



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

May 7, 2013

ALL COUNTY LETTER (ACL) NO. 13-22

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY ADULT PROTECTIVE SERVICES (APS)
PROGRAM MANAGERS

SUBJECT: APS AND COUNTY SERVICES BLOCK GRANT (CSBG)
MONTHLY STATISTICAL REPORT SOC 242 (9/13)

REFERENCE: ACL NO. 07-18 APS AND CSBG MONTHLY STATISTICAL
REPORT SOC 242 (4/07)

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

This letter is to inform counties of the revised APS and CSBG Monthly Statistical Report SOC 242 (9/13). The revised report form provides monthly information about caseload movement, reports of alleged abuse, investigation findings, types of abuse reported and support services. The September 2013 month will be the first report month. While there have been no new statutory changes that affect the data the counties are required to provide, the California Department of Social Services (CDSS) made significant changes to the form and instructions to provide the necessary clarification to improve data collection statewide. Along with this revised SOC 242 report form, this letter also transmits a flow chart (Attachment A) that illustrates the process for incoming reports to county APS agencies.

A workgroup consisting of members from several APS offices and the CDSS Adult Programs Policy and Operations Bureau began the process of revising the existing SOC 242 report form in order to improve statewide consistency and accuracy of the APS data. The focus for this revision was to improve consistency when recording data for reports that did not require an in-person response, as addressed by Welfare and Institutions Code (W&IC) section 15763. To accomplish greater consistency, it was necessary to clarify the situations which meet specific criteria for two types of no in-person response: "No In-person Response" (NIR) and "No Ten-Day (NTD) In-person Response."

As specified in the Manual of Policy and Procedures section 33-510.2, county APS agencies are not required to conduct an immediate or 10-day in-person response for the NIR situations below:

- Outside of APS jurisdiction or which do not meet APS criteria.
- Inadequate information to contact/locate the elder/dependent adult.
- Involving an individual who has moved out of the state or county.
- Involving an elder or dependent adult who is deceased.
- Duplicates of existing reports or previously resolved cases.

The situations above will be recorded in Part C, Item 8 of the SOC 242 form, referenced as a NIR and will not result in a case.

The second type of response that does not require an immediate or 10-day in-person response, the NTD response, is practiced at the county's discretion and includes the following situations:

- Did not involve a protection issue.
- Involving clients receiving intervention from other agencies or resources.
- Involving clients whose protection issues were resolved.
- Involving clients who have been placed in permanent facilities.
- Received from non-credible sources.
- Received involving other circumstances.

These NTD situations will result in cases and will be recorded under Part D, Item 10, and referenced as "No Ten-Day In-person Response" or NTD.

The following is a summary of the changes on the SOC 242:

- Part B:
 - Item 7b includes financial abuse reports filed by financial institutions (using form SOC 342, "For Use by Financial Institutions – Report of Suspected Dependent Adult/Elder Financial Abuse," or by other means).
 - Item 7b, in the previous SOC 242 form, has been deleted.
- Part C:
 - Re-titled "REPORTS EVALUATED AND NO IN-PERSON RESPONSE (NIR) REQUIRED"
 - Item 8 is expanded, specifying Items 8a through 8e, as instances of "Reports evaluated and no in-person response required during the month."

- Part D:
 - Re-titled, “REPORTS, ASSIGNED AS A CASE, RESULTING IN A COUNTY-DETERMINED NO TEN-DAY (NTD) IN-PERSON RESPONSE.” Part D contains a revised version of Part I., “SUPPLEMENTAL INFORMATION,” which was in the SOC 242 (4/07).
 - Includes Item 9, reporting YES or NO if the county implements provisions under W&IC section 15763(b)(2) for reports that fall under a county-determined NTD response.
 - New Item 10, “Reports, assigned as a case, resulting in a county-determined No Ten-Day (NTD) in-person response.”
 - New Item 10 is expanded, specifying Items 10a through 10f as instances of “Reports, assigned as a case, resulting in a county-determined No Ten-Day (NTD) in-person response.”
 - Item 11, “Of the reports in Item 10, the number that were re-evaluated and resulted in an in-person response during the month.”
- Part E:
 - New section, “CASE ASSIGNED FOR INVESTIGATION WHERE INVESTIGATION WAS NOT CONTINUED, NO FINDINGS MADE”
 - New Item 12, “Cases in which an investigation could not continue or conclude with a finding.”
- Part F:
 - Re-titled, “INVESTIGATION RESULTS AT CASE LEVEL – UNDUPLICATED.”
 - Includes Item 13, “Investigations at case level completed during the month.”
 - Includes Item 14, “Immediate investigations completed during the month.”
 - Includes Item 15, “Investigations conducted during the month after business hours requiring an on-call worker to respond immediately.”
- Part G:
 - Re-titled “TYPES OF ABUSE.”
 - New columns added to reflect an “unfounded” finding of an investigation.
 - Items 16 and 18 substitute the term “allegations” for “reports.”
- Part H:
 - Re-titled “SUPPORT SERVICES (IN-PERSON).”
 - Column, “Total” has been added for Items 20, 21 and 22.
- Part I is re-titled “INFORMATION AND REFERRAL.”
- Part J is re-titled “OUT-OF-HOME CARE ADULTS (OHC-A).”
- Part K is added, which was previously Part H “OPTIONAL SERVICES.”

The Instructions and Validation Rules and Edits have been revised to clarify the completion of the items on the revised SOC 242 form. The Definitions section has been moved towards the end of the Instructions and is now entitled “Glossary.” The section which references the Welfare and Institutions Codes and Penal Codes follows the Glossary.

The attached flow chart (Attachment A) was developed to assist systems staff with the programming revisions necessary to implement the revised form. It may also serve as an aid for completion of the revised form by county staff.

The report continues to be due on the 20th calendar day of the month following the report month. Therefore, the first revised report, September 2013, is due on or before October 20, 2013. To complete the electronic form, counties are to download a copy of the SOC 242 form (which includes instructions and validations) using the link: <http://www.cdss.ca.gov/dssdb/>. Please submit the report via e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at admsoc242@dss.ca.gov. The SOC 242 form, instructions, Validation Rules and Edits and flow chart are attached for reference.

If you have any questions regarding the completion of this report, please contact DSSDB at (916) 651-8269. Policy related questions should be directed to the Adult Programs Policy and Operations Bureau at (916) 651-5350.

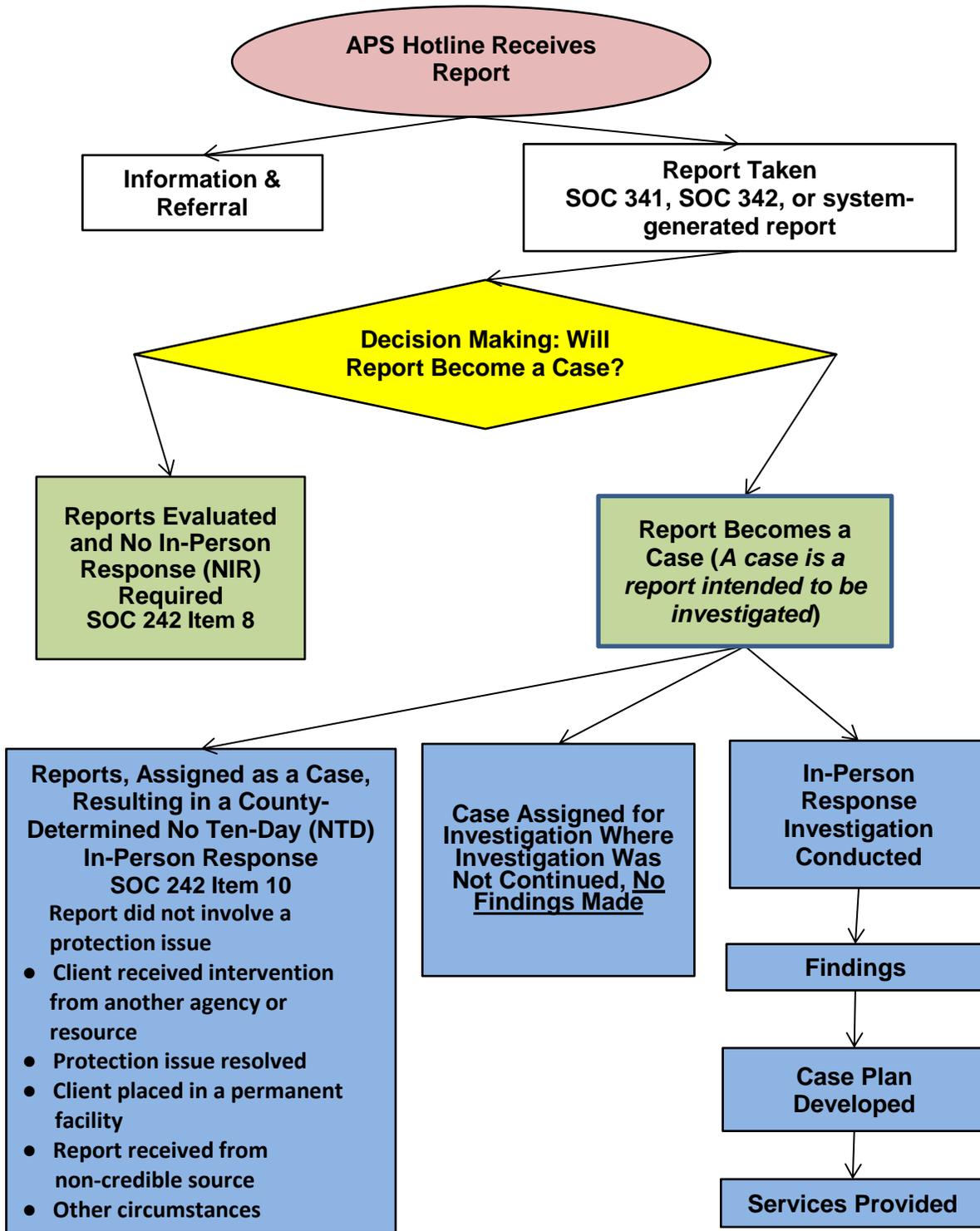
Sincerely,

Original Document Signed By:

M. AKHTAR KHAN, Chief
Research Services Branch
Administration Division

Attachments

ADULT PROTECTIVE SERVICES (APS) PROCESS FOR INCOMING REPORTS



Adult Protective Services (APS) and County Services Block Grant (CSBG) Monthly Statistical Report

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb/>
E-MAIL COMPLETED REPORT FORM TO:
admsoc242@dss.ca.gov

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR
-------------	--	--------------	-------------

ADULT PROTECTIVE SERVICES

PART A. CASELOAD MOVEMENT	ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)
1. Cases carried forward from last month.....	1	2	3
<i>a. Item 6 from last month's report, as reported to CDSS</i>	4	5	6
<i>b. Adjustment (Item 1 minus Item 1a, positive or negative number, explain in Comments section if not 0)</i>	7	8	9
2. Cases opened during the month.....	10	11	12
3. Total active cases during the month (Item 1 plus Item 2).....	13	14	15
4. Cases closed during the month (Sum of Items 4a through 4e).....	16	17	18
Cases closed by length of service at the time of closure:			
<i>a. Cases closed in less than one month</i>	19	20	21
<i>b. Cases closed after one month or more, but less than two months</i>	22	23	24
<i>c. Cases closed after two months or more, but less than three months</i>	25	26	27
<i>d. Cases closed after three months or more, but less than six months</i>	28	29	30
<i>e. Cases closed after six months or more</i>	31	32	33
5. Of the number of cases in Item 4, cases closed during the month as a result of client refusing services (Less than or equal to Item 4).....	34	35	36
6. Cases carried forward to next month (Item 3 minus Item 4).....	37	38	39
PART B. REPORTS TO APS - UNDUPLICATED	ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)
7. Reports of alleged abuse received during the month (Includes, but is not limited to, Item 7a and 7b).....	40	41	42
<i>a. Reports of alleged abuse received after business hours (Include in Item 7)</i>	43	44	45
<i>b. Reports of suspected elder/dependent adult financial abuse submitted by financial institutions (using form SOC 342 or other means; include in Item 7)</i>	46	47	48
PART C. REPORTS EVALUATED AND NO IN-PERSON RESPONSE (NIR) REQUIRED	ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)
8. Reports evaluated and no in-person response required during the month (Sum of Items 8a through 8e; also less than or equal to Item 7).....	49	50	51
<i>a. Reports found to be outside APS jurisdiction/do not meet APS eligibility criteria</i>	52	53	54
<i>b. Reports where APS was unable to obtain adequate information to contact/locate the elder/dependent adult</i>	55	56	57
<i>c. Reports where APS determined the individual moved out-of-state or out-of-county</i>	58	59	60
<i>d. Reports where the individual was deceased and no other elder/dependent adult was at risk</i>	61	62	63
<i>e. Reports evaluated that are duplicates of existing reports or previously resolved cases</i>	64	65	66
PART D. REPORTS, ASSIGNED AS A CASE, RESULTING IN A COUNTY-DETERMINED NO TEN-DAY (NTD) IN-PERSON RESPONSE	ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)
9. County implements the No Ten-Day (NTD) in-person response provision provided under W&IC Section 15763(b)(2) If YES , complete Items 10a through 10f, and 11. If NO , enter 0 in Items 10a through 10f, and 11.	⁶⁷ <input type="checkbox"/> YES <input type="checkbox"/> NO		
10. Reports during the month, assigned as a case, resulting in a county-determined No Ten-Day (NTD) in-person response (Sum of Items 10a through 10f).....	68	69	70
<i>a. Reports that did not involve a protection issue</i>	71	72	73
<i>b. Reports involving clients receiving intervention from other agencies/resources</i>	74	75	76

