



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](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

June 23, 2014

ALL COUNTY LETTER (ACL) NO. 14-42

REASON FOR THIS TRANSMITTAL

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

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

SUBJECT: REVISED ADULT PROTECTIVE SERVICES (APS) AND  
COUNTY SERVICES BLOCK GRANT (CSBG) MONTHLY  
STATISTICAL REPORT SOC 242 (10/14)

REFERENCE: ACL NO. 07-18, DATED APRIL 24, 2007; APS AND CSBG  
MONTHLY STATISTICAL REPORT SOC 242 (4/07), AND  
ACL NO. 13-22, DATED MAY 7, 2013; APS AND CSBG  
MONTHLY STATISTICAL REPORT SOC 242 (9/13)

This letter provides the revised Adult Protective Services (APS) and County Services Block Grant (CSBG) Monthly Statistical Report SOC 242 (10/14) form, flow chart, instructions, and validation rules and edits. Effective with the October 2014 report month, counties are to use the enclosed SOC 242 (10/14). The previously revised SOC 242 form version (9/13) and associated documents were released with ACL 13-22, dated May 7, 2013. However, that version was never implemented.

The revisions in the September 2013 (9/13) version of the SOC 242 clarified the reporting requirements in a number of areas and corrected specific data items on the SOC 242 form and associated documents in order to ensure the accuracy of data collected. The October 2014 (10/14) version of the SOC 242 contains additional revisions to further clarify the data collected and to capture new data items.

The following is a summary of major changes to the SOC 242 form:

- Clarified language throughout the form regarding the specific data to be collected as a report, an investigation and a case.

#### PART A: APS CASE MOVEMENT

- Clarified Items 4a through 4e, to record a month as being equal to 30 days.

#### PART C: APS REPORTS NOT ASSIGNED AS A CASE AND NO IN-PERSON RESPONSE (NIR) REQUIRED

- Added Item 10, to record reports not assigned as a case and a no in-person response is required.
- Added Items 10a through 10d, to record criteria for reporting NIR cases and Item 10e, to record duplicates of existing reports.

#### PART D: APS NO TEN-DAY (NTD) IN-PERSON RESPONSE INVESTIGATIONS AND CASES

- Added Items 12a through 12f, to record the various reasons for designating NTD in-person cases.
- Added Item 13, to record NTD investigations completed and closed during the month, by finding of confirmed, inconclusive or unfounded, or if no finding could be made, record as “not applicable.”
- Added Item 14, to record NTD cases completed and closed during the month, by finding of confirmed, inconclusive or unfounded, or if no finding could be made, record as “not applicable.”

#### PART E: APS CASES WHERE INVESTIGATION WAS NOT CONTINUED AND NO FINDINGS WERE MADE

- Added Item 15, to record cases closed during the month where an investigation could not continue or conclude with a finding because an in-person contact could not be made.

#### PART F: APS INVESTIGATIONS AND CASES WITH IN-PERSON RESPONSE

- Added Item 16, to record investigations completed and closed during the month where an in-person response was made, by finding of confirmed, inconclusive or unfounded.
- Added Item 17, to record cases completed and closed during the month where an in-person response was made, by finding of confirmed, inconclusive or unfounded.
- Added Item 18 to record cases that were initially determined to be NTD, but were later re-evaluated and resulted in an in-person response.
- Clarified Item 19, to record cases instead of investigations and to record the number of cases that required at least one immediate investigation.
- Clarified Item 20, to record cases instead of investigations and to record the number of cases that required at least one immediate investigation **after business hours**.

#### PART G: TYPES OF ABUSE

- Fully developed the types of self-neglect allegations to record:
  - The total completed cases of self-neglect (Item 21).
  - Types of self-neglect allegations (Items 22, 22a-22e).
  - The number of individual allegations of self-neglect (Items 23, 23a-23e).
- Fully developed the types of abuse perpetrated by others allegations to record:
  - The total completed cases of abuse perpetrated by others (Item 24).
  - Types of abuse perpetrated by others allegations (Items 25, 25a-25h).
  - The number of individual allegations of abuse perpetrated by others (Items 26, 26a-26h).

#### Additional Revisions

The Instructions and Validation Rules and Edits have been revised to clarify the completion of the items on the revised SOC 242 form. Case scenario examples have been added to the Instructions to help clarify how to determine and record case allegations and their findings. The Definitions section has been moved to the end of the Instructions and is now titled, "Glossary."

Additional Revisions (Continued)

The following Glossary definitions have been added, revised, or removed:

1. Open Case (New),
2. Duplicate Report (New),
3. Unduplicated Report (Revised),
4. Investigation (Revised),
5. Non-Tangible Services (Removed),
6. Goods and Services (Removed),
7. Financial Abuse (Removed).

The section that references the Welfare and Institutions Codes and Penal Codes has been removed and instead links have been provided. The revised SOC 242 (10/14) includes a number of other revisions and re-numbering of items and cells throughout. Counties are required to review the changes on the SOC 242 form, instructions and validation rules and edits in order to adequately understand the complexity of all revisions.

Counties are required to use the SOC 242 (10/14) form beginning with the October 2014 report month. The report is due on or before the 20<sup>th</sup> calendar date of the month following the report month.

To complete the electronic form, counties are to download a copy of the SOC 242, using the following link: <http://www.cdss.ca.gov/dssdb/>. All counties are required to submit the report via e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at [admsoc242@dss.ca.gov](mailto:admsoc242@dss.ca.gov). The SOC 242 flow chart, form, instructions, and validation rules and edits are attached in PDF format as reference material.

The attached flow chart (Attachment A) was developed to assist the counties 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 re-numbered SOC 242 items on the form were added to appropriate steps in the flow chart.

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.

