1. State of Adult Protection Services Baseline Assessment

1. Respondent Information

Name of person completing this assessment: Suzanne Leavitt, RN MS
Title of person completing this assessment: Director, Division of Licensing and Protection
State: Vermont
Email Address: suzanne.leavitt@state.vt.us
Telephone Number: (802) 871-3319

2. APS Administrator Information

3. Where is your APS Program administratively located?

Is one program in a larger state agency

4. 3a) Please describe other, or add any clarifying comments on how your APS program fits within your state government:

4. To whom does the APS Administrator report?

The above named agency director

5. How is APS administered in your state?

State administered (APS employees are all state employees)

7. 5a) If county-administered, which county agency administers APS?

8. 5b) If county or locally administered, does the State APS Office have oversight responsibility for local APS? For example, does the state set policy/ provided the training and/or monitor local APS services?

6. How many full-time state positions are in the APS program: (please provide full-time equivalents (FTEs), so if you have three half-time intake specialists who only accept reports for APS, you would state that you have 1.5 full-time intake positions). "Investigators/Caseworkers" refers to your APS field staff who work directly with clients; different states use different terms.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Administrative Staff</td>
<td>2</td>
</tr>
<tr>
<td>State Training Staff</td>
<td>1</td>
</tr>
<tr>
<td>Supervisors</td>
<td>1</td>
</tr>
<tr>
<td>Investigators/Caseworkers</td>
<td>11</td>
</tr>
<tr>
<td>Intake Staff</td>
<td>1</td>
</tr>
<tr>
<td>IT Staff</td>
<td>1</td>
</tr>
<tr>
<td>Legal Staff</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

7. Is this an increase or decrease from the past 5 years?

Increase

11. 7a) If increased, by what percentage (approximately):

50
12. 7b) If decreased, by what percentage (approximately):

8. Do the staff listed below work in APS only?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Administrative Staff</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Training Staff</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigators/Caseworkers</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intake Staff</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>IT Staff</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Staff</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. 8a) If no, what other programs do they work in?

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

9. What, if any, are the minimal education requirements for each position?

<table>
<thead>
<tr>
<th></th>
<th>Minimal Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Admin. Staff</td>
<td>High School</td>
</tr>
<tr>
<td>State Training Staff</td>
<td>College Degree</td>
</tr>
<tr>
<td>Supervisors</td>
<td>College Degree</td>
</tr>
<tr>
<td>Investigators/Caseworkers</td>
<td>College Degree</td>
</tr>
<tr>
<td>IT Staff</td>
<td>College Degree</td>
</tr>
<tr>
<td>Intake Staff</td>
<td>College Degree</td>
</tr>
<tr>
<td>Legal Staff</td>
<td>JD</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

10. If your system is state administered, do you provide APS field staff with the following:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart phones (iPhone, Blackberry, Android)</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Cell phones (phone only)</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Laptops or tablet PCs</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>State vehicles to use for work</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

17. 10a) If state vehicles are not provided, are workers reimbursed for work related mileage (or public transportation fares)?

18. 10b) If yes, what is the current mileage reimbursement rate? ($/mi.)

11. Does your APS Program have a case review quality assurance system in place?
20. 11a) If yes, are all cases reviewed (check all that apply)?
   Yes, by supervisor

12. Please provide the contact person who can provide more information about the quality controls measures

13. Does APS have regular, case level access to expertise/consultation from:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorneys</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Physicians</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician Assistants and/or Nurses</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Mental Health Professionals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forensics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. If other, please specify:

15. Does your APS program track annual staff turnover rates?
   No

25. 15a) If yes, please provide any additional information you can:

16. Does the Program have case performance measures (benchmarks/metrics) in place (e.g. timeliness of response; supervisor involvement; recidivism rates)?
   Yes

2. Scope of APS

17. What is the age range for eligible clients?
   18+

28. 17a) For clients aged 60+ or 65+ only, must the alleged victim be defined as vulnerable before APS can open the case or is anyone 60 years and older eligible for APS?

18. Your APS Program is responsible for abuse investigations in (check all that apply):
   - Nursing Homes
   - Community Settings
   - Assisted Living Settings
   - Care Homes/Board Homes
   - State Developmental Disability Facilities
   - State Mental Illness Facilities

19. Does APS petition for guardianship in your state?
   Yes

20. Do APS employees serve as guardians?
   No
21. Does your APS program serve as representative payee for Social Security/Railroad Retirement client benefits?
   No

22. The following questions are about intake:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your intake centralized?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a toll free number?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yes

34. 22a) If yes to either above, is the APS intake line combined with another program’s intake (such as CPS or aging services)?
   Yes

23. Do you accept reports 24 hours a day?
   Yes

36. 23a) If available 24 hours, is the line (check all that apply):
   Staffed

37. 23b) If no, what happens to after-hours reports?