ADULT PROTECTIVE SERVICES (Continued)							
PART D. REPORTS, ASSIGNED AS A CASE, RESULTING IN A COUNTY-DETERMINED NO TEN-DAY (NTD) IN-PERSON RESPONSE (Continued)				ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)	
c. Reports involving clients where the protection issue was resolved.....				77	78	79	
d. Reports involving clients placed in permanent facilities.....				80	81	82	
e. Reports received from non-credible sources.....				83	84	85	
f. Reports received involving other circumstances (explain in Comments section).....				86	87	88	
11. Of the reports in Item 10, the number that were re-evaluated and resulted in an in-person response during the month.....				89	90	91	
PART E. CASE ASSIGNED FOR INVESTIGATION WHERE INVESTIGATION WAS NOT CONTINUED, NO FINDINGS MADE				ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)	
12. Cases during the month in which an investigation could not continue or conclude with a finding....				92	93	94	
PART F. INVESTIGATION RESULTS AT CASE LEVEL - UNDUPLICATED				ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)	
13. Investigations at case level completed during the month (Sum of Items 13a through 13c).....				95	96	97	
a. Investigated: Abuse confirmed.....				98	99	100	
b. Investigated: Abuse inconclusive.....				101	102	103	
c. Investigated: Abuse unfounded.....				104	105	106	
14. Immediate investigations completed during the month (Include in Item 13).....				107	108	109	
15. Investigations conducted during the month after business hours requiring on-call worker to respond immediately.....				110	111	112	
PART G. TYPES OF ABUSE	CONFIRMED		INCONCLUSIVE		UNFOUNDED		TOTAL
	ELDER (D)	DEPENDENT ADULT (E)	ELDER (F)	DEPENDENT ADULT (G)	ELDER (H)	DEPENDENT ADULT (I)	Sum of Columns D-I (J)
16. Unduplicated investigated allegations of self-neglect during the month.....	113	114	115	116	117	118	119
17. Types of self-neglect during the month (Sum of Items 17a through 17e).....	120	121	122	123	124	125	126
a. Physical care (e.g. personal hygiene, clothing, shelter).....	127	128	129	130	131	132	133
b. Medical care (e.g. physical and mental health needs).....	134	135	136	137	138	139	140
c. Health and safety hazards (e.g. failure to protect oneself from risk, danger, or harm).....	141	142	143	144	145	146	147
d. Malnutrition/Dehydration (e.g. inadequate nutrition or nourishment).....	148	149	150	151	152	153	154
e. Financial (e.g. inability to manage one's personal finances).....	155	156	157	158	159	160	161
18. Unduplicated investigated allegations of abuse perpetrated by others during the month.....	162	163	164	165	166	167	168
19. Types of abuse perpetrated by others during the month (Sum of Items 19a through 19h).....	169	170	171	172	173	174	175
a. Physical.....	176	177	178	179	180	181	182
b. Sexual.....	183	184	185	186	187	188	189
c. Financial.....	190	191	192	193	194	195	196
d. Neglect.....	197	198	199	200	201	202	203
e. Abandonment.....	204	205	206	207	208	209	210

ADULT PROTECTIVE SERVICES (Continued)							
PART G. TYPES OF ABUSE	CONFIRMED		INCONCLUSIVE		UNFOUNDED		TOTAL
	ELDER (D)	DEPENDENT ADULT (E)	ELDER (F)	DEPENDENT ADULT (G)	ELDER (H)	DEPENDENT ADULT (I)	Sum of Columns D-I (J)
f. Isolation.....	211	212	213	214	215	216	217
g. Abduction.....	218	219	220	221	222	223	224
h. Psychological/Mental.....	225	226	227	228	229	230	231
PART H. SUPPORT SERVICES (IN-PERSON)					ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B (C)
20. Cases receiving emergency shelter during the month.....					232	233	234
a. Number of days emergency shelter was provided.....					235	236	237
21. Cases receiving temporary in-home protection during the month.....					238	239	240
a. Number of hours temporary in-home protection was provided.....					241	242	243
22. Cases receiving tangible or non-tangible support services during the month.....					244	245	246
a. Cases receiving transportation services.....					247	248	249
PART I. INFORMATION AND REFERRAL						RESPONSES	
23. Responses to requests for information and referral during the month.....						250	
COUNTY SERVICES BLOCK GRANT (CSBG)							
PART J. OUT-OF-HOME CARE ADULTS (OHC-A)							CASES (K)
24. Cases carried forward from last month.....							251
a. Item 28 from last month's report, as reported to CDSS							252
b. Adjustment (Item 24 minus Item 24a, positive or negative number, explain in Comments section if not 0).....							253
25. Cases opened during the month.....							254
26. Total active cases during the month (Item 24 plus Item 25).....							255
27. Cases closed during the month.....							256
28. Cases carried forward to next month (Item 26 minus Item 27).....							257
PART K. OPTIONAL SERVICES							CASES (K)
29. Cases receiving optional services during the month.....							258
COMMENTS							
<p>Explanation: Item 1b Adjustment (Complete if Cells 7, 8, and 9 are not 0.)</p> <p>Explanation: Item 10f Reports received involving other circumstances (Complete if Cells 86, 87, and 88 are not 0.)</p> <p>Explanation: Item 24b Adjustment (Complete if Cell 253 is not 0.)</p> <p>Explanation: Revised Report (Complete if Revised is selected. If Initial is selected this box remains blank.)</p>							
CONTACT PERSON			TELEPHONE			EXTENSION	FAX
TITLE/CLASSIFICATION			E-MAIL			DATE SUBMITTED	

**ADULT PROTECTIVE SERVICES (APS) AND COUNTY SERVICES BLOCK GRANT (CSBG)
MONTHLY STATISTICAL REPORT
SOC 242 (9/13)**

INSTRUCTIONS

CONTENT

The monthly SOC 242 report contains statistical information on the Adult Protective Services (APS) and County Services Block Grant (CSBG) programs.

- APS data includes reports of elder and dependent adult abuse that occurred in locations other than long-term care facilities, state mental health hospitals, or state developmental centers.
- CSBG data includes Out-of-Home Care Adults (OHC-A) and Optional Services.

PURPOSE

The SOC 242 meets the mandate set for Senate Bill 160 (Peace), 1999-2000 Budget, Chapter 50, Statutes of 1999 and Senate Bill 2199 (Lockyer), Chapter 946, Statutes of 1998 (Welfare and Institutions Code section 15658). This report also provides county, state and federal entities with information needed for budgeting, staffing, and program planning.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. The contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month. Counties are to maintain an electronic (Excel) copy of all submitted Initial and Revised reports to ensure the county's records match the records on file at the California Department of Social Services' (CDSS).

If a county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). CDSS policy requires counties to revise current State Fiscal Year (FY) reports and two prior FYs if needed. Revisions involving additional fiscal years will be evaluated by CDSS and the county to determine the corrections needed.

Download the report form, which includes instructions, from <http://www.cdss.ca.gov/dssdb/>. E-mail the completed SOC 242 report form to CDSS, Data Systems and Survey Design Bureau (DSSDB) at admsoc242@dss.ca.gov. This e-mail submission process contains automatic computation of some items (cells) and allows for e-mail transmission of completed SOC 242 reports to DSSDB.

If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269. The statewide and county specific SOC 242 data is available on the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. Counties are encouraged to review their data on the website each month to confirm the county's data matches the data on file at CDSS.

GENERAL INSTRUCTIONS

In the boxes provided at the top of the form, enter the county name, version (Initial or Revised) and report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank** unless otherwise specified. If the county does not provide a particular service/activity or the service/activity is provided but the county is unable to collect or track the data, enter "0" and explain in the **Comments** box.

GENERAL INSTRUCTIONS (Continued)

In the boxes at the bottom of the form, enter the name, job title or classification, telephone number, fax number and e-mail address of the person responsible for the report should there be any questions. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

The SOC 242 collects data concerning reports of elder and dependent adult abuse that occurred in a location other than a long-term care facility. Do not include on the SOC 242 reports of abuse which occurred in long-term care facilities, such as skilled nursing and residential care facilities for the elderly (either licensed or unlicensed), in state mental health hospitals or state developmental centers, except when APS staff participated in the evaluation and investigation of an incident of abuse in these facilities.

DEFINITIONS

The definitions for this report are in the Glossary at the end of the Instructions.

COLUMN INSTRUCTIONS

Column A Elder: Report activity for Elder cases.

Column B Dependent Adult: Report activity for Dependent Adult cases.

Column C Total: This is the sum of cells in Columns A and B. ***These cells are automatically calculated.***

Column D Confirmed Elder: Report activity for Confirmed Elder cases.

Column E Confirmed Dependent Adult: Report activity for Confirmed Dependent Adult cases.

Column F Inconclusive Elder: Report activity for Inconclusive Elder cases.

Column G Inconclusive Dependent Adult: Report activity for Inconclusive Dependent Adult cases.

Column H Unfounded Elder: Report activity for Unfounded Elder cases.

Column I Unfounded Dependent Adult: Report activity for Unfounded Dependent Adult cases.

Column J Total: This is the sum of cells in Columns D, E, F, G, H and I. ***These cells are automatically calculated.***

Column K Cases: Report activity for County Services Block Grant cases.

ITEM INSTRUCTIONS**ADULT PROTECTIVE SERVICES****PART A. CASELOAD MOVEMENT**

1. Cases carried forward from last month: Enter the number of cases that were carried forward to the current report month. This number is usually the same as last month's Item 6 as reported to CDSS. If Item 1 is not the same as last month's Item 6, explain the reason in the Item 1b Adjustment explanation box in the **Comments** section. *[Cells 1-3]*

ITEM INSTRUCTIONS (Continued)

- a. Item 6 from last month's report, as reported to CDSS: Enter Item 6, Cases carried forward to next month, **from last month's report as reported to CDSS**. This number must be the same as last month's Item 6 as reported to CDSS. [Cells 4-6]
- b. Adjustment (Item 1 minus Item 1a, positive or negative number, explain in Comments section if not 0): This item is automatically calculated. An adjustment is the difference between this month's beginning balance (Item 1) and last month's ending balance (Item 6). If an adjustment has been calculated (either a positive or negative number) explain the reason the difference occurred in the Item 1b Adjustment explanation box in the **Comments** section. If there is no difference (adjustment), zero displays in this cell and the Item 1b Adjustment explanation box must be left blank. [Cells 7-9]
2. Cases opened during the month: Enter the number of APS cases that were opened during the report month. Each victim is equal to a case. This excludes any additional new allegation(s) to an open case, and it excludes all reports that have been evaluated and no in-person investigation is conducted under the provisions of Manual of Policy and Procedures section (MPP) 33-510.21-24. [Cells 10-12]
3. Total active cases during the month (Item 1 plus Item 2): This item is automatically calculated. This is the total number of open cases in the report month. This is the sum of Item 1 and Item 2. [Cells 13-15]
4. Cases closed during the month (Sum of Items 4a through 4e): This item is automatically calculated. This is the number of cases that were closed during the report month. Item 4 is the sum of Items 4a through 4e. The item must be less than or equal to Item 3. Item 4 must also be greater than or equal to Item 12 plus Item 13. [Cells 16-18]

For Items 4a through 4e, enter the number of cases closed by the length of service at the time of closure.

