

Records to Obtain During Investigation

An APS Specialist shall collect all relevant information; written, verbal, audio or visual evidence for a thorough APS investigation.

A. APS Specialist shall request any relevant records within ten (10) working days of the Face to Face contact of the Involved Adult (IA). See PPS 10200 (C) 2.

1. Examples of records to request during an investigation:

a. Investigations in Nursing Homes:

- i. Face sheet
- ii. Brief Interview for Mental Status (BIMS Score)
- iii. Medication Administration Record (MAR)
- iv. Doctors History and Physical
- v. Incident Reports
- vi. Contractual agreements (admission paperwork)
- vii. Any letters or phone calls to Alleged Perpetrator (ALP) regarding financial issues
- viii. Durable Power of Attorney and/or Guardian/Conservator papers (DPOA, GC)
- ix. Billing statement
- x. Social Services notes

b. Investigations in Community Developmental Disability Organizations (CDDO)

- i. Person Centered Plan
- ii. Incident reports
- iii. MAR
- iv. Behavioral Support Plan
- v. Nursing documentation
- vi. Financial Records
- vii. Contact information regarding Guardian/Conservator, parent, case manager
- viii. Hourly checks that are completed by CDDO staff
- ix. DPOA and/or Guardian/Conservator papers
- x. Internal investigation summary

c. Investigations in Community:

- i. Release of Information if possible
- ii. Any Medical records and or photos that are needed
- iii. Bank records if allegation of Financial Exploitation
- iv. DPOA/Guardian/Conservator

- v. Law Enforcement Reports and or photos
- vi. Family information, phone numbers, etc.
- vii. Collateral Contact

B. How to request records for obtaining information

- a. Use form PPS 10210 Release of Information signed by the IA, DPOA, or Guardian/Conservator
- b. Use form PPS 10209 to request bank records
- c. Use form PPS 10211 to request records relevant to Adult Protective Services Investigation. See K.S.A 39-1436

