Dependent Adult Protective Services Intake*.
- ◆ Update form 470-3944, *Dependent Adult Abuse Notice of Intake Decision*.
- ◆ Update form 470-4841, *Dependent Adult Assessment Tool*.
- ◆ Update and rename form 470-0688 from *Dependent Adult Abuse Evaluation or Assessment Report* to *Dependent Adult Protective Services Evaluation or Assessment Summary*.
- ◆ Update the instructions for the revised forms.
- ◆ Update the chapter format for ease of use online.

Effective Date

April 1, 2017

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Title page	October 14, 2011
Contents (page 1)	August 19, 2016
1, 2	October 5, 2007
470-0657	6/08
3	October 5, 2007
4	June 22, 2012
5-7	August 1, 2008
8	October 14, 2011
470-3944	5/16
8a	June 26, 2009
8b	February 1, 2016
8c	June 26, 2009
8d	October 14, 2011
470-4841	9/09
8e	June 17, 2016
8f	September 25, 2009
9	July 7, 1998
10	May 9, 2008
470-0688	6/08
11	August 1, 2008
12-14	May 9, 2008
15, 16	October 5, 2007
17, 18	October 14, 2011
19	February 1, 2016
20	September 25, 2015
21	October 14, 2011
22	February 1, 2016
23	October 14, 2011
33	November 21, 2014
34	February 1, 2016
35	August 3, 2004
36	October 5, 2007
37, 38	April 20, 2012
39	September 25, 2015
40-43	June 17, 2016
44	August 19, 2016

Additional Information

Refer questions about this general letter to your area service administrator.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

September 29, 2017

GENERAL LETTER NO. 16-G-AP-40

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, **DEPENDENT ADULT PROTECTIVE SERVICES APPENDIX**, Contents (page 1), revised; Contents (page 2), new; pages 29, and 44 through 47, revised; page 48, new; and the following:

470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
470-4800 *Notice Concerning Suspected Abuse*, revised
470-3326 *Dependent Adult Abuse Information Request*, revised
470-3860 *Dependent Adult Abuse Checklist for Facility, Agency or Program*, revised
470-2444 *Adult Protective Notification*, revised
RC-0126 *Factoring Dependent Adult Abuse Desk Aid*, revised
RC-0139 *Safety, Dependency, and Risk Assessment Practice Guidance*, new
Comm. 96 *Dependent Adult Protection Handbook*, Title page, revised; and pages 3 and 40a, revised

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Update the letterhead on the following forms to reflect the current Governor, Kim Reynolds; Lieutenant Governor, Adam Gregg; and Director, Jerry R. Foxhoven:
 - 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
 - 470-4800, *Notice Concerning Suspected Abuse*
 - 470-3326, *Dependent Adult Abuse Information Request*
 - 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*
- ◆ Revise form 470-2444, *Adult Protective Notification*, to:
 - Add a notification category for employees of a child protection center involved in a dependent adult abuse evaluation or assessment.
 - Update the instructions to request a correction, expungement, or appeal of a dependent adult abuse report.
- ◆ Update RC-0126, *Factoring Dependent Adult Abuse Desk Aid*, to reflect changes to the Iowa Code. Having no knowledge about being viewed is no longer required in factoring invasion of privacy (nudity).

- ◆ Add RC-0139, *Safety, Dependency, and Risk Assessment Practice Guidance*. RC-0139 is an internal desk aid used to assist workers in completing form 470-4841, *Dependent Adult Assessment Tool*.
- ◆ Reflect factoring changes in Comm. 96, *Dependent Adult Protection Handbook*.
- ◆ Update the availability of forms.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 13, 2017
470-3944	3/17
470-4800	10/11
470-3326	10/11
470-3860	10/11
470-2444	10/11
29	April 13, 2017
RC-0126	8/16
44	April 13, 2017
Comm. 96	
Title page	July 2016
3	June 2006
40a	July 2016
45-47	April 13, 2017

Additional Information

Refer questions about this general letter to your area service administrator.

October 18, 2019

GENERAL LETTER NO. 16-G-AP-41

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, ***Dependent Adult Protective Services Appendix***, the following forms:

470-2441 *Suspected Dependent Adult Abuse Report*, revised
470-0657 *Dependent Adult Protective Services Intake*, revised
470-3944 *Dependent Adult Abuse Notice of Intake Decision*, revised
470-3326 *Dependent Adult Abuse Information Request*, revised
470-3860 *Dependent Adult Abuse Checklist for Facility, Agency or Program*, revised
470-0688 *Dependent Adult Protective Services Evaluation or Assessment Summary*, revised
RC-0126 *Factoring Dependent Adult Abuse Desk Aid*, revised
RC-0135 *Dependent Adult Abuse Dissemination Desk Aid*, revised
Comm. 118 *Dependent Adult Abuse: A Guide for Mandatory Reporters*, Title page, revised; Contents (pages i and ii), revised; page 1 through 38, which includes form 470-2441, revised; and forms 470-0643 and 470-3301, new
Comm. 482 *Dependent Adult Protection*, revised

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Add personal degradation as a category of abuse as legislatively mandated in Iowa Code 235B.2(5)(a) to the following forms:
 - 470-2441, *Suspected Dependent Adult Abuse Report*
 - 470-0657, *Dependent Adult Protective Services Intake*
 - 470-3944, *Dependent Adult Abuse Notice of Intake Decision*
 - 470-0688, *Dependent Adult Protective Services Evaluation or Assessment Summary*
 - RC-0126, *Factoring Dependent Adult Abuse Desk Aid*
- ◆ Update the letterhead to remove the names and titles of the Governor, Lieutenant Governor, and Director. Removal of the names eliminates form revisions due to changes in administration. This change was made to the following forms:
 - 470-3326, *Dependent Adult Abuse Information Request*
 - 470-3860, *Dependent Adult Abuse Checklist for Facility, Agency or Program*

- ◆ Change RC-0135, *Dependent Adult Abuse Dissemination Desk Aid*, to:
 - Correct the scope of contractors who have access to abuse data.
 - Update entities name changes to current agency name.
 - Clarify access abilities of Power of Attorney.
- ◆ Update Comm. 118, *Dependent Adult Abuse: A Guide for Mandatory Reporters*, which includes the following forms:
 - 470-2441, *Suspected Dependent Adult Abuse Report*
 - 470-0643, *Request for Child and Dependent Adult Abuse Information*, which replaces obsolete form 470-0612
 - 470-3301, *Authorization for Release of Child and Dependent Adult Abuse Information*, which replaces obsolete form 470-4531
- ◆ Update Comm. 482, *Dependent Adult Protection*, to:
 - Add personal degradation as a category of abuse as legislatively mandated in Iowa Code 235B.2(5)(a).
 - Update resource information.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
470-2441	2/02
470-0657	3/17
470-3944	6/17
470-3326	6/17
470-3860	6/17
470-0688	3/17
RC-0126	7/17
RC-0135	5/16
Comm. 118	
Title page	July 2009
Contents (pages i and ii)	July 2009
1	July 2008
2, 3	July 2009
4, 5	July 2010
6-8	July 2008
9, 10	July 2009

11	July 2010
12	July 2008
13	July 2009
14	July 2010
15-26	July 2009
27	July 2010
28-30	July 2009
470-2441	2/02
470-0612	6/10
470-4531	6/10
Comm. 482	7/16

Additional Information

Refer questions about this general letter to your area service administrator.

January 31, 2020

GENERAL LETTER NO. 16-G-AP-42

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, ***Dependent Adult Protective Services Appendix***, Title page, revised; Contents (page 1), revised; pages 1, 6 through 9, 11, 15, 17, and 27 through 40, revised; and the following forms:

470-2310 *Record Check Evaluation*, revised
470-2310(S) *Record Check Evaluation (Spanish)*, revised

Summary

Chapter 16-G-Appendix is revised to:

- ◆ Update the Department's logo on forms 470-2310 and 470-2310(S), *Record Check Evaluation*.
- ◆ Remove the instructions and the following obsolete forms:
 - 470-4800, *Notice Concerning Suspected Abuse*
 - 470-0627, *Dependent Adult Abuse Report Request for Extension*
 - 470-5067, *Record of Emergency Protective Court Orders Served*
 - 470-4837, *Periodic Visit Documentation*
 - 470-4074, *Review Decision for Dependent Adult Abuse*
 - 470-4456, *Dependent Adult Abuse Intake Guidance Tool*
 - RC-0127, *Appeal Hearing Preparation Guide*
 - Comm. 96, *Dependent Adult Protection Handbook*
 - Comm. 195, *Facility, Agency, and Program Evaluation Handbook*
- ◆ Update the availability of forms.
- ◆ Update links to the Department's website.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 16, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Title page	April 13, 2017
Contents (pages 1 and 2)	September 29, 2017
1, 6	April 13, 2017
470-4800	6/17
7-9, 11, 15, 17	April 13, 2017
470-0627	3/09
27, 28	April 13, 2017
470-5067	10/11
29	September 29, 2017
30-34	April 13, 2017
470-4837	9/09
35, 36	April 13, 2017
470-2310	11/14
470-2310(S)	11/14
37, 38	April 13, 2017
470-4074	7/04
470-4456	7/07
39, 40	April 13, 2017
RC-0127	3/12
41-43	April 13, 2017
44	September 29, 2017
Comm. 96 (entire handbook)	September 2017
45, 46	September 29, 2017
Comm. 195 (entire handbook)	July 2012
47, 48	September 29, 2017

Additional Information

Refer questions about this general letter to your area service administrator.

June 5, 2020

GENERAL LETTER NO. 16-G-AP-43

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 16, Chapter G, ***Dependent Adult Protective Services Appendix***, obsolete.

Summary

Dependent Adult Protective Services Appendix is rescinded. Forms and instructions are now located in Title 18, ***Family Services Appendix***.

Effective Date

Upon receipt.

Material Superseded

This material rescinds the entire Chapter G Appendix from Employees' Manual, Title 16, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	January 31, 2020
Contents (page 1)	January 31, 2020
470-2441	6/19
1	January 31, 2020
2	April 13, 2017
470-0657	6/19
3-5	April 13, 2017
6	January 31, 2020
470-3944	6/19
7, 8	January 31, 2020
470-3326	01/19
470-3860	01/19
9	January 31, 2020
10	April 13, 2017
470-4841	3/17
11	January 31, 2020
12-14	April 13, 2017
470-4835	6/16

15	January 31, 2020
16	April 13, 2017
470-3246	10/09
17	January 31, 2020
18	April 13, 2017
470-0688	6/19
19-26	April 13, 2017
470-2444	7/17
27, 28	January 31, 2020
470-0643	2/16
29, 30	January 31, 2020
470-2328	10/15
31, 32	January 31, 2020
470-3301	2/16
470-3301(S)	2/16
470-2310	4/19
470-2310(S)	4/19
33, 34	January 31, 2020
470-3767	2/16
RC-0126	6/19
35, 36	January 31, 2020
RC-0131	9/15
RC-0135	9/19
37, 38	January 31, 2020
RC-0139	7/17
Comm. 118	July 2019
39, 40	January 31, 2020
Comm. 482	9/19

Additional Information

Refer questions about this general letter to your area service administrator.