

BUSH  
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SECRETARY

Date: February 2, 2001

To: AAA Executive Directors and LAN Managers, PSA's 1-11

From: Marshall E. Kelley, Director

Subject: APS Referral Tracking

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A recent review of high-risk referrals received from Adult Protective Services that had not been served within 72 hours revealed that many of the delays in service provision included reasons beyond the control of service providers. In order to capture this information, and eliminate the need for labor intensive manual analysis at a later time, service codes have been added to CIRTS specifically for the purpose of tracking service provision delays for high-risk APS referrals. These codes will be effective January 1, 2001 and should be used to report January service data.

The provider will designate a service delay by inputting a Non-DOEA Program (NDP) code and the applicable corresponding service code on the services received screen specifying the date the determination was made that service was delayed. That date should be inside the 72 hour window of timely service delivery for APS high-risk referrals. The service codes are based on information received from providers for delays in service provision and are as follows:

Code	Definition
PLHS	= Placed in hospital
PLNH	= Placed in nursing home
PLAF	= Placed in assisted living facility
PLFM	= Placed with family
CLRF	= Consumer refused service
CLDC	= Consumer deceased

AAA staff should run and review with their providers the APS exception report monthly to ensure data integrity and determine if providers are complying with Chapter 415, *Florida Statutes*. The APS exception report will continue to list all referrals not receiving service within 72 hours but will also contain the reason service code for any delays.

This enhancement to the CIRTS database should enable you to better manage the APS referrals in your PSA.

Please contact the help desk, should you experience any difficulties implementing these new codes.