

Aging and People with Disabilities

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Number: APD-IM-13-057

Issue date: 8/27/2013

Topic: Protective Services

Subject: Multiple Allegation Reports on the web 723

Applies to (check all that apply):

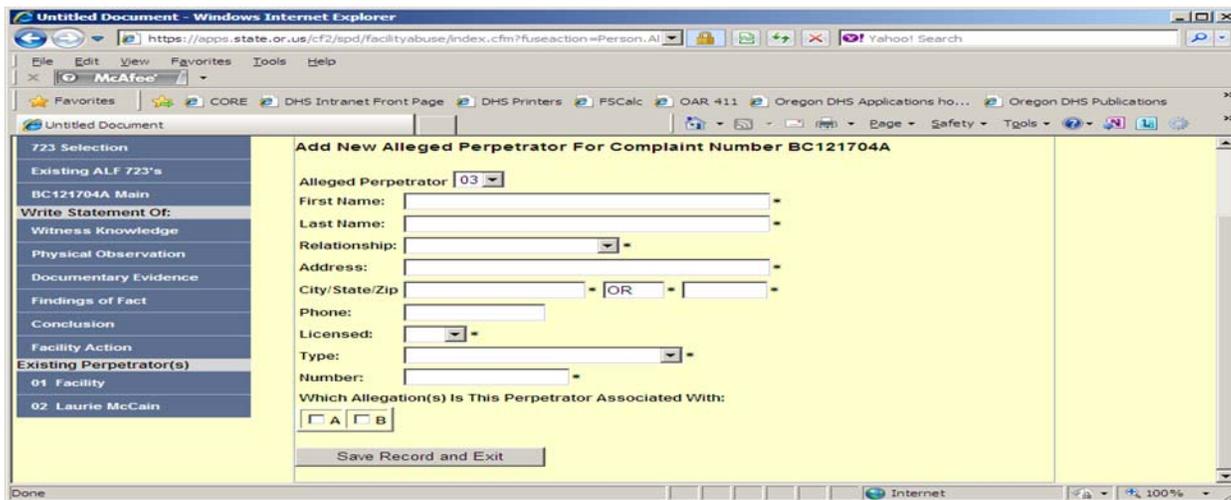
- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify): |

Message:

When APS completes a report on the web 723, data is transferred electronically to a database used by the Corrective Action Coordinators at the Office of Licensing and Regulatory Services (OLRO). The APS team at OAAPI has been asked to provide additional direction regarding cases with multiple allegations, to assure the data transferred is complete and accurate.

APS Specialists (APSS) have been trained to open all new web 723 reports as single allegation cases, unless they are sure there are multiple allegations. This practice should be continued. An APSS is not able to remove an allegation from a report.

When an additional allegation is added to a web 723 report, a series of check boxes will appear beneath the data fields for each person. These are labeled A, B, C, etc., depending on the number of allegations, as illustrated in the screenprint below:



Once an APSS adds an allegation to a report, the APSS must do the following:

- Open each person’s data page (complainant, reported victim(s), reported perpetrator(s), and witness(es));
- For each person, check the A,B,C boxes below the data fields, to associate the person with the allegations they have been interviewed for.

There are cases in which a person will be an RP in allegation A and a witness in allegation B. A person may be an RV in all allegations, or in only one of three.

This is important for data integrity purposes and for the Corrective Action Coordinators to effectively do their jobs.

If you have any questions about this information, contact:

Contact(s):	DHS Service Desk		
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