- a. Cases closed in less than one month: Enter the number of cases that were opened for less than one month. [Cells 19-21]
- b. Cases closed after one month or more, but less than two months: Enter the number of cases that were opened for more than one month but closed in less than two months. [Cells 22-24]
- c. Cases closed after two months or more, but less than three months: Enter the number of cases that were opened for more than two months but closed in less than three months. [Cells 25-27]
- d. Cases closed after three months or more, but less than six months: Enter the number of cases that were opened for more than three months but less than six months. [Cells 28-30]
- e. Cases closed after six months or more: Enter the number of cases that were opened for six months or more. [Cells 31-33]
5. Of the number of cases in Item 4, cases closed during the month as a result of client refusing services (Less than or equal to Item 4): Enter the number of cases closed because a client was offered, but refused services to remedy abuse or risk of abuse. This number includes investigations that progressed, but the client later refused services offered or the client refused to speak with the social worker at the initial visit. This item must be less than or equal to Item 4. [Cells 34-36]
6. Cases carried forward to next month (Item 3 minus Item 4): This item is automatically calculated. This is the number of open cases on the last day of the current report month that will be carried forward to the first day of the following report month. It is Item 3 minus Item 4. Enter this number in Item 1a in next month's report form. [Cells 37-39]

ITEM INSTRUCTIONS (Continued)**PART B. REPORTS TO APS - UNDUPLICATED**

7. Reports of alleged abuse received during the month (Includes, but is not limited to, Item 7a and Item 7b): Enter the total number of unduplicated new reports of alleged abuse received during the report month. This item also includes, but is not limited to, the reports entered in Item 7a and Item 7b. Item 7 must be greater than or equal to Item 7a. Item 7 must be greater than or equal to Item 7b. [Cells 40-42]
- a. Reports of alleged abuse received after business hours (Include in Item 7): Of the reports entered in Item 7, enter the total number of unduplicated reports received after regular business hours, including reports received during weekends and holidays. Item 7a entries must also be entered in Item 7. This item must be less than or equal to Item 7. If a report is entered in both Item 7a and Item 7b, count the report only once in Item 7. [Cells 43-45]
- b. Reports of suspected elder/dependent adult financial abuse submitted by financial institutions (using form SOC 342 or other means, include in Item 7): Of the reports entered in Item 7, enter the total number of unduplicated reports of suspected dependent adult/elder financial abuse submitted by financial institutions using form SOC 342 or other means. Item 7b entries must also be entered in Item 7. This item must be less than or equal to Item 7. If a report is entered in both Item 7a and Item 7b, count the report only once in Item 7. [Cells 46-48]

PART C. REPORTS EVALUATED AND NO IN-PERSON RESPONSE (NIR) REQUIRED

8. Reports evaluated and no in-person response required during the month (Sum of Items 8a through 8e, also less than or equal to Item 7): ***This item is automatically calculated.*** This is the total number of unduplicated reports evaluated during the report month where a determination was made, based upon information given in the initial report, that an in-person response was not required (MPP section 33-510.2). This item is the sum of Items 8a through 8e. This item must also be less than or equal to Item 7. APS counts an in-person response regarding a specific incident of abuse of an elder or dependent adult once, even if the report being investigated contains allegations of multiple types of abuse. Do not include investigations conducted as part of ongoing case management. [Cells 49-51]
- a. Reports found to be outside APS jurisdiction/do not meet APS criteria: Enter the number of reports received during the report month that were found to be outside APS jurisdiction (MPP section 33-405) or did not meet APS eligibility criteria (MPP section 33-115). Examples of reports outside APS jurisdiction include, but are not limited to: (1) the individual is not an elder or dependent adult, (2) the abuse occurred in a long-term care or other licensed facility and the alleged abuser is associated with the facility, and (3) the allegations stated in the report do not meet the APS definition of abuse or neglect. [Cells 52-54]
- Example:**
A 62-year-old man self-reports he was recently laid off from work due to the economic downturn. Although he is now receiving unemployment insurance benefits he is concerned that, if he does not find work soon, he will be unable to make his car payments. This data would be reflected in Cell 52.
- b. Reports where APS was unable to obtain adequate information to contact/locate the elder/dependent adult: Enter the number of reports received during the report month when APS could not contact or locate the elder or dependent adult, due to inadequate information. In addition, information could not be obtained from a family member or another individual with knowledge of the elder's or dependent adult's whereabouts. [Cells 55-57]

ITEM INSTRUCTIONS (Continued)**Example:**

Female caller left an incoherent voice mail message at APS intake unit stating she was in a skilled nursing facility for rehabilitation. Caller stated she was being abused by her daughter and her In-Home Supportive Services provider. Caller did not leave any identifying or contact information for a follow-up call. All intake staff members listened to the message, but could not determine the identity of the caller.

- c. Reports where APS determined the individual moved out-of-state or out-of-county: Enter the number of reports received during the report month when APS determined the elder or dependent adult moved out of the state or out of the county. *[Cells 58-60]*

Example:

A hospital social worker reported that a 50-year-old recently widowed dependent adult is missing his dialysis treatment due to lapse of medical coverage. Client recently moved to another city/county with a friend. A cross-report was made to APS in the county of jurisdiction.

- d. Reports where the individual was deceased and no other elder/dependent adult was at risk: Enter the number of reports received during the report month when the elder or dependent adult was deceased and no other elder or dependent adult was at risk. *[Cells 61-63]*

Example:

A family member calls in a report that another family member financially abused the client who was unable to handle financial matters while receiving hospice services. The client passed away and no other elder/dependent adult is at risk. The family member is concerned the other family member may take the client's belongings and abuse the client's finances. The family member is advised to consult an attorney regarding the client's estate and financial matters.

- e. Reports evaluated that are duplicates of existing reports or previously resolved cases: Enter the number of reports evaluated that are duplicates of existing reports or previously resolved cases. *[Cells 64-66]*

Example:

APS receives a call reporting suspected financial abuse against the caller's 85-year-old friend. The friend told the caller about a family member who stole \$1,000 from him. The intake worker reviews the case management system and finds a case that has been opened, investigated, and closed five days earlier, regarding the same incident and suspected perpetrator. No other allegations of abuse or neglect were reported.

PART D. REPORTS, ASSIGNED AS A CASE, RESULTING IN A COUNTY-DETERMINED NO TEN-DAY (NTD) IN-PERSON RESPONSE

9. County implements the No Ten-Day (NTD) in-person response provision provided under W&IC section 15763(b)(2):
- If the county implements the provision of W&IC section 15763(b)(2), enter a check mark in the “**YES**” box and complete Items 10a through 10f, and 11.
 - If the county does not implement the provision of W&IC section 15763(b)(2), enter a check mark in the “**NO**” box and enter zero (0) for Items 10a through 10f, and 11.
- [Cell 67]*

ITEM INSTRUCTIONS (Continued)

10. Reports during the month, assigned as a case, resulting in a county-determined No Ten-Day (NTD) in-person response (Sum of Items 10a through 10f): **This item is automatically calculated.** This is the total number of unduplicated reports assigned as a case and subsequently determined not to require an in-person response (MPP section 33-510.2). This item is the sum of Items 10a through 10f. Item 10 must be less than or equal to Item 3. If a report falls within a category stated in Items 10a through 10f, it shall be determined to be an NTD case within 10 days of the report date. Following the required case documentation, the case shall be closed (MPP section 33-510.3). If, for any reason, the case remains open beyond 30 days of the report date, an in-person visit shall be conducted for the purpose of an investigation. [Cells 68-70]

- a. Reports that did not involve a protection issue: Enter the number of reports that did not involve a protection issue. [Cells 71-73]

Example:

Jane Doe is 92 years old. She stated her landlord is emotionally abusing her. Due to this she is experiencing significant stress. When the social worker called Ms. Doe, the social worker learned her landlord is harassing her because he has asked her four times this week for her late rent payment. She refuses to pay the rent until the landlord agrees to allow parking for friends of the tenant.

- b. Reports involving clients receiving intervention from other agencies/resources: Enter the number of reports that involved clients receiving intervention from other agencies/resources. [Cells 74-76]

Example:

A hospital social worker reported an elderly client may be at risk of self-neglect following a recent discharge from the hospital, as the client had increased care needs. Home health has been assigned to follow-up with the client effective tomorrow and see the client twice per week for the next two months. An APS intake supervisor reviewed the information and assigned the case to a social worker as an NTD case. Follow-up with the home health care worker will be required before the case is closed.

- c. Reports involving clients where the protection issue was resolved: Enter the number of reports that involved clients where the protection issue was resolved. [Cells 77-79]

Example:

A county law enforcement officer filed a report with APS that an 87-year-old man was subject to possible financial abuse over the past two years. The County District Attorney filed charges against the client's nephew for suspected financial abuse. The client has moved out of the nephew's home and is currently residing in his own apartment. A follow-up call was made by the APS social worker to confirm that no APS intervention is necessary at this time.

- d. Reports involving clients placed in permanent facilities: Enter the number of reports that involved clients placed in permanent facilities. [Cells 80-82]

Example:

A caller reported that a 75-year-old female with advanced Alzheimer disease is bed-bound, has stage 3 decubitus ulcers, and lives in her own home under the care of her 60-year-old husband. She has not seen her medical doctor in two years. The reporting party stated the client is scheduled to see her primary care doctor for the decubitus ulcers. According to the social worker at the health care facility, the tentative plan is that, after her doctor assesses the client's decubitus ulcers, the doctor would require the patient to be hospitalized. Following this, the client could be placed in a skilled nursing home. The next day APS confirmed the client was placed in the County Care Center for Long-Term Care by the hospital's social worker.

ITEM INSTRUCTIONS (Continued)

- e. Reports received from non-credible sources: Enter the number of reports received from non-credible sources. *[Cells 83-85]*

Example:

Report received regarding allegations of financial abuse of an 84-year-old man. The caller, who refuses to give her name, states the client is being manipulated by his son and will be forced to change his will to benefit the son at the expense of “other family members.” Caller inadvertently acknowledges the client is her father. This client is known to APS; he has only one daughter (the caller who wished to be anonymous). She is known to be mentally ill, paranoid and delusional. She has frequently reported a variety of allegations against her brother, all of which resulted in unfounded findings. The caller is determined to be non-credible, based upon her known diagnosed mental illness.

- f. Reports received involving other circumstances (explain in Comments section): Enter the number of reports that involved other circumstances not listed in Items 10a through 10e. All entries in this item require an explanation in the Item 10f explanation box in the **Comments** section. *[Cells 86-88]*

Example:

An 82-year-old female, who lives alone, recently paid \$1,200 to her neighbor to replace her water heater. After learning the neighbor was not a licensed plumber, client was worried she had been defrauded. Client presented as alert and oriented, appears to have paid a reasonable fee, and has a signed two-year guarantee on the work performed. No action was necessary by APS. APS encouraged client to call back if she needed further assistance.

11. Of the reports in Item 10, the number that were re-evaluated and resulted in an in-person response during the month: Enter the number of reports that were initially evaluated as a no in-person response, but were re-evaluated and resulted in an in-person response during the month. *[Cells 89-91]*

Example:

Client has been to the local hospital emergency room five times in the last month for unintentional overdoses on her medications. The client is a veteran and receives services from the Veterans Administration (VA) medical center for a back injury. She was assessed by a psychiatrist during this past hospital admission and did not meet 5150 criteria. The client is not suicidal, per the reporting party, and displays medication-seeking behavior. The case was assigned to an APS social worker as an NTD case. The social worker planned to contact the client to determine if she is receiving ongoing treatment from the VA medical center. The NTD status was changed to a 10-day in-person response status, as the client did not respond to the APS social worker’s phone contact attempts. The APS social worker believes an in-person investigation is needed to evaluate the health and safety of the client.

