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| **Name of Document:****APS -Annual Review of Protective Placement****Policy: Procedure: x** | INSERT LETTER HEAD |
| Document#: - - - | Department: Adult Protective Services |
| Primary Approving Body: | Secondary Approving Body: |

# Related Forms:

* (Form name: hyperlink)

# Document Statement :

* The Adult Protective Services (APS) Department will complete at least an annual review of all protective placement orders for County as per WI State Statutes. The review will be completed and sent to the respective probate office by the first day of the 11th month of the original order of protective placement, or by a specifically court identified alternate date.

II **Purpose:**

* To ensure compliance with Chapter 55-Protective placement orders are reviewed and information is updated with recommendations given as to the least restrictive and most integrated services and placement.

Ill **Definitions**

# General Procedure

**Review Preparation:**

* + Review dates will be entered into TIER to maintain record of all protective placement reviews (cases and dates). Reviews will be maintained in a listing by what month the report must be to the court (by the first day of month).
		- APS Department/Administration/Correspondence Tracking - date is entered in "review date".
	+ Placement Review. Reviews/due date will also be maintained in a listing by what month the report must be to the court (by the first day of month) This is in an excel spreadsheet found in the Protective Services file in the O Drive.
	+ Every quarter, all reviews for the next quarter will be updated and verified with the responsible probate offices. Included in this information are the client name, placement, Court file number, County, and APS Rep following the case.
	+ Case load will be reviewed in Team Meeting and adjustments made in assignments as needed. Efforts will be made to adjust as per regional case load assignments.
	+ Staff case assignment is recorded in TIER.

# Review Completion:

* Reviews must be completed before the month previous to the due date. (Example:

. "July List" completed prior to July 1st).

* All review cases assigned for each Rep should be scheduled for completion by the responsible APS Rep.
* To complete the review: conduct an investigation into the past year (or applicable time frame) for the individual. This includes:

Personal observation/interview with client.

Contact /interview with family/care providers as applicable.

Review of medical/vocational/psychological/provider records as available and

* + appropriate.

If case has an order for involuntary administration of psychotropic medications, complete section of review that addresses this -including review of benefits and likelihood of voluntary administration and attempts made to attain voluntary compliance.

* Complete the Review form in EHR- client record.
* Print and place copy in tray for Admin Assistant. (Two copies required-for court and guardian).
	+ Include information on what ROl's required.
* Complete Petition for PP Review (form# GN-4080).
	+ APS Rep must sign this petition. Notarization required.
* Send court copy to responsible probate office with petition for court to review (form # GN-4080-Petition for Annual Review).
* Send copy of review to guardian. Include explanatory letter, ROl's for placement and applicable agencies for signature and also satisfaction survey for Health Stream.
* Record actions in EHR-- client record -Correspondence section- PP Review- when sent to probate court- when ROI sent to guardian).

# Post Court Process:

* Receive orders continuing protective placement from court.
* For all orders approved, enter new review date into EHR. (Correspondence - review date -use next year's date).
* Scan into laser fiche.
* For contested Reviews:

o Receive notice of contested hearings and schedule hearings in EHR.

* Prepare for hearing.
* Schedule re-evaluation of competency if assessed as necessary.
* Work with Corporation Counsel in preparing for contested case.
* Attend hearing and testify. ·

o Follow up with court orders.

o Receive signed orders from court, scan into laser fiche.

o Enter new review date in EHR. \*Note with a contested hearing the review date may change -to the month prior to the month the contested hearing was.

# Program-Specific Requirements: References:

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

# Related Documents:

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