



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

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**Manual - Adult Protective Services Division Manual**

**Transmittal # - DARS-APSD-27**

The following acronyms are used in this transmittal:

**APS**-Adult Protective Services  
**AS**- Adult Services  
**DARS**-Department for Aging & Rehabilitative Services  
**dLCV**- disAbility Law Center of Virginia  
**DMAS**-Department of Medical Assistance Services  
**LTSS**-Long-term services and supports  
**NOA**-Notice of Action  
**UAI**- Uniform Assessment Instrument

The purpose of this transmittal is to provide revised guidance on the APS Division Manual, Chapters 1-3. Minor grammatical and punctuation changes are not identified in the manual or transmittal. Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

This transmittal and manual are available on FUSION at:

<https://fusion.dss.virginia.gov/dars/DARS-Home/ADULT-SERVICES/Adult-Services-Manuals>

Changes to the manual are described in the following chart:

Chapter 1, "Introduction"	
Section	Significant Changes
1.10	Updated language on new retention timeframes for Medicaid LTSS screenings for adults and children.
1.11.5	Updated language in response to a 2020 legislative change affecting § 32.1-330 of the Code of Virginia.

1.15.4	Updated section to reflect currently available PeerPlace technical and operational materials. Updated where PeerPlace materials are located.
1.15.5	Updated information about new Medicaid Enterprise System (MES) web portal and location of Medicaid provider manuals and forms.
<b>Chapter 2, “Adult Protective Services”</b>	
<b>Section</b>	<b>Significant Changes</b>
2.10.2	Added additional guidance referring allegations of maltreatment by a transportation provider.
2.15	Defined and provided guidance on “APS ongoing” services.
2.26.5	Provided additional guidance on referrals to dLCV involving DMAS transportation providers.
2.42	Added guidance about uploading photographs in PeerPlace.  Struck outdated guidance about taking photographs and replaced with updated guidance to include the use of agency issued cell phones and purging investigation photographs on a CD.
<b>Chapter 3, “Case Management”</b>	
<b>Section</b>	<b>Significant Changes</b>
3.11.2	Added the UAI requirements for an adult receiving adult foster care.
3.12.2.8	Provided location and name of reference guide for AS service plans in PeerPlace.
3.18	Clarified information about uploading attachments in the PeerPlace client registration.
3.22	Inserted a reference to section 3.24 on NOA guidance.
3.24	Section edited and reformatted for clarity.
3.24.2	Added APS home based care in the special procedures section.
3.24.3	Amended section heading.  Clarified guidance when an individual fails to follow through with services or disappears.

3.27 Appendix C	Updated language in response to a 2020 legislative change affecting § 32.1-330 of the Code of Virginia.
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*Kathryn A. Hayfield*

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Kathryn A. Hayfield, Commissioner