PART E. CASE ASSIGNED FOR INVESTIGATION WHERE INVESTIGATION WAS NOT CONTINUED, NO FINDINGS MADE

12. Cases during the month in which an investigation could not continue or conclude with a finding: Enter the number of cases that were assigned for investigation, but the investigation could not continue or conclude with a finding. These are cases that were assigned with the intent to investigate [not considered as an NIR (Part C) or an NTD (Part D)] and an in-person response could not be conducted. Item 12 must be less than or equal to Item 4. *[Cells 92-94]*

ITEM INSTRUCTIONS (Continued)

PART F. INVESTIGATION RESULTS AT CASE LEVEL - UNDUPLICATED

13. Investigations at case level completed during the month (Sum of Items 13a through 13c): ***This item is automatically calculated.*** This is the total number of unduplicated investigations at case level that were completed during the report month. This item is the sum of Items 13a through 13c. Item 13 must be less than or equal to Item 4. *[Cells 95-97]*
- a. Investigated: Abuse confirmed: Enter the number of unduplicated reports investigated and concluded as “confirmed.” In the event a case contains multiple types of abuse allegations, there must be at least one allegation concluded as “confirmed” to be included in this number. This item must be equal to the sum of Items 16 and 18 under the column “Confirmed”. *[Cells 98-100]*
- b. Investigated: Abuse inconclusive: Enter the number of unduplicated reports investigated and concluded as “inconclusive.” In the event a case contains multiple types of abuse allegations, there must be at least one allegation concluded as “Inconclusive” to be included in this number, with no allegations concluded as “confirmed.” The number of inconclusive reports must be equal to the sum of Items 16 and 18 under the column “Inconclusive”. *[Cells 101-103]*
- c. Investigated: Abuse unfounded: Enter the number of unduplicated reports investigated and concluded as “unfounded.” In the event a case contains multiple types of abuse allegations, all allegations must be concluded as “unfounded” to be included in this number. The number of unfounded reports must be equal to the sum of Items 16 and 18 under the column “Unfounded”. *[Cells 104-106]*
14. Immediate investigations completed during the month (Include in Item 13): Enter the number of unduplicated immediate investigations of alleged abuse completed during the report month. This item must be less than or equal to Item 4. Item 14 must also be less than or equal to Item 13. *[Cells 107-109]*
15. Investigations conducted during the report month after business hours requiring on-call worker to respond immediately: Enter the number of unduplicated reports received during the report month that required an in-person response after regular business hours. *[Cells 110-112]*

PART G. TYPES OF ABUSE

16. Unduplicated investigated allegations of self-neglect during the month: Enter the number of investigated allegations of self-neglect during the report month. The number includes allegations that were concluded as confirmed, inconclusive, or unfounded and excludes any duplicated allegation. *[Cells 113-119]*
- If more than one allegation of the same incident of abuse is received concerning a specific elder or dependent adult, enter only one count to ensure an unduplicated count of allegations.
 - If another report of an incident of abuse is received on the same individual, but is a separate incident that occurred at a different time, or the allegation is of another type of abuse received on the same individual during the reporting period, count each as a separate, additional allegation.
 - Additionally, if a subsequent report for the same individual is received with the same allegation(s) of abuse, but the time or place where the alleged abuse took place is different, the report is not a duplicate report.

ITEM INSTRUCTIONS (Continued)

- Confirmed allegations in Item 16 added with confirmed allegations in Item 18 must be equal to Item 13a.
- Inconclusive allegations in Item 16 added with the inconclusive allegations in Item 18 must be equal to Item 13b.
- Unfounded allegations in Item 16 added with unfounded allegations in Item 18 must be equal to Item 13c.

17. Types of self-neglect during the month (Sum of Items 17a through 17e): ***This item is automatically calculated.*** This is the number of self-neglect abuse allegations that concluded as confirmed, inconclusive, or unfounded in the report month. This item is the sum of Items 17a through 17e. The item must be greater than or equal to Item 16. [Cells 120-126]

Enter the types of confirmed, inconclusive, or unfounded self-neglect abuse allegations that APS investigated from the list below. If there is more than one type of self-neglect per case; include one count for each type of self-neglect that concluded as confirmed, inconclusive, or unfounded. **This is not an unduplicated count of self-neglect reports.** In addition, include types of self-neglect found during the investigation that were not alleged in the original report.

- Physical care (e.g. personal hygiene, clothing, shelter): Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the abuse involved an act relating to physical care. [Cells 127-133]
 - Medical care (e.g. physical and mental health needs): Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the abuse involved an act relating to medical care. [Cells 134-140]
 - Health and safety hazards (e.g. failure to protect oneself from risk, danger, or harm): Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the abuse involved an act relating to health and safety hazards. [Cells 141-147]
 - Malnutrition/Dehydration (e.g. inadequate nutrition or nourishment): Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the abuse involved malnutrition/dehydration. [Cells 148-154]
 - Financial (e.g. inability to manage one's personal finances): Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the abuse involved financial issues. [Cells 155-161]
18. Unduplicated investigated allegations of abuse perpetrated by others during the month: Enter the number of confirmed, inconclusive, or unfounded unduplicated investigated allegations of abuse perpetrated by others. [Cells 162-168]
- If more than one allegation of the same incident of abuse is received concerning a specific elder or dependent adult, enter only one count to ensure an unduplicated number of allegations.
 - If another allegation of an incident of abuse is received on the same individual but is a separate incident that occurred at a different time, or the allegation is of another type of abuse received on the same individual during the reporting period, count each as a separate, additional allegation.

ITEM INSTRUCTIONS (Continued)

- Additionally, if a subsequent allegation for the same individual is received with the same allegation(s) of abuse, but the time or place where the alleged abuse took place is different, the allegation is not a duplicate allegation.
- Confirmed allegations in Item 18, added with confirmed allegations in Item 16, must be equal to Item 13a.
- Inconclusive allegations in Item 18, added with inconclusive allegations in Item 16, must be equal to Item 13b.
- Unfounded allegations in Item 18, added with unfounded allegations in Item 16, must be equal to Item 13c.

19. Types of abuse perpetrated by others during the month (Sum of Items 19a through 19h): ***This item is automatically calculated.*** This is the number of allegations of abuse perpetrated by others that concluded as confirmed, inconclusive, or unfounded during the report month. This item is the sum of Items 19a through 19h. The item must be greater than or equal to Item 18. *[Cells 169-175]*

Enter the types of confirmed, inconclusive, or unfounded abuse allegations that APS investigated from the list below. If there is more than one type of abuse per case, include one count for each type of abuse that was confirmed, inconclusive, or unfounded. **This is not an unduplicated count of abuse perpetrated by others.** In addition, include types of abuse perpetrated by others found during the investigation that were not alleged in the original report. Note that findings for sexual abuse allegations shall be recorded **only** under sexual abuse (Item 19b) and should not be recorded under physical abuse (Item 19a.).

- a. Physical: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was physical. Note: Findings for sexual abuse allegations shall be recorded **only** under sexual abuse (Item 19b) and should not be recorded under this item. *[Cells 176-182]*
- b. Sexual: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was sexual. Findings for sexual abuse allegations shall be recorded **only** under this item and should not be recorded under physical abuse (Item 19a). *[Cells 183-189]*
- c. Financial: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was financial. *[Cells 190-196]*
- d. Neglect: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was neglect. *[Cells 197-203]*
- e. Abandonment: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was abandonment. *[Cells 204-210]*
- f. Isolation: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was isolation. *[Cells 211-217]*
- g. Abduction: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was abduction. *[Cells 218-224]*
- h. Psychological/Mental: Enter the number of confirmed, inconclusive, and/or unfounded investigated allegations where the type of abuse was psychological or mental. *[Cells 225-231]*

ITEM INSTRUCTIONS (Continued)**PART H. SUPPORT SERVICES (IN-PERSON)**

20. Cases receiving emergency shelter during the month: Enter the number of cases where clients were provided emergency shelter during the report month. Count each case once, even if the client was provided emergency shelter more than once during the report month. In the event the individual receives emergency shelter services that extend into more than one report month, the case is counted once in each of the applicable report months. *[Cells 232-234]*
- a. Number of days emergency shelter was provided: Enter the number of days that emergency shelter was provided during the report month. The maximum number of days that can be counted for each case is equal to the number of days in the report month (e.g. In a report month that has 31 days, the maximum amount of days that can be applied to each case is 31 days). *[Cells 235-237]*

Example:

If there were four cases that each received emergency shelter every day during a 31-day report month, the amount of days to be entered is 124 days (31 days X 4 cases).

21. Cases receiving temporary in-home protection during the month: Enter the number of cases where a client was provided temporary in-home protection during the report month. The number requires that each case be counted once even if the client received temporary in-home protection more than once during report the month. In the event a client receives temporary in-home protection that extends into more than one report month, the case is counted once in each of the applicable report months. *[Cells 238-240]*
- a. Number of hours temporary in-home protection was provided: Enter the number of hours temporary in-home protection was provided during the report month. The maximum number of hours that can be counted for each case is equal to the number of hours in the report month (e.g. In a report month that has 31 days, the maximum number of hours that can be applied to each case is 744 hours (31 days X 24 hours per day x 1 case). *[Cells 241-243]*

Example:

If there were four cases that each received temporary in-home protection every day during a 31-day month, the amount of hours to be entered is 2,976 hours (31 days X 24 hours per day x 4 cases).

22. Cases receiving tangible or non-tangible support services during the month: Enter the number of cases that received tangible or non-tangible support services during the report month. Count each case once, even if the client received more than one service or more than one type of service during the report month. In the event the individual receives tangible or non-tangible services that extend into more than one report month, the case is counted once in each of the applicable report months. *[Cells 244-246]*
- a. Cases receiving transportation services: Enter the number of cases that received transportation services during the month. This item must be less than or equal to Item 22. *[Cells 247-249]*

PART I. INFORMATION AND REFERRAL

23. Responses to requests for information and referral during the month: Enter the number of times Information and Referral was provided during the report month. *[Cell 250]*

ITEM INSTRUCTIONS (Continued)**COUNTY SERVICES BLOCK GRANT**

Current statute (Welfare and Institutions Code section 13003) specifies that county allocations may be used to provide social services that meet the following five federal goals of Title XX of the federal Social Security Act:

- (1) Achieve or maintaining self-support to prevent, reduce, or eliminate dependency.
- (2) Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.
- (3) Preventing or remedying neglect, abuse, exploitation of children and adults unable to protect their own interests, or reuniting families.
- (4) Preventing or reducing inappropriate institutional care by providing community-based care, home-based care, or other forms of less intensive care; and
- (5) Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals or institutions.

Furthermore, based on current regulations (MPP section 30-600), services provided for Out-of-Home Care for Adults (OHC-A) under this program shall be directed only at Goals 3, 4, and 5, as stated above.

PART J. OUT-OF-HOME CARE ADULTS (OHC-A)

Out-of-Home Care means a living arrangement in which the recipient is provided with room and board in a protective setting. OHC for Adults (OHC-A) are those activities and purchases by social services staff on behalf of adults who cannot remain in their own homes or other independent living arrangements and are in or are being considered for placement in out-of-home care facilities (MPP section 30-602). These activities include providing assistance with placement, care, adjustment, discharge or transfer into and from foster family setting halfway houses, nonmedical out-of-home care facilities and medical facilities. An application for OHC-A services is considered a case.

Note that requests for *certification* of out-of-home care by the Social Security Administration are reported on form ABD 216, not on form SOC 242.

24. Cases carried forward from last month: Enter the number of open cases that were receiving OHC-A services on the last day of the previous report month that were carried forward to the first day of the current report month. If the number entered is different from Item 28 from the previous report month, make a written notation in the COMMENTS section regarding the adjustment. [Cell 251]
- a. Item 28 from last month's report, as reported to CDSS: Enter Item 28, Cases carried forward to next month, **from last month's report as reported to CDSS**. This number must be the same as last month's Item 28 as reported to CDSS. [Cell 252]
 - b. Adjustment (Item 24 minus Item 24a, positive or negative number, explain in Comments section if not 0): **This item is automatically calculated.** An adjustment is the difference between this month's beginning balance (Item 24) and last month's ending balance (Item 28). If an adjustment has been calculated (either a positive or negative number) explain the reason the difference occurred in the Item 24b Adjustment explanation box in the **Comments** section. An adjustment is only calculated when last month's Item 28 is not exactly the same number as this month's Item 24. If there is no adjustment a zero displays in this cell and the Item 24b Adjustment explanation box must be left blank. [Cell 253]
25. Cases opened during the month: Enter the number of OHC-A cases that were opened during the report month. [Cell 254]

ITEM INSTRUCTIONS (Continued)

26. Cases active during the month (Item 24 plus Item 25): ***This item is automatically calculated.*** This is the total number of open OHC-A cases in the report month. This item is the sum of Items 24 and 25. [Cell 255]
27. Cases closed during the month: Enter the number of OHC-A cases that were closed during the report month. This item must be less than or equal to Item 26. [Cell 256]
28. Cases carried forward to next month (Item 26 minus Item 27): ***This item is automatically calculated.*** This is the number of OHC-A cases carried forward to the first day of the following report month. This is Item 26 minus Item 27. Enter this number in Item 24a in next month's report form. [Cell 257]

PART K. OPTIONAL SERVICES

29. Cases receiving optional services during the month: Enter the number of cases that received optional services during the report month. [Cell 258]

COMMENTS

Use the Comments section to:

- Explain Item 1b adjustments in the Item 1b explanation box.
- Explain Item 10f entries in the Item 10f explanation box.
- Explain Item 24b adjustments in the Item 24b explanation box.
- Explain revisions in the Revised Report explanation box.
- Explain any major fluctuations in data, including those due to programming, procedural or staffing changes, in the Comments box.
- Provide any other comments the county determines necessary in the Comments box.

