

January 31, 2020

GENERAL LETTER NO. 18-B(3)-1

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

SUBJECT: Employees' Manual, Title 18, Chapter B(3), ***Dependent Adult Assessment***, Title page, new; Contents (pages 1 through 5), new; and pages 1 through 199, new.

Summary

The content of Employees' Manual, Title 16, Chapter G, ***Dependent Adult Protective Services***, has moved to Title 18, Chapter B(3). The content is also revised to:

- ◆ Include the following information in Chapter 18-B(3) that was not previously found in Chapter 16-G:
 - Law changes impacting adult protective services in Iowa.
 - Ethical foundations of adult protective services, including a code of ethics.
 - Department responsibilities.
 - Dependency assessment information.
 - Definitions of dependent adult abuse consistent with current legislation.
 - Comm. 96, *Dependent Adult Protection Handbook*
 - Comm. 195, *Facility, Agency, and Program Evaluation Handbook*.
- ◆ Update the following information on:
 - The overview and history.
 - The definitions and terms.
 - Subject identifiers to be consistent with current practice.
- ◆ Remove information on community education efforts.
- ◆ Reflect current cost-of-living amounts and form references.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

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

May 21, 2021

GENERAL LETTER NO. 18-B3-2

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

SUBJECT: Employees' Manual, Title 18, Chapter B(3), **Dependent Adult
Assessment**, Contents Page 4 and 5, pages 172-199, revised; 200, new.

Summary

This chapter is revised to:

- ◆ Add guidance on transfer of a case to another department office
- ◆ Update collateral contact interviews guidance
- ◆ Update interactions with medical examiners guidance
- ◆ Update DHS response to allegations after hours, weekends and holidays for DIA guidance
- ◆ Update case record guidance to include urgent reject intakes

Effective Date

Effective immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter B(3), and destroy them:

<u>Page</u>	<u>Date</u>
Contents 4 and 5	January 31, 2020
172-199	January 31, 2020

Additional Information

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

September 3, 2021

GENERAL LETTER NO. 18-B3-3

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

SUBJECT: Employees' Manual, Title 18, Chapter B(3), ***Dependent Adult Assessment***, pages 115 and 116 revised.

Summary

Chapter 18-B(3) is revised to update guidance on evaluations in facilities, agencies or programs not covered by DIA.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 18, Chapter B(3):

<u>Page</u>	<u>Date</u>
115 and 116	January 31, 2020

Additional Information

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

July 15, 2022

GENERAL LETTER NO. 18-B3-4

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

SUBJECT: Employees' Manual, Title 18, Chapter B(3), ***Dependent Adult Assessment***, Contents page 1-5; pages 13, 39, 53, 63-65, 68, 86-88, 114, 115 and 116, 117-122, 123 and 124, 125 and 126, 131, 147, 170, 172-174, 185, 189, 191, 194, revised.

Summary

This chapter is revised to:

- ◆ Reflect changes associated with linking intakes/additional allegations
- ◆ Clarify the process of exploitation
- ◆ Correct the examples of caretakers who have assumed responsibility for the care, custody and protection of a dependent adult through contract and order of the court
- ◆ Reflect information on notice of termination of an agent's authority under a financial power of attorney
- ◆ Expand on periodic visit intention and parameters
- ◆ Add clarification and direction about "household members" in congregate care settings and boarding homes
- ◆ Add information on access to abuse information for providers of care, including Power of Attorneys
- ◆ Correct grammar, punctuation, style, and formatting

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter B(3), and destroy them:

<u>Page</u>	<u>Date</u>
Contents 1-5	January 31, 2020
13, 39	January 31, 2020
53	May 21, 2021
63-65, 68, 86-88, 114	January 31, 2020
115 and 116	September 3, 2021
117-122	January 31, 2020
123 and 124	May 21, 2021
125 and 126	January 31, 2020
131, 147, 170	January 31, 2020
172-174, 185, 189, 191, 194	May 21, 2021

Additional Information

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

August 4, 2023

GENERAL LETTER NO. 18-B3-5

ISSUED BY: Bureau of Adult Protective Services
Division of Aging and Disability Services

SUBJECT: Employees' Manual, Title 18, Chapter B(3), **Dependent Adult Assessment**, Title Page, Contents 1-4, revised; Contents 5, removed; 1-12, 13, 14-38, 39, 40-51, 52, 53, 54, 55, 56-62, 63-65, 66 and 67, 68, 69-85, 86-88, 89-113, 114-126, 127-130, 131, 132-146, revised; 147, 148-169, 170, 171, 172-174, 175-184, 185, 186-188, 189, 190, 191, and 192-200, removed.

Summary

This chapter is revised to reflect Administrative Rule changes and to update style and formatting throughout.

