

APPENDIX C.3. UNDER 60 REPORTS OF NEED

The Protective Services for Older Adults Statute and regulations requires Agency staff to receive all *Reports of Need*, regardless of age or the location of the individual. This is required under §15.26(b)(5)(ii).

Below are the agencies responsibilities for reports received for individuals under the age of 18 and for reports received for individuals between the age of 18-59.

Under 18 Reports

All reports received, for individuals under the age of 18, must be documented in the SAMS system.

After the Report of need is completed, for an individual under the age of 18, the agency shall:

- Complete all SAMS data entry requirements (refer to chapter 5 of the A&D Documentation Procedural Manual for complete instructions).
- Immediately call the regional office of the Department of Human Services (DHS), Office of Children, Youth and Families or the State ChildLine (800.932.0313).
- Forward the written facility report, if applicable, to the regional office of the Department of Human Services (DHS), Office of Children, Youth and Families or the State Childline.
- Complete additional referrals and notifications if required, such as 911 or crisis.

Note: If the individual resides in a facility, the area agency on aging must complete licensing and long-term care ombudsman notifications as required under §15.45 for all recipients. (long-term care ombudsman notifications are completed when an individual resides in or receives services from Skilled Nursing, Personal Care, Assisted Living, Dom Care, ADLC, and LIFE Centers.)

Adult 18 to 59 Reports

Important:

- Do not delete reporter or alleged perpetrator information contained in the Report of Need.
- Once a Report of Need is completed and forwarded to the Adult Protective Services (APS) provider, agency staff may not access the SAMS record for information about the investigation.
- If correspondence, or requests for information are received, then it is referred to the APS provider.
- Inquiries regarding a specific case should be directed to the appropriate APS regional manager or supervisor.
- Refer to chapter 4 of the A&D Documentation Procedural Manual for complete instructions.

Additional Requirements for 18-59 Reports:

If the reporter indicates that there is an immediate threat or a life-threatening situation the AAA must:

- Contact 911.
- Immediately call the APS provider at 888.243.6561 for any report that needs immediate attention.
- Immediately forward the Report of Need to the APS provider.

If the report indicates one of the four serious: serious bodily injury, serious physical injury, sexual abuse or suspicious death then the intake worker at the agency must inform the mandatory reporter of their additional reporting obligations. See below and Refer to Appendix C.3 and E.3 for specific instructions on additional reporting requirements.

Additional reporting requirements for a facility includes:

- Immediate oral report to law enforcement.

- Complete an oral report to the Pennsylvania Department of Aging (PDA) and the Department of Human Services (DHS) during the current business day or, if the incident occurs after normal business hours, at the opening of the next business day. (717.265.7887)
- Forward the written report to the APS provider and the AAA on the current or next business day

Fax: 484.434.159

Email: mandatoryron@libertyhealth.com.

Forward a written report to law enforcement within 48 hours from the time the oral report was completed.

For more information on APS Payment Process, please see Appendix F.4.