GLOSSARY

Abuse of an Elder and Dependent Adult: As defined in Welfare and Institutions Code (W&IC) section 15610.07: “Abuse of an elder or a ‘dependent adult’ means either of the following: (a) Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering. (b) The deprivation by a care custodian of goods or services that is necessary to avoid physical harm or mental suffering.”

Active Case: A case that is open in the report month.

Allegation: An assertion made by a party which may or may not be proven.

Case: A case is created when a report that presumptively falls within the jurisdiction of Adult Protective Services (APS) has been assigned to an APS social worker or supervisor for investigation, even if it has subsequently been determined that services are not necessary. New allegations of abuse on an open case on the same person shall not be counted as a new case.

Confirmed: Based on an investigation accompanied with credible information, a decision is made that the abuse occurred or most likely occurred.

Credible Information: Credible information contains probable truth or accuracy. Factors that may be evaluated include, but are not limited to, information from first-hand knowledge and/or from law enforcement sources. Also considered are consistent sources of information collected, as well as information that assists in understanding what occurred (this may or may not be corroborated).

Crisis in existing case: A change in the circumstances/conditions where the existing protective, supportive, or remedial measures will not protect the elder or dependent adult from risk of serious harm.

Dependent Adult: As defined in W&IC section 15610.23: “(a) ‘Dependent adult’ means any person residing in this state, between the ages of 18 and 64 years, who has physical or mental limitations that restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. (b) ‘Dependent adult’ includes any person between the ages of 18 and 64 who is admitted as an inpatient to a 24-hour health facility, as defined in Sections 1250, 1250.2, and 1250.3 of the Health and Safety Code.”

Elder: As defined in W&IC section 15610.27: “Elder means any person residing in this state, 65 years of age or older.”

Emergency Shelter: Temporary lodging provided to the extent resources are available, for a client of alleged abuse to reside until a safe and secure environment can be established.

Evaluation: The preliminary activities performed on a report of abuse to determine if an investigation is required.

Findings: The determination made subsequent to the investigation of an allegation of abuse. One of three results would be designated: confirmed, inconclusive, or unfounded.

Immediate Investigation: An immediate in-person response that is provided in emergency situations to new reports of immediate life threatening circumstances or imminent danger to an elder or dependent adult or to a crisis in an existing case.

GLOSSARY (Continued)

Immediate life threat: The elder or dependent adult is presently at risk of serious physical harm, injury or death, through either his/her own action(s) or inaction, or at the hands of another person.

Imminent danger: A substantial probability that an elder or dependent adult is in imminent or immediate risk of death or serious physical harm, through either his/her own action(s) or inaction, or at the hands of another person.

In-Home Protection: Services provided in-home to ensure the protection and safety of an elder or dependent adult that is an individual of abuse.

Inconclusive: APS has investigated and there is insufficient evidence to determine that abuse occurred, but the report is not unfounded.

Information and Referral: Information and referrals are considered separate from APS “reports.” Information and referrals are activities provided by APS staff and/or contracted agencies, which enable persons to have accurate and current knowledge about available public and private resources established to help alleviate socio-economic and health problems; and which enable persons to identify and gain access to resources appropriate to their needs.

In-person Response: An in-person response for an investigation regarding a specific incident of abuse of an elder or dependent adult.

Investigation: As defined in W&IC section 15610.40: “Investigation means that activity undertaken to determine the validity of a report of elder or dependent adult abuse.”

Investigated Report: A report that has been investigated and the allegation found to be confirmed, inconclusive or unfounded.

Jurisdiction: Jurisdiction is the authority given to APS by statute to deliver services or conduct investigations of suspected abuse or neglect. The following shall be considered regarding jurisdiction:

- APS program Eligibility (MPP section 33-115)
 - ✓ The person shall be at least age 65 or a dependent adult. (Although age is not the sole determining factor for eligibility.)
 - ✓ The person shall meet the adult protective services definition of abuse/neglect and be in need of adult protective services.
 - ✓ The person shall reside in other than a long-term care facility, state hospital, or state developmental center.
- APS program Jurisdiction (MPP section 33-405)
 - ✓ The appropriate agency shall handle the case (e. g. Community Care Licensing, Long-Term Care Ombudsman).
 - ✓ Geographic factors may require shared jurisdiction (e. g. when a person resides in County A, but the suspected abuse occurred in County B; see example below).

Per MPP section 33-405.1, APS shall cross-report complaints of suspected abuse to law enforcement or other agencies. APS may also have shared jurisdiction with another APS county. For example, if a client resides in County A and an incident of abuse allegedly occurred in County B, APS in County B would assist County A with the investigation.

If a report of suspected abuse or neglect is not under the jurisdiction of APS, APS shall refer the report to the appropriate entity, such as those that allegedly occurred in a long-term care facility, state hospital, state developmental center, or licensed residential care facility and the suspected abuser was associated with the facility.

GLOSSARY (Continued)

No In-person Response Required (NIR): An in-person response is not required under the following circumstances, per W&IC section 15763(b)(2) and MPP Section 33-510.2:

- The report is found to be outside APS jurisdiction or does not meet APS eligibility criteria.
- APS is unable to obtain adequate information to contact/locate the elder, dependent adult, family member, or other individuals who may be knowledgeable of the client's whereabouts.
- The elder or dependent adult has moved out-of-state or out-of-county.
- The elder or dependent adult is deceased and there is no indication that another elder or dependent adult is at risk.
- The report of known or suspected abuse or neglect is a duplicate of an existing report or a previously resolved case without new allegations of abuse/neglect or present risks to the elder or dependent adult.

No Ten-Day (NTD) In-person Response Provision Based Upon County Evaluation: An in-person response may not be required under the following circumstances, based upon documented evaluation of risk by county adult protective services [W&IC section 15763(b)(2) and MPP Section 33-510.2]:

- Reports that did not involve a protection issue.
- The elder or dependent adult received or will receive intervention from another agency or resource.
- The elder or dependent adult has an adequate level of protection and the protection issue has been resolved.
- The elder or dependent adult was placed in a permanent facility and the allegations of abuse have been resolved.
- The allegation of abuse/neglect is from a non-credible source and the abuse/neglect cannot be corroborated.
- Reports involving other circumstances.

On-Call Worker: An APS worker who is on-call after the county's regular established business hours and who is available and qualified to respond by telephone or in-person to allegations of abuse received after business hours.

Optional Services: A variety of social service programs which are not mandated by Federal or State law. Examples of Optional Services Programs include but are not limited to the following:

- Special Care for Children in Their Own Homes
- Home Management and other Functional Educational Services
- Employment/Education Training
- Services for Children with Special Problems
- Services to Alleviate or Prevent Family Problems
- Sustenance; Housing Referral Services
- Legal Referral Services
- Diagnostic Treatment Services for Children
- Special Services for Blind
- Special Services for Adults
- Services for Disabled Individuals

Out-Of-Home Care Adults: As defined in MPP sections 30-602.1, 30-602.2, activities and purchases by social services staff on behalf of adults who cannot remain in their own homes or other independent living arrangements, and are in or are being considered for placement in out-of-home-care facilities. Such

GLOSSARY (Continued)

activities include providing necessary assistance with placement, care, adjustment, discharge or transfer into and from foster family settings, halfway houses, non-medical out-of-home care facilities, and medical facilities.

Report: A verbal or written account of an incident of suspected elder or dependent adult abuse that is received by the county.

Self-Neglect: Failure of an individual to provide or receive needed services due to ignorance, illiteracy, incompetence, mental limitation, substance abuse, or poor health. The separate types are as follows:

- Physical Care: Failure to provide personal hygiene, clothing, or shelter for oneself.
- Medical Care: Failure to obtain medical care for physical, mental, or health needs. No APS client shall be deemed neglected or abused for the sole reason that he/she voluntarily relies on treatment by spiritual means through prayer in lieu of medical treatment.
- Health and Safety Hazards: Failure to protect oneself from risk, danger, or harm thus causing a threat to one's health or safety, including risk of suicide and unsafe environment.
- Malnutrition/Dehydration: Depriving oneself of adequate nutrition or nourishment.
- Financial: Failure to protect one's money or property.

Tangible and Non-tangible Support Services: Services may be either tangible or non-tangible [W&IC section 15763(g)]. These services include, but are not limited to:

- Emergency food
- Clothing
- Repair or replacement of essential appliances
- Plumbing and electrical repair
- Blankets, linens, and other household goods
- Advocacy with utility companies
- Emergency response units, such as LifeLine, ambulances, etc.

Additional services are considered a part of "goods and services" (W&IC section 15610.35). These services include, but are not limited to:

- The provision of medical care for physical and mental health needs
- Assistance in personal hygiene
- Adequately heated and ventilated shelter
- Protection from health and safety hazards
- Protection from malnutrition, under those circumstances where the results include, but are not limited to, malnutrition and deprivation of necessities of physical punishment
- Transportation and assistance necessary to secure any of the needs stated above

Unduplicated: If more than one report of the same incident of abuse is received concerning a specific elder or dependent adult, the report would be considered as one report. If a second report for the same individual is received with a different allegation(s) of abuse, the report is not considered a duplicate report.

Additionally, if a subsequent report for the same individual is received with the same allegation(s) of abuse, but the time or place where the alleged abuse took place is different, this report is not considered as a duplicate report.

Unfounded: APS has investigated and concluded abuse did not occur.

**WELFARE AND INSTITUTIONS CODE
PENAL CODE**

Types of abuse perpetrated by others are as follows:

- **Physical Abuse:** As defined in W&IC 15610.63: “(a) Assault, as defined in Section 240 of the Penal Code. (b) Battery, as defined in Section 242 of the Penal Code.(c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.(d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water. (e) Sexual assault, that means any of the following:(1) Sexual battery, as defined in Section 243.4 of the Penal Code.(2) Rape, as defined in Section 261 of the Penal Code.(3) Rape in concert, as described in Section 264.1 of the Penal Code.(4) Spousal rape, as defined in Section 262 of the Penal Code. (5) Incest, as defined in Section 285 of the Penal Code.(6) Sodomy, as defined in Section 286 of the Penal Code.(7) Oral copulation, as defined in Section 288a of the Penal Code.(8) Sexual penetration, as defined in Section 289 of the Penal Code.(9) Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.(f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions: (1) For punishment.(2) For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.(3) For any purpose not authorized by the physician and surgeon.”
- **Sexual Abuse:** As defined in California Penal Code (PC) Sections 243.4, 261, 262, 264.1, 286, 288a, and 289:
PC 243.4: “(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000). (b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000). (c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000). (d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000). (e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand

WELFARE AND INSTITUTIONS CODE
PENAL CODE (Continued)

dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. However, if the defendant was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars (\$3,000), by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars (\$2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Department of Fair Employment and Housing for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars (\$2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full. (2) As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. (f) As used in subdivisions (a), (b), (c), and (d), "touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense. (g) As used in this section, the following terms have the following meanings: (1) "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female. (2) "Sexual battery" does not include the crimes defined in Section 261 or 289. (3) "Seriously disabled" means a person with severe physical or sensory disabilities. (4) "Medically incapacitated" means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication. (5) "Institutionalized" means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital. (6) "Minor" means a person under 18 years of age. (h) This section shall not be construed to limit or prevent prosecution under any other law which also proscribes a course of conduct that also is proscribed by this section. (i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer and the victim was an employee of the defendant shall be a factor in aggravation in sentencing. (j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars (\$10,000)."

PC 261: "(a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances: (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent. (2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another. (3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused. (4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions: (A) Was unconscious or asleep. (B) Was not aware, knowing, perceiving, or cognizant that the act occurred. (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact. (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose. (5) Where a person submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

WELFARE AND INSTITUTIONS CODE**PENAL CODE** (Continued)

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death. (7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official. (b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress. (c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another."

PC 262: "(a) Rape of a person who is the spouse of the perpetrator is an act of sexual intercourse accomplished under any of the following circumstances: (1) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another. (2) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known, by the accused. (3) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions: (A) Was unconscious or asleep. (B) Was not aware, knowing, perceiving, or cognizant that the act occurred. (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact. (4) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death. (5) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official. (b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress. (c) As used in this section, "menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another. (d) If probation is granted upon conviction of a violation of this section, the conditions of probation may include, in lieu of a fine, one or both of the following requirements: (1) That the defendant make payments to a battered women's shelter, up to a maximum of one thousand dollars (\$1,000). (2) That the defendant reimburse the victim for reasonable costs of counseling and other reasonable expenses that the court finds are the direct result of the defendant's offense.