Effective Date

July 25, 2023.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter B(3), and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	January 31, 2020
Contents 1-4	July 15, 2022
Contents 5	July 15, 2022
1-12	January 31, 2020
13	July 15, 2022
14-38	January 31, 2020
39	July 15, 2022
40-51	January 31, 2020
52	May 21, 2021
53	July 15, 2022
54	January 31, 2020
55	May 21, 2021
56-62	January 31, 2020
63-65	July 15, 2022
66 and 67	January 31, 2020
68	July 15, 2022
69-85	January 31, 2020
86-88	July 15, 2022
89-113	January 31, 2020
114-126	July 15, 2022
127-130	January 31, 2020
131	July 15, 2022
132-146	January 31, 2020
147	July 15, 2022
148-169	January 31, 2020
170	July 15, 2022
171	January 31, 2020
172-174	July 15, 2022
175-184	May 21, 2021

185	July 15, 2022
186-188	May 21, 2021
189	July 15, 2022
190	May 21, 2021
191	July 15, 2022
192-200	May 21, 2021

Additional Information

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

August 9, 2024

GENERAL LETTER NO. 18-B3-6

ISSUED BY: Bureau of Adult Protective Services
Division of Aging and Disability Services

SUBJECT: Employees' Manual, Title 18, Chapter B(3), ***Dependent Adult Assessment***, Title Page, Contents 1-4, revised; Contents 5, new; 1-146, revised; 147-180, new.

Summary

This chapter is revised to:

- Add section regarding worker safety
- Add law changes impacting APS in Iowa for the following years: 2021, 2022, 2023, and 2024
- Add definitions for the following words:
 - Self-Determination
 - Adult Protective Service Case Manager
 - Adult Protective Service Supervisor
 - Adult Protective Worker
 - Affidavit
 - Conditionally safe
 - Indian
 - Indian organization
 - Indian tribe
 - Iowa Administrative Code
 - Iowa Code
 - Legal holiday
 - Periodic visit
 - Present danger
 - Protective capacities
 - Reservation
 - Risk
 - Safe
 - Safety assessment
 - Safety plan
 - Sex Trafficking
 - Strengths
 - Tribal Court
 - Unsafe
- Update the definition of Sex Act
- Add Benefits section under the Dependency Assessment section

- Add a note under Factor 2 of Founded Denial of Critical Care Due to the Adult's Own Actions (Self-Denial)
- Align factoring to be worded the same as in DARES
- Remove factoring for Founded Denial of Critical Care: Failure to Provide Adequate Medical Care
- Remove factoring for Founded Denial of Critical Care: Failure to Meet Emotional Needs Necessary for Normal Functioning
- Add to the list of suggested resources and decision-making questions under Founded Denial of Critical Care: Failure to Provide Proper Supervision
- Align reasons for extensions to be the same as in DARES
- Remove Family Life Homes from the Facilities, Agencies, and Programs where HHS Completes Dependent Adult Abuse Evaluations table
- Update the Facilities, Agencies, and Programs where HHS Completes Dependent Adult Abuse Evaluations table to reflect the most current information known at this time
- Change the telephone number for the Division of Public Health
- Add and changed information within the Office of Public Guardian section
- Add a section regarding Guardianship/ Conservatorship Consults with the Office of Public Guardian
- Make changes under Method of Release in regard to Requests for Dependent Adult Abuse Information
- Add information regarding the Tribal court, prosecutor, or tribal service's ability to access reports.
- Remove information in the Assessment Reports section
- Align the Authorized Access table to reflect Iowa Code in regard to the release of information to authorized individuals

Effective Date

August 1, 2024.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter B(3), and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	August 4, 2023
Contents 1-4	August 4, 2023
Contents 5	
1-146	August 4, 2023

Additional Information

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

March 14, 2025

GENERAL LETTER NO. 18-B3-7

ISSUED BY: Bureau of Aging and Disability
Division of Preventative and Protective Services

SUBJECT: Employees' Manual, Title 18, Chapter B(3), **Dependent Adult Assessment**, Contents 1-5, 3, 22, 27, 29-31, 35-37, 51-55, 60-180, revised; 181 and 182, new.

Summary

This chapter is revised to

- Additional regarding actively resisting re-traumatization.
- Include the term Child Advocacy Center along with Child Protection Center. Remove unrelated code sections that were referenced.
- Add new policy for Transportation of Dependent Adults.
- Add information regarding times when cognitive screenings should not be completed.
- Add a link for form 470-5794, Dependent Adult Alleged Person Responsible Contact Attempt Letter.
- Add information regarding Miranda Warnings.
- Add information about requesting VA records and the link for the APS Field Guide for submitting request to the Help Desk for VA Medical Records
- Add new policy regarding Adult Subjects transitioning home (living) environments.
- Add new policy in regard to Quick Case Closures.
- Add new language in regard to Extensions.
- Add new information regarding the Waiver (ETP) Process.
- Add new policy regarding Destruction of Notes.
- Revise the wording in regard to subpoena for records.
- Update policy throughout.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter B(3), and destroy them:

<u>Page</u>	<u>Date</u>
Contents 1-5	August 9, 2024
3, 22, 27, 29-31, 35-37, 51-55, 60-180	August 9, 2024

Additional Information

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