38. 23c) Do you respond (go out on) cases 24 hours a day?
   No

24. What is the shortest timeframe in which APS must initiate a case?
   2 business days

25. Are investigation time frames triaged depending on allegations?
   If Yes, describe:

26. Must APS complete investigations within a certain timeframe?
   Yes, 60 days

27. Must APS close cases within a specific time frame?
   Yes, 60 days

28. Is there required regular contact with the victim of an open case?
   No

44. 28a) If yes, please check all that apply:

<table>
<thead>
<tr>
<th>Service</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

45. 28b) If other, describe:

29. Which of the following services does APS provide to victims: (Direct=via APS personnel; Indirect=via referral to outside services)

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes</th>
<th>Yes, Indirect</th>
<th>Yes, both</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing a case plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
47. 29a) If indirectly through referrals, does APS continue monitoring the case after the referrals are made?

3. Budget Information

30. From the most recent state fiscal year data, please describe how much money is allocated from each funding source (answer should be dollar amount):

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>State Funds</th>
<th>SSBG</th>
<th>OAA</th>
<th>Medicaid (TCM)</th>
<th>County Funds</th>
<th>Department of Justice</th>
<th>Other Local</th>
<th>Other</th>
<th>Information not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount over or under previous year. Indicate under with a minus sign.

31. Please provide any additional budgetary information:

4. Report Information - Statewide Report Totals

32. For the previous year, please provide the number of statewide report totals by age of vulnerable adult if possible; by total numbers if age breakdown is not available.

<table>
<thead>
<tr>
<th>Category</th>
<th>Age 60+</th>
<th>Age 18-59</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Neglect</td>
<td></td>
<td>108</td>
<td></td>
</tr>
<tr>
<td>Physical Abuse</td>
<td></td>
<td>509</td>
<td></td>
</tr>
<tr>
<td>Emotional Abuse</td>
<td></td>
<td>483</td>
<td></td>
</tr>
<tr>
<td>Sexual Abuse</td>
<td></td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>Neglect by others</td>
<td></td>
<td>588</td>
<td></td>
</tr>
<tr>
<td>Financial abuse</td>
<td></td>
<td>654</td>
<td></td>
</tr>
</tbody>
</table>
33. If other, please describe:

34. Is the total number of statewide reports an increase or decrease from the past 5 years?  
   Increase

51. 34a) If increase, by what percentage (approximately):  
   60

52. 34b) If decrease, by what percentage (approximately):  

35. Please provide the number of statewide substantiated report totals by age of vulnerable adult if possible; by total numbers if age breakdown is not available.

<table>
<thead>
<tr>
<th></th>
<th>Number Substantiated (60+)</th>
<th>Number Substantiated (18-59)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Neglect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional Abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neglect by others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other abuse (describe below)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

36. If other, please describe:

37. Is the total the number of statewide substantiated report an increase or decrease from the past 5 years?  

56. 37a) If increase, by what percentage (approximately):  

57. 37b) If decrease, by what percentage (approximately):  

38. What is the statewide average caseload (including new and ongoing cases) for Investigators/Caseworkers?  
   40

39. Is the statewide average caseload per caseworker/investigators an increase or decrease over the past 5 years?  

60. 39a) If increase, by what percentage (approximately):  

61. 39b) If decrease, by what percentage (approximately):  

40. If the program is state-administered, what is the average ratio (e.g. 1:10) of:  
   Supervisors to Investigators/Caseworkers : 1:12

41. Does your state law mandate reporting of suspected adult abuse to APS?  
   Yes

64. 41a) If yes, is reporting mandated for:  
   All vulnerable adults aged 18+
65. 41b) If yes, in your state, who is a mandated reporter?
- Social Services
- Law Enforcement
- Legal/Criminal Justice
- Aging services providers
- Disability services providers
- Health care professionals
- Other (describe): Teachers

5. Case Level APS Data Collected Statewide

42. Does your state have an automated (computerized) data system for APS?
- Yes

43. Does county (or local) case level data feed into the state data system?
- No

44. Which of the following pieces of data do you collect at the state level (check all that apply)?
- Number of reports
- Individual allegations
- Reporter type (family, neighbor, social worker, etc.)
- Victim age
- Victim’s residence type (home; senior housing; assisted living; board and care; foster care; nursing home, etc.)
- Relationship of victim to abuser
- Abuser relationship to victim

45. Please check all assessment tools used: (check all that apply)
- MMSE (Mini-Mental Status Exam)
- SLUMS (Saint Louis University mental status examination)

46. If automated, what type of data system does your state use?
- Built by state personnel

71. 46a) If purchased, from what company?