For any order to pay a fine, make payments to a battered women's shelter, or pay restitution as a condition of probation under this subdivision, the court shall make a determination of the defendant's ability to pay. In no event shall any order to make payments to a battered women's shelter be made if it would impair the ability of the defendant to pay direct restitution to the victim or court-ordered child support. Where the injury to a married person is caused in whole or in part by the

WELFARE AND INSTITUTIONS CODE**PENAL CODE** (Continued)

criminal acts of his or her spouse in violation of this section, the community property may not be used to discharge the liability of the offending spouse for restitution to the injured spouse, required by Section 1203.04, as operative on or before August 2, 1995, or Section 1202.4, or to a shelter for costs with regard to the injured spouse and dependents, required by this section, until all separate property of the offending spouse is exhausted.”

PC 264.1: “(a) The provisions of Section 264 notwithstanding, in any case in which the defendant, voluntarily acting in concert with another person, by force or violence and against the will of the victim, committed an act described in Section 261, 262, or 289, either personally or by aiding and abetting the other person, that fact shall be charged in the indictment or information and if found to be true by the jury, upon a jury trial, or if found to be true by the court, upon a court trial, or if admitted by the defendant, the defendant shall suffer confinement in the state prison for five, seven, or nine years.” (b) (1) If the victim of an offense described in subdivision (a) is a child who is under 14 years of age, the defendant shall be punished by imprisonment in the state prison for 10, 12, or 14 years. (2) If the victim of an offense described in subdivision (a) is a minor who is 14 years of age or older, the defendant shall be punished by imprisonment in the state prison for 7, 9, or 11 years. (3) This subdivision does not preclude prosecution under Section 269, Section 288.7, or any other provision of law.

PC 286: “(a) Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy. (b) (1) Except as provided in Section 288, any person who participates in an act of sodomy with another person who is under 18 years of age shall be punished by imprisonment in the state prison, or in a county jail for not more than one year. (2) Except as provided in Section 288, any person over the age of 21 years who participates in an act of sodomy with another person who is under 16 years of age shall be guilty of a felony. (c) (1) Any person who participates in an act of sodomy with another person who is under 14 years of age and more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years. (2) (A) Any person who commits an act of sodomy when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years. (B) Any person who commits an act of sodomy with another person who is under 14 years of age when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 9, 11, or 13 years. (C) Any person who commits an act of sodomy with another person who is a minor 14 years of age or older when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for 7, 9, or 11 years. (D) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law. (3) Any person who commits an act of sodomy where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years. (d) (1) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person or where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for five, seven, or nine years. (2) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is under 14 years of age, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 10, 12, or 14

WELFARE AND INSTITUTIONS CODE**PENAL CODE** (Continued)

years. (3) Any person who, while voluntarily acting in concert with another person, either personally or aiding and abetting that other person, commits an act of sodomy upon a victim who is a minor 14 years of age or older, when the act is accomplished against the victim's will by means of force or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 7, 9, or 11 years. (4) This subdivision does not preclude prosecution under Section 269, Section 288.7, or any other provision of law. (e) Any person who participates in an act of sodomy with any person of any age while confined in any state prison, as defined in Section 4504, or in any local detention facility, as defined in Section 6031.4, shall be punished by imprisonment in the state prison, or in a county jail for not more than one year. (f) Any person who commits an act of sodomy, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions: (1) Was unconscious or asleep. (2) Was not aware, knowing, perceiving, or cognizant that the act occurred. (3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact. (4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose. (g) Except as provided in subdivision (h), a person who commits an act of sodomy, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the existence of a conservatorship pursuant to the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent. (h) Any person who commits an act of sodomy, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act, and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for not more than one year. Notwithstanding the existence of a conservatorship pursuant to the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent. (i) Any person who commits an act of sodomy, where the victim is prevented from resisting by an intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for three, six, or eight years. (j) Any person who commits an act of sodomy, where the victim submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for three, six, or eight years. (k) Any person who commits an act of sodomy, where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official. (l) As used in subdivisions (c) and (d), "threatening to retaliate" means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury, or death. (m) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars (\$70) against any person who violates this section, with the proceeds of this fine to be used in accordance with Section 1463.23. The court, however, shall take into consideration the defendant's

WELFARE AND INSTITUTIONS CODE**PENAL CODE** (Continued)

ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.”

PC 288(a): “Except as provided in subdivision (i), any person who willfully and lewdly commits any lewd or lascivious act, including any of the acts constituting other crimes provided for in Part 1, upon or with the body, or any part or member thereof, of a child who is under the age of 14 years, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of that person or the child, is guilty of a felony and shall be punished by imprisonment in the state prison for three, six, or eight years.”

PC 289: “(a) (1) (A) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years. (B) Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years. (C) Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years. (D) This paragraph does not preclude prosecution under Section 269, Section 288.7, or any other provision of law. (2) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat, shall be punished by imprisonment in the state prison for three, six, or eight years. (b) Except as provided in subdivision (c), any person who commits an act of sexual penetration, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. Notwithstanding the appointment of a conservator with respect to the victim pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent. (c) Any person who commits an act of sexual penetration, and the victim is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act or causing the act to be committed and both the defendant and the victim are at the time confined in a state hospital for the care and treatment of the mentally disordered or in any other public or private facility for the care and treatment of the mentally disordered approved by a county mental health director, shall be punished by imprisonment in the state prison, or in a county jail for a period of not more than one year. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving legal consent. (d) Any person who commits an act of sexual penetration, and the victim is at the time unconscious of the nature of the act and this is known to the person committing the act or causing the act to be committed, shall be punished by imprisonment in the state prison for three, six, or eight years. As used in this subdivision, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions: (1) Was unconscious or asleep. (2) Was not aware, knowing, perceiving, or cognizant that the act occurred. (3) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact. (4) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent

WELFARE AND INSTITUTIONS CODE
PENAL CODE (Continued)

representation that the sexual penetration served a professional purpose when it served no professional purpose. (e) Any person who commits an act of sexual penetration when the victim is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused, shall be punished by imprisonment in the state prison for a period of three, six, or eight years. (f) Any person who commits an act of sexual penetration when the victim submits under the belief that the person committing the act or causing the act to be committed is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief, shall be punished by imprisonment in the state prison for a period of three, six, or eight years. (g) Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official, shall be punished by imprisonment in the state prison for a period of three, six, or eight years. As used in this subdivision, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official. (h) Except as provided in Section 288, any person who participates in an act of sexual penetration with another person who is under 18 years of age shall be punished by imprisonment in the state prison or in the county jail for a period of not more than one year. (i) Except as provided in Section 288, any person over the age of 21 years who participates in an act of sexual penetration with another person who is under 16 years of age shall be guilty of a felony. (j) Any person who participates in an act of sexual penetration with another person who is under 14 years of age and who is more than 10 years younger than he or she shall be punished by imprisonment in the state prison for three, six, or eight years. (k) As used in this section: (1) "Sexual penetration" is the act of causing the penetration, however slight, of the genital or anal opening of any person or causing another person to so penetrate the defendant's or another person's genital or anal opening for the purpose of sexual arousal, gratification, or abuse by any foreign object, substance, instrument, or device, or by any unknown object. (2) "Foreign object, substance, instrument, or device" shall include any part of the body, except a sexual organ. (3) "Unknown object" shall include any foreign object, substance, instrument, or device, or any part of the body, including a penis, when it is not known whether penetration was by a penis or by a foreign object, substance, instrument, or device, or by any other part of the body. (l) As used in subdivision (a), "threatening to retaliate" means a threat to kidnap or falsely imprison, or inflict extreme pain, serious bodily injury or death. (m) As used in this section, "victim" includes any person who the defendant causes to penetrate the genital or anal opening of the defendant or another person or whose genital or anal opening is caused to be penetrated by the defendant or another person and who otherwise qualifies as a victim under the requirements of this section."

- **Financial Abuse:** As defined in W&IC 15610.3: "(a) "Financial abuse" of an elder or dependent adult occurs when a person or entity does any of the following: (1) Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both. (2) Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both. (3) Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 1575 of the Civil Code. (b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult. (c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult. (d) For purposes of this section, "representative" means a person or entity that is either of the following:

WELFARE AND INSTITUTIONS CODE**PENAL CODE (Continued)**

(1) A conservator, trustee, or other representative of the estate of an elder or dependent adult. (2) An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.”

- **Neglect:** As defined in W&IC 15610.57: (a) "Neglect" means either of the following: (1) The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise. (2) The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise. (b) Neglect includes, but is not limited to, all of the following: (1) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter. (2) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment. (3) Failure to protect from health and safety hazards. (4) Failure to prevent malnutrition or dehydration. (5) Failure of an elder or dependent adult to satisfy the needs specified in paragraphs (1) to (4), inclusive, for himself or herself as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.”
- **Abandonment:** As defined in W&IC 15610.05: “'Abandonment' means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.”
- **Isolation:** As defined in W&IC 15610.43: “(a) "Isolation" means any of the following: (1) Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls. (2) Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons. (3) False imprisonment, as defined in Section 236 of the Penal Code. (4) Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors. (b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care. (c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safety.”
- **Abduction:** As defined in W&IC 15610.06: "'Abduction' means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.”
- **Psychological/Mental:** As defined in W&IC 15610.53: "'Mental suffering' means fear, agitation, confusion, severe depression, or other forms of serious emotional distress that is brought about by forms of intimidating behavior, threats, harassment, or by deceptive acts performed or false or misleading statements made with malicious intent to agitate, confuse, frighten, or cause severe depression or serious emotional distress of the elder or dependent adult.”

WELFARE AND INSTITUTIONS CODE
PENAL CODE (Continued)

Welfare and Institutions Code 15763: (a) Each county shall establish an emergency response adult protective services program that shall provide in-person response, 24 hours per day, seven days per week, to reports of abuse of an elder or a dependent adult, for the purpose of providing immediate intake or intervention, or both, to new reports involving immediate life threats and to crises in existing cases. The program shall include policies and procedures to accomplish all of the following: (1) Provision of case management services that include investigation of the protection issues, assessment of the person's concerns, needs, strengths, problems, and limitations, stabilization and linking with community services, and development of a service plan to alleviate identified problems utilizing counseling, monitoring, follow-up, and reassessment. (2) Provisions for emergency shelter or in-home protection to guarantee a safe place for the elder or dependent adult to stay until the dangers at home can be resolved. (3) Establishment of multidisciplinary teams to develop interagency treatment strategies, to ensure maximum coordination with existing community resources, to ensure maximum access on behalf of elders and dependent adults, and to avoid duplication of efforts. (b) (1) A county shall respond immediately to any report of imminent danger to an elder or dependent adult in other than a long-term care facility, as defined in Section 9701 of the Welfare and Institutions Code, or a residential facility, as defined in Section 1502 of the Health and Safety Code. For reports involving persons in a long-term care facility or a residential care facility, the county shall report to the local long-term care ombudsman program. Adult protective services staff shall consult, coordinate, and support efforts of the ombudsman program to protect vulnerable residents. Except as specified in paragraph (2), the county shall respond to all other reports of danger to an elder or dependent adult in other than a long-term care facility or residential care facility within 10 calendar days or as soon as practicably possible. (2) An immediate or 10-day in-person response is not required when the county, based upon an evaluation of risk, determines and documents that the elder or dependent adult is not in imminent danger and that an immediate or 10-day in-person response is not necessary to protect the health or safety of the elder or dependent adult. (3) The State Department of Social Services, in consultation with the County Welfare Directors Association, shall develop requirements for implementation of paragraph (2), including, but not limited to, guidelines for determining appropriate application of this section and any applicable documentation requirements. (4) Notwithstanding Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code, the department shall implement the requirements developed pursuant to paragraph (3) by means of all-county letters or similar instructions prior to adopting regulations for that purpose. Thereafter, the department shall adopt regulations in accordance with the requirements of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. (c) A county shall not be required to report or respond to a report pursuant to subdivision (b) that involves danger to an elder or dependent adult residing in any facility for the incarceration of prisoners that is operated by or under contract to the Federal Bureau of Prisons, the Department of Corrections and Rehabilitation, a county sheriff's department, a county probation department, a city police department, or any other law enforcement agency when the abuse reportedly has occurred in that facility. (d) A county shall provide case management services to elders and dependent adults who are determined to be in need of adult protective services for the purpose of bringing about changes in the lives of victims and to provide a safety net to enable victims to protect themselves in the future. Case management services shall include the following, to the extent services are appropriate for the individual: (1) Investigation of the protection issues, including, but not limited to, social, medical, environmental, physical, emotional, and developmental. (2) Assessment of the person's concerns and needs on whom the report has been made and the concerns and needs of other members of the family and household. (3) Analysis of problems and strengths. (4) Establishment of a service plan for each person on whom the report has been made to alleviate the identified problems. (5) Client input and acceptance of proposed service plans. (6) Counseling for clients and significant others to alleviate the identified problems and to implement the service plan. (7) Stabilizing and linking with community services. (8) Monitoring and follow up. (9) Reassessments, as appropriate. (e) To the extent resources are available, each county shall provide emergency shelter in the form of a safe haven or in-home protection for victims. Shelter and care appropriate to the needs of the victim shall be provided for frail and disabled victims who are in need of assistance with activities of daily living. (f) Each county shall designate an adult protective services

WELFARE AND INSTITUTIONS CODE
PENAL CODE (Continued)

agency to establish and maintain multidisciplinary teams including, but not limited to, adult protective services, law enforcement, probation departments, home health care agencies, hospitals, adult protective services staff, the public guardian, private community service agencies, public health agencies, and mental health agencies for the purpose of providing interagency treatment strategies. (g) Each county shall provide tangible support services, to the extent resources are available, which may include, but not be limited to, emergency food, clothing, repair or replacement of essential appliances, plumbing and electrical repair, blankets, linens, and other household goods, advocacy with utility companies, and emergency response units.

