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| **Name of Document:****APS Comprehensive Evaluation Completion****Policy: Procedure: X** |  |
| Document#: 1300-2 | Department: Adult Protective Services |
| Primary Approving Body:  | Secondary Approving Body:  |

# Related Forms:

* None

# Document Statement:

* The Adult Protective Services (APS) Department will complete the WI State Statue required Comprehensive Evaluation for the Court for every case where a protective placement is petitioned for in county. The evaluation will include: The person's name, residence, diagnosis, agency providing treatment/services, services being provided, medical, psychological social, vocational, educational background and provide recommendations for the least restrictive level of services for the individual as well as recommendations for guardian.

# II Purpose:

* To ensure fulfillment of the responsibilities of the designated Adult Protective Services Agency.

# Ill Definitions

1. **General Procedure**
	* Conduct investigation into person's background and needs.

o Personal observation/interview with subject.

* Contact/interview with family/care providers as applicable.
* Review medical/vocational/psychological records as available and appropriate.
* Contact other entities as assessed necessary and appropriate.
* Formulate assessment and recommendations based on investigation.
	+ Complete Evaluation form in EHR- client record. Print for external copies:
		- 1) Court (via Probate)
		- 2) GAL
		- 3) Guardian (if applicable)

o 4) Subject/their attorney (if applicable)

o 5) Activated DPOA-HC (not rescinded)

* 6) The petitioning attorney/or petitioning prose party- with court order for release of the report.
* \*Any other release or exception with specific court order or special direction ONLY.
	+ Send copies out to appropriate persons 96 hours prior to hearing. o Send with completed affidavit of service (form #GN-3120).

o Record in EHR

* + Attend Court hearing.
* Provide testimony as required.
* Follow through with any needed actions as per court order.
	+ After Court Hearing:
		- Receive case for set up in APS Dept. post hearing.
* Obtain a court order post the hearing.
* Scan all orders and documents received into laser fiche.
* Update client demographics in EHR.
* Update in Correspondence Tracker in EHR.
* Assure review time frame is established. (Review month is month prior to month hearing held in - for annual review. Date is the first day of that month for the next year).
* Update information in Legal status tab in EHR.
* Update guardian information in Contacts.
* Put a Surrogate Decision Maker Alert in EHR record.

# Program-Specific Requirements: References:

* + Joint Commission Chapter: N/A
	+ CMS Regulation: N/A
	+ WI State Statute Chapter 55

# Related Documents: