

Cathy Cooper
Authorized Signature

Number: SPD-AR-10-029
Issue Date: 04/29/2010

Topic: Community and Facility Protective Service Reports

Due Date: 05/07/2010

Subject: Urgent: Protective Service Reports Verification

Applies to (check all that apply):

- All DHS employees
Area Agencies on Aging
Children, Adults and Families
County DD Program Managers
County Mental Health Directors
Health Services
Seniors and People with Disabilities
Other (please specify):

Action Required:

Please run reports from ACCESS or your local office tracking system for community protective service investigations that were completed in 2008 and 2009. Please provide report numbers by facility type for your facility investigations. This information may be from the local tracking system, spread sheet or an actual drawer count. Please report the number of complaints received in each year, the number of reports completed and closed and the number of reports still outstanding. Please keep the facility and community numbers separate in your response. Please fax or e-mail your reports to Judy Giggy.

Reason for Action:

We are working on developing our budget for 2011-2013. Part of budget development is to request the amount of staff we believe we will need based on caseload forecasts. One of the caseloads we earn staff for is protective services. In running the 2009 numbers in Central Office, we believe there may be an error in our report that is causing us to have many fewer protective services reports than we anticipated. If we do not have the correct number of 2009 reports, we will not be able to forecast the number of investigations we expect to do in 2011-2013. If we do not have a reasonable forecast, we may not get the Adult Protective Service staff we need to do investigations next biennium. We will need the 2008 data to determine if there is an increase in the complaints being investigated for abuse in 2009.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Judy Giggy		
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