Adult Protective Services and County Services Block Grant Monthly Statistical Report SOC 242

VALIDATION RULES AND EDITS

CELLS 1 - 258 Each data cell in this report must be a whole number equal to or greater than zero (0), except Item 1b (Cells 7-9) and Item 24b (Cell 253), which may be either positive or negative whole numbers. Except as noted for Item 1b and Item 24b, do not enter negatives; this also includes self-calculated cells. Do not enter decimals. No data cells should be left blank.

Initial reports: If "Initial" is selected, the "Explanation: Revised Report" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Explanation: Revised Report" box near the bottom of the report form.

PART A. CASELOAD MOVEMENT

CELL 3 **Cell 3** must be equal to (Cell 1 plus Cell 2)

CELL 4 **Cell 4** must be equal to Cell 37 in last month's report

CELL 5 **Cell 5** must be equal to Cell 38 in last month's report

CELL 6 **Cell 6** must be equal to (Cell 4 plus Cell 5)
Cell 6 must be equal to Cell 39 in last month's report

CELL 7 **Cell 7** must be equal to (Cell 1 minus Cell 4)
If **Cell 7** is not 0, explain the reasons for the adjustment in the "Explanation: Item 1b Adjustment" comments box.

CELL 8 **Cell 8** must be equal to (Cell 2 minus Cell 6)
If **Cell 8** is not 0, explain the reasons for the adjustment in the "Explanation: Item 1b Adjustment" comments box.

CELL 9 **Cell 9** must be equal to (Cell 3 minus Cell 6)
Cell 9 must be equal to (Cell 7 plus Cell 8)

CELL 12 **Cell 12** must be equal to (Cell 10 plus Cell 11)

CELL 13 **Cell 13** must be equal to (Cell 1 plus Cell 10)

CELL 14 **Cell 14** must be equal to (Cell 2 plus Cell 11)

CELL 15 **Cell 15** must be equal to (Cell 3 plus Cell 12)
Cell 15 must be equal to (Cell 13 plus Cell 14)

CELL 16 **Cell 16** must be less than or equal to Cell 13
Cell 16 must be equal to (Cell 19 plus Cell 22 plus Cell 25 plus Cell 28 plus Cell 31)
Cell 16 must be greater than or equal to Cell 34
Cell 16 must be greater than or equal to (Cell 92 plus 95)

CELL 17 **Cell 17** must be less than or equal to Cell 14
Cell 17 must be equal to (Cell 20 plus Cell 23 plus Cell 26 plus Cell 29 plus Cell 32)
Cell 17 must be greater than or equal to Cell 35
Cell 17 must be greater than or equal to (Cell 93 plus 96)

CELL 18 **Cell 18** must be less than or equal to Cell 15
Cell 18 must be equal to (Cell 16 plus Cell 17)
Cell 18 must be equal to (Cell 21 plus Cell 24 plus Cell 27 plus Cell 30 plus Cell 33)
Cell 18 must be greater than or equal to Cell 36
Cell 18 must be greater than or equal to (Cell 94 plus 97)

CELL 21 **Cell 21** must be equal to (Cell 19 plus Cell 20)

CELL 24 **Cell 24** must be equal to (Cell 22 plus Cell 23)

CELL 27 **Cell 27** must be equal to (Cell 25 plus Cell 26)

CELL 30 **Cell 30** must be equal to (Cell 28 plus Cell 29)

CELL 33 **Cell 33** must be equal to (Cell 31 plus Cell 32)

PART A. CASELOAD MOVEMENT (Continued)

CELL 34 **Cell 34** must be less than or equal to Cell 16
 CELL 35 **Cell 35** must be less than or equal to Cell 17
 CELL 36 **Cell 36** must be less than or equal to Cell 18
 Cell 36 must be equal to (Cell 34 plus Cell 35)
 CELL 37 **Cell 37** must be equal to (Cell 13 minus Cell 16)
 CELL 38 **Cell 38** must be equal to (Cell 14 minus Cell 17)
 CELL 39 **Cell 39** must be equal to (Cell 15 minus Cell 18)
 Cell 39 must be equal to (Cell 37 plus Cell 38)

PART B. REPORTS TO APS - UNDUPLICATED

CELL 40 **Cell 40** must be greater than or equal to Cell 43
 Cell 40 must be greater than or equal to Cell 46
 CELL 41 **Cell 41** must be greater than or equal to Cell 44
 Cell 41 must be greater than or equal to Cell 47
 CELL 42 **Cell 42** must be greater than or equal to Cell 45
 Cell 42 must be greater than or equal to Cell 48
 Cell 42 must be equal to (Cell 40 plus Cell 41)
 CELL 43 **Cell 43** must be less than or equal to Cell 40
 CELL 44 **Cell 44** must be less than or equal to Cell 41
 CELL 45 **Cell 45** must be less than or equal to Cell 42
 Cell 45 must be equal to (Cell 43 plus Cell 44)
 CELL 46 **Cell 46** must be less than or equal to Cell 40
 CELL 47 **Cell 47** must be less than or equal to Cell 41
 CELL 48 **Cell 48** must be less than or equal to Cell 42
 Cell 48 must be equal to (Cell 46 plus Cell 47)

PART C. REPORTS EVALUATED AND NO IN-PERSON RESPONSE (NIR) REQUIRED

CELL 49 **Cell 49** must be less than or equal to Cell 40
 Cell 49 must be equal to (Cell 52 plus Cell 55 plus Cell 58 plus Cell 61 plus Cell 64)
 CELL 50 **Cell 50** must be less than or equal to Cell 41
 Cell 50 must be equal to (Cell 53 plus Cell 56 plus Cell 59 plus Cell 62 plus Cell 65)
 CELL 51 **Cell 51** must be less than or equal to Cell 42
 Cell 51 must be equal to (Cell 49 plus Cell 50)
 Cell 51 must be equal to (Cell 54 plus Cell 57 plus Cell 60 plus Cell 63 plus Cell 66)
 CELL 54 **Cell 54** must be equal to (Cell 52 plus Cell 53)
 CELL 57 **Cell 57** must be equal to (Cell 55 plus Cell 56)
 CELL 60 **Cell 60** must be equal to (Cell 58 plus Cell 59)
 CELL 63 **Cell 63** must be equal to (Cell 61 plus Cell 62)
 CELL 66 **Cell 66** must be equal to (Cell 64 plus Cell 65)

PART D. REPORTS, ASSIGNED AS A CASE, RESULTING IN A COUNTY-DETERMINED NO TEN-DAY (NTD) IN-PERSON RESPONSE

CELL 67 IF **Cell 67** is "NO," Cells 68 through Cells 91 must be "0" (do not leave blank)
 IF **Cell 67** is "YES," Cells 68 through Cells 91 must be greater than or equal to "0"
 CELL 68 **Cell 68** must be less than or equal to Cell 13
 Cell 68 must be equal to (Cell 71 plus Cell 74 plus Cell 77 plus Cell 80 plus Cell 83 plus Cell 86)
 CELL 69 **Cell 69** must be less than or equal to Cell 14
 Cell 69 must be equal to (Cell 72 plus Cell 75 plus Cell 78 plus Cell 81 plus Cell 84 plus Cell 87)
 CELL 70 **Cell 70** must be less than or equal to Cell 15
 Cell 70 must be equal to (Cell 68 plus Cell 69)
 Cell 70 must be equal to (Cell 73 plus Cell 76 plus Cell 79 plus Cell 82 plus Cell 85 plus Cell 88)
 CELL 73 **Cell 73** must be equal to (Cell 71 plus Cell 72)
 CELL 76 **Cell 76** must be equal to (Cell 74 plus Cell 75)
 CELL 79 **Cell 79** must be equal to (Cell 77 plus Cell 78)

PART D. REPORTS, ASSIGNED AS A CASE, RESULTING IN A COUNTY-DETERMINED NO TEN-DAY (NTD) IN-PERSON RESPONSE (Continued)

- CELL 82 **Cell 82** must be equal to (Cell 80 plus Cell 81)
 CELL 85 **Cell 85** must be equal to (Cell 83 plus Cell 84)
 CELL 86 If **Cell 86** is not 0, explain the other circumstances in the "Explanation: Item 10f Reports received involving other circumstances" comments box.
 CELL 87 If **Cell 87** is not 0, explain the other circumstances in the "Explanation: Item 10f Reports received involving other circumstances" comments box.
 CELL 88 **Cell 88** must be equal to (Cell 86 plus Cell 87)
 CELL 91 **Cell 91** must be equal to (Cell 89 plus Cell 90)

PART E. CASE ASSIGNED FOR INVESTIGATION WHERE INVESTIGATION WAS NOT CONTINUED, NO FINDINGS MADE

- CELL 92 **Cell 92** must be less than or equal to Cell 16
 CELL 93 **Cell 93** must be less than or equal to Cell 17
 CELL 94 **Cell 94** must be less than or equal to Cell 18
Cell 94 must be equal to (Cell 92 plus Cell 93)

PART F. INVESTIGATION RESULTS AT CASE LEVEL - UNDUPLICATED

- CELL 95 **Cell 95** must be less than or equal to Cell 16
Cell 95 must be equal to (Cell 98 plus Cell 101 plus Cell 104)
 CELL 96 **Cell 96** must be less than or equal to Cell 17
Cell 96 must be equal to (Cell 99 plus Cell 102 plus Cell 105)
 CELL 97 **Cell 97** must be less than or equal to Cell 18
Cell 97 must be equal to (Cell 95 plus Cell 96)
Cell 97 must be equal to (Cell 100 plus Cell 103 plus Cell 106)
 CELL 98 **Cell 98** must be equal to (Cell 113 plus Cell 162)
 CELL 99 **Cell 99** must be equal to (Cell 114 plus Cell 163)
 CELL 100 **Cell 100** must be equal to (Cell 98 plus Cell 99)
 CELL 101 **Cell 101** must be equal to (Cell 115 plus Cell 164)
 CELL 102 **Cell 102** must be equal to (Cell 116 plus Cell 165)
 CELL 103 **Cell 103** must be equal to (Cell 101 plus Cell 102)
 CELL 104 **Cell 104** must be equal to (Cell 117 plus Cell 166)
 CELL 105 **Cell 105** must be equal to (Cell 118 plus Cell 167)
 CELL 106 **Cell 106** must be equal to (Cell 104 plus Cell 105)
 CELL 107 **Cell 107** must be less than or equal to Cell 16
Cell 107 must be less than or equal to Cell 95
 CELL 108 **Cell 108** must be less than or equal to Cell 17
Cell 108 must be less than or equal to Cell 96
 CELL 109 **Cell 109** must be less than or equal to Cell 18
Cell 109 must be less than or equal to Cell 97
Cell 109 must be equal to (Cell 107 plus Cell 108)
 CELL 112 **Cell 112** must be equal to (Cell 110 plus Cell 111)
 CELL 113 **Cell 113** must be equal to (Cell 98 minus Cell 162)
Cell 113 must be less than or equal to Cell 120
 If **Cell 113** is equal to 0, then Cell 120 must be equal to 0
 CELL 114 **Cell 114** must be equal to (Cell 99 minus Cell 163)
Cell 114 must be less than or equal to Cell 121
 If **Cell 114** is equal to 0, then Cell 121 must be equal to 0
 CELL 115 **Cell 115** must be equal to (Cell 101 minus Cell 164)
Cell 115 must be less than or equal to Cell 122
 If **Cell 115** is equal to 0, then Cell 122 must be equal to 0
 CELL 116 **Cell 116** must be equal to (Cell 102 minus Cell 165)
Cell 116 must be less than or equal to Cell 123
 If **Cell 116** is equal to 0, then Cell 123 must be equal to 0

PART G. TYPES OF ABUSE (Continued)