47. Is the data system APS only or integrated with other systems?
- APS only

73. 47a) If integrated, is it with:

48. Does the system keep track of all reports/cases involving the same client over time?
- No

49. How recently did you adopt your automated data system?
- More than 10 years ago

50. Is your automated data system web based?
- No

51. Does your automated data system allow for case notes?
- No
6. Training Information

52. APS-Specific training is required by:

<table>
<thead>
<tr>
<th></th>
<th>Investigator/Caseworker</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statute</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Required</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Other (explain):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

53. How much pre-service (new worker) APS-specific training is provided for investigators/caseworkers?

1 week/40 hours

54. What type of content is provided in APS-specific training (check all that apply)?

- Policy
- Intake
- Investigations
- Worker Safety
- Communications/interviewing
- Legal issues
- Aging Process
- Disabilities Information

55. How much in-service (existing staff) training is provided for investigators/caseworkers per year?

1 week/40 hours

82. 55a) What content does APS-specific In-services training include (check all that apply)?

- Policy
- Intake
- Investigations
- Data Systems
- Documentation
- Assessing capacity/competency
- Worker Safety
- Communications/interviewing
- Legal issues
- Aging Process
- Disabilities Information

56. Does your program provide training for APS supervisors?

Yes, APS supervisors attend supervisor training that is not specific to APS

84. 56a) If yes, What content does APS-specific supervisor training include (check all that apply)?

- Policy
- Intake
- Investigations
- Data Systems
- Documentation
- Assessing capacity/competency
- Worker Safety
- Communications/interviewing
- Legal issues
- Aging Process
- Disabilities Information

57. How is the majority of your APS training provided?

If more than one method is used to train, please check all the methods that apply (e.g. classroom and online)

<table>
<thead>
<tr>
<th></th>
<th>Investigator/Caseworker (Pre-Hire, pre-service)</th>
<th>Investigator/Caseworker (Ongoing, in-service)</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly by APS Program Staff</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Via contract with University or other entity*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In a classroom</td>
<td>Online (e-learning)</td>
<td>On the Job</td>
<td>Other**</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------</td>
<td>------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

58. Specify

59. Do you have APS specific/dedicated trainers?
   No

60. Is there a certification process?
   No

61. What is the annual training budget?

7. Multidisciplinary Teams

62. Does APS participate on multi-disciplinary teams?
   Yes

62a) How many multi-disciplinary teams within the state does APS participate in (estimated)?
   2

62b) Are multi-disciplinary teams required by:
   State policy

62c) How are multi-disciplinary teams funded?
   Not funded

62d) If multi-disciplinary teams receive federal funding, please check all that apply:

62e) What organizations/professionals regularly participate in multi-disciplinary teams?
   Law Enforcement
   Legal/Courts/Criminal Justice
   Domestic Violence
   Medical
   Mental Health
   Developmental Disabilities

62f) What is the purpose of this multi-disciplinary work?
   case reviews (financial abuse, for example)
   public awareness
   policy initiatives

63. Are there elder fatality review teams in place in your state?
   Yes

63a) If yes, please provide the locations and contact information for the primary coordinator, if available.

64. Has your program executed agreements to facilitate cross-county, cross-state or interagency cooperation?
101. 64a) What form of agreements has your program entered into (check all that apply)?

Not a barrier

65. How much of a barrier are confidentiality restrictions to multi-disciplinary and interagency work?

Not a barrier

66. Is APS required to report cases to law enforcement?

Yes

104. 66a) If yes, in which cases do you report to law enforcement?

Cases upon being reported where there is indication of criminal activity

67. Does your state have an APS abuser registry?

Yes, operated by APS

106. 67a) If yes, is the abuser registry required by state statute?

Yes

107. 67b) If yes, is the abuser registry:

APS only

108. 67c) other registries

109. 67d) What is the annual budget for the registry?

110. 67e) Who can be contacted for more information about the registry?

Name: suzanne leavitt
Email: suzanne.leavitt@state.vt.us
Phone: 802-871-3319

111. 67f) What due process does APS afford the alleged perpetrator and victim?

Perpetrators | Victims
---|---
Notification of allegations | ✔ | ✔
Notification of substantiation decision | ✔ | ✔
Right to appeal | ✔ | ✔
Hearing | ✔ | ✔
Other

112. 67g) If other, please describe:

68. Has your APS program conducted any broad-based, multi-faceted public awareness campaigns (e.g., billboards, public service announcements, etc. – not just program brochures)?

No

114. 68a) If yes, do you have any World Elder Abuse Awareness Day (WEAAD) materials or activities developed?

115. 68b) If yes, please provide contact information for the person we can follow-up with to learn more information:

69. If your state published an annual APS report, please provide a link:
8. Open Ended

70. What are the three biggest improvements your APS program has implemented in the past five years?

71. What are the three biggest challenges facing APS in your state?

72. Is there anything you want to tell us about your APS Program which we failed to ask?

Response Location

<table>
<thead>
<tr>
<th>Region:</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region:</td>
<td>VT</td>
</tr>
<tr>
<td>City:</td>
<td>Burlington</td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
</tr>
<tr>
<td>Long &amp; Lat:</td>
<td>Lat: 44.492901, Long: -73.225304</td>
</tr>
</tbody>
</table>