- CELL 117 **Cell 117** must be equal to (Cell 104 minus Cell 166)
Cell 117 must be less than or equal to Cell 124
If **Cell 117** is equal to 0, then Cell 124 must be equal to 0
- CELL 118 **Cell 118** must be equal to (Cell 105 minus Cell 167)
Cell 118 must be less than or equal to Cell 125
If **Cell 118** is equal to 0, then Cell 125 must be equal to 0
- CELL 119 **Cell 119** must be greater than or equal to (Cell 97 minus Cell 168)
Cell 119 must be equal to (Cell 113 plus Cell 114 plus Cell 115 plus Cell 116 plus Cell 117 plus Cell 118)
Cell 119 must be less than or equal to Cell 126
If **Cell 119** is equal to 0, then Cell 126 must be equal to 0
- CELL 120 **Cell 120** must be greater than or equal to Cell 113
If **Cell 120** is equal to 0, then Cell 113 must be equal to 0
Cell 120 must equal to (Cell 127 plus Cell 134 plus Cell 141 plus Cell 148 plus Cell 155)
- CELL 121 **Cell 121** must be greater than or equal to Cell 114
If **Cell 121** is equal to 0, then Cell 114 must be equal to 0
Cell 121 must equal to (Cell 128 plus Cell 135 plus Cell 142 plus Cell 149 plus Cell 156)
- CELL 122 **Cell 122** must be greater than or equal to Cell 115
If **Cell 122** is equal to 0, then Cell 115 must be equal to 0
Cell 122 must equal to (Cell 129 plus Cell 136 plus Cell 143 plus Cell 150 plus Cell 157)
- CELL 123 **Cell 123** must be greater than or equal to Cell 116
If **Cell 123** is equal to 0, then Cell 116 must be equal to 0
Cell 123 must equal to (Cell 130 plus Cell 137 plus Cell 144 plus Cell 151 plus Cell 158)
- CELL 124 **Cell 124** must be greater than or equal to Cell 117
If **Cell 124** is equal to 0, then Cell 117 must be equal to 0
Cell 124 must equal to (Cell 131 plus Cell 138 plus Cell 145 plus Cell 152 plus Cell 159)
- CELL 125 **Cell 125** must be greater than or equal to Cell 118
If **Cell 125** is equal to 0, then Cell 118 must be equal to 0
Cell 125 must equal to (Cell 132 plus Cell 139 plus Cell 146 plus Cell 153 plus Cell 160)
- CELL 126 **Cell 126** must be greater than or equal to Cell 119
If **Cell 126** is equal to 0, then Cell 119 must be equal to 0
Cell 126 must equal to (Cell 133 plus Cell 140 plus Cell 147 plus Cell 154 plus Cell 161)
Cell 126 must be equal to (Cell 120 plus Cell 121 plus Cell 122 plus Cell 123 plus Cell 124 plus Cell 125)
- CELL 133 **Cell 133** must be equal to (Cell 127 plus Cell 128 plus Cell 129 plus Cell 130 plus Cell 131 plus Cell 132)
- CELL 140 **Cell 140** must be equal to (Cell 134 plus Cell 135 plus Cell 136 plus Cell 137 plus Cell 138 plus Cell 139)
- CELL 147 **Cell 147** must be equal to (Cell 141 plus Cell 142 plus Cell 143 plus Cell 144 plus Cell 145 plus Cell 146)
- CELL 154 **Cell 154** must be equal to (Cell 148 plus Cell 149 plus Cell 150 plus Cell 151 plus Cell 152 plus Cell 153)
- CELL 161 **Cell 161** must be equal to (Cell 155 plus Cell 156 plus Cell 157 plus Cell 158 plus Cell 159 plus Cell 160)
- CELL 162 **Cell 162** must be equal to (Cell 98 minus Cell 113)
Cell 162 must be less than or equal to Cell 169
If **Cell 162** is equal to 0, then Cell 169 must equal to 0
- CELL 163 **Cell 163** must be equal to (Cell 99 minus Cell 114)
Cell 163 must be less than or equal to Cell 170
If **Cell 163** is equal to 0, then Cell 170 must equal to 0
- CELL 164 **Cell 164** must be equal to (Cell 101 minus Cell 115)
Cell 164 must be less than or equal to Cell 171
If **Cell 164** is equal to 0, then Cell 171 must equal to 0
- CELL 165 **Cell 165** must be equal to (Cell 102 minus Cell 116)
Cell 165 must be less than or equal to Cell 172
If **Cell 165** is equal to 0, then Cell 172 must equal to 0
- CELL 166 **Cell 166** must be equal to (Cell 104 minus Cell 117)
Cell 166 must be less than or equal to Cell 173
If **Cell 166** is equal to 0, then Cell 173 must equal to 0
- CELL 167 **Cell 167** must be equal to (Cell 105 minus Cell 118)
Cell 167 must be less than or equal to Cell 174
If **Cell 167** is equal to 0, then Cell 174 must equal to 0

PART G. TYPES OF ABUSE (Continued)

- CELL 168 **Cell 168** must be greater than or equal to (Cell 97 minus Cell 119)
Cell 168 must be equal to (Cell 162 plus Cell 163 plus Cell 164 plus Cell 165 plus Cell 166 plus Cell 167)
Cell 168 must be less than or equal to Cell 175
If **Cell 168** is equal to 0, then Cell 175 must equal to 0
- CELL 169 **Cell 169** must be greater than or equal to Cell 162
If **Cell 169** is equal to 0, then Cell 162 must be equal to 0
Cell 169 must be equal to (Cell 176 plus Cell 183 plus Cell 190 plus Cell 197 plus Cell 204 plus Cell 211 plus Cell 218 plus Cell 225)
- CELL 170 **Cell 170** must be greater than or equal to Cell 163
If **Cell 170** is equal to 0, then Cell 163 must be equal to 0
Cell 170 must be equal to (Cell 177 plus Cell 184 plus Cell 191 plus Cell 198 plus Cell 205 plus Cell 212 plus Cell 219 plus Cell 226)
- CELL 171 **Cell 171** must be greater than or equal to Cell 164
If **Cell 171** is equal to 0, then Cell 164 must be equal to 0
Cell 171 must be equal to (Cell 178 plus Cell 185 plus Cell 192 plus Cell 199 plus Cell 206 plus Cell 213 plus Cell 220 plus Cell 227)
- CELL 172 **Cell 172** must be greater than or equal to Cell 165
If **Cell 172** is equal to 0, then Cell 165 must be equal to 0
Cell 172 must be equal to (Cell 179 plus Cell 186 plus Cell 193 plus Cell 200 plus Cell 207 plus Cell 214 plus Cell 221 plus Cell 228)
- CELL 173 **Cell 173** must be greater than or equal to Cell 166
If **Cell 173** is equal to 0, then Cell 166 must be equal to 0
Cell 173 must be equal to (Cell 180 plus Cell 187 plus Cell 194 plus Cell 201 plus Cell 208 plus Cell 215 plus Cell 222 plus Cell 229)
- CELL 174 **Cell 174** must be greater than or equal to Cell 167
If **Cell 174** is equal to 0, then Cell 167 must be equal to 0
Cell 174 must be equal to (Cell 181 plus Cell 188 plus Cell 195 plus Cell 202 plus Cell 209 plus Cell 216 plus Cell 223 plus Cell 230)
- CELL 175 **Cell 175** must be greater than or equal to Cell 168
If **Cell 175** is equal to 0, then Cell 168 must be equal to 0
Cell 175 must be equal to (Cell 169 plus Cell 170 plus Cell 171 plus Cell 172 plus Cell 173 plus Cell 174)
Cell 175 must be equal to (Cell 182 plus Cell 189 plus Cell 196 plus Cell 203 plus Cell 210 plus Cell 217 plus Cell 224 plus Cell 231)
- CELL 182 **Cell 182** must be equal to (Cell 176 plus Cell 177 plus Cell 178 plus Cell 179 plus Cell 180 plus Cell 181)
- CELL 189 **Cell 189** must be equal to (Cell 183 plus Cell 184 plus Cell 185 plus Cell 186 plus Cell 187 plus Cell 188)
- CELL 196 **Cell 196** must be equal to (Cell 190 plus Cell 191 plus Cell 192 plus Cell 193 plus Cell 194 plus Cell 195)
- CELL 203 **Cell 203** must be equal to (Cell 197 plus Cell 198 plus Cell 199 plus Cell 200 plus Cell 201 plus Cell 202)
- CELL 210 **Cell 210** must be equal to (Cell 204 plus Cell 205 plus Cell 206 plus Cell 207 plus Cell 208 plus Cell 209)
- CELL 217 **Cell 217** must be equal to (Cell 211 plus Cell 212 plus Cell 213 plus Cell 214 plus Cell 215 plus Cell 216)
- CELL 224 **Cell 224** must be equal to (Cell 218 plus Cell 219 plus Cell 220 plus Cell 221 plus Cell 222 plus Cell 223)
- CELL 231 **Cell 231** must be equal to (Cell 225 plus Cell 226 plus Cell 227 plus Cell 228 plus Cell 229 plus Cell 230)

PART H. SUPPORT SERVICES (IN-PERSON)

- CELL 232 **Cell 232** must be greater than or equal to (Cell 235 divided by the total number of calendar days in the report month)
Cell 232 must be less than or equal to Cell 235
- CELL 233 **Cell 233** must be greater than or equal to (Cell 236 divided by the total number of calendar days in the report month)
Cell 233 must be less than or equal to Cell 236
- CELL 234 **Cell 234** must be greater than or equal to (Cell 237 divided by the total number of calendar days in the report month)
Cell 234 must be less than or equal to Cell 237
Cell 234 must be equal to (Cell 232 plus Cell 233)
- CELL 235 **Cell 235** must be less than or equal to (Cell 232 multiplied by the total number of calendar days in the report month)
Cell 235 must be greater than or equal to Cell 232
- CELL 236 **Cell 236** must be less than or equal to (Cell 233 multiplied by the total number of calendar days in the report month)
Cell 236 must be greater than or equal to Cell 233
- CELL 237 **Cell 237** must be less than or equal to (Cell 234 multiplied by the total number of calendar days in the report month)
Cell 237 must be greater than or equal to Cell 234
Cell 237 must be equal to (Cell 235 plus Cell 236)
- CELL 238 **Cell 238** must be less than or equal to Cell 241
Cell 238 must be greater than or equal to (Cell 241 divided by total number of hours in the report month)
- CELL 239 **Cell 239** must be less than or equal to Cell 242
Cell 239 must be greater than or equal to (Cell 242 divided by total number of hours in the report month)
- CELL 240 **Cell 240** must be less than or equal to Cell 243
Cell 240 must be greater than or equal to (Cell 243 divided by total number of hours in the report month)
Cell 240 must be equal to (Cell 238 plus Cell 239)
- CELL 241 **Cell 241** must be less than or equal to (Cell 238 multiplied by the total number of hours in the calendar month)
Cell 241 must be greater than or equal to Cell 238
- CELL 242 **Cell 242** must be less than or equal to (Cell 239 multiplied by the total number of hours in the calendar month)
Cell 242 must be greater than or equal to Cell 239
- CELL 243 **Cell 243** must be less than or equal to (Cell 240 multiplied by the total number of hours in the calendar month)
Cell 243 must be greater than or equal to Cell 240
Cell 243 must be equal to (Cell 241 plus Cell 242)
- CELL 244 **Cell 244** must be greater than or equal to Cell 247
- CELL 245 **Cell 245** must be greater than or equal to Cell 248
- CELL 246 **Cell 246** must be greater than or equal to Cell 249
Cell 246 must be equal to (Cell 244 plus Cell 245)
- CELL 247 **Cell 247** must be less than or equal to Cell 244
- CELL 248 **Cell 248** must be less than or equal to Cell 245
- CELL 249 **Cell 249** must be less than or equal to Cell 246
Cell 249 must be equal to (Cell 247 plus Cell 248)

PART I. INFORMATION AND REFERRAL

NONE (No validation rule or edit)

PART J. OUT-OF-HOME CARE ADULTS (OHC-A)

CELL 252 **Cell 252** must be equal to Cell 257 from last month's report

CELL 253 **Cell 253** must be equal to (Cell 251 minus Cell 252)

If **Cell 253** is not 0, explain the reasons for the adjustment in the "Explanation: Item 24b Adjustment" comments box.

CELL 255 **Cell 255** must be equal to (Cell 251 plus Cell 254)

CELL 256 **Cell 256** must be less than or equal to Cell 255

CELL 257 **Cell 257** must be equal to (Cell 255 minus Cell 256)

PART K. OPTIONAL SERVICES

NONE (No validation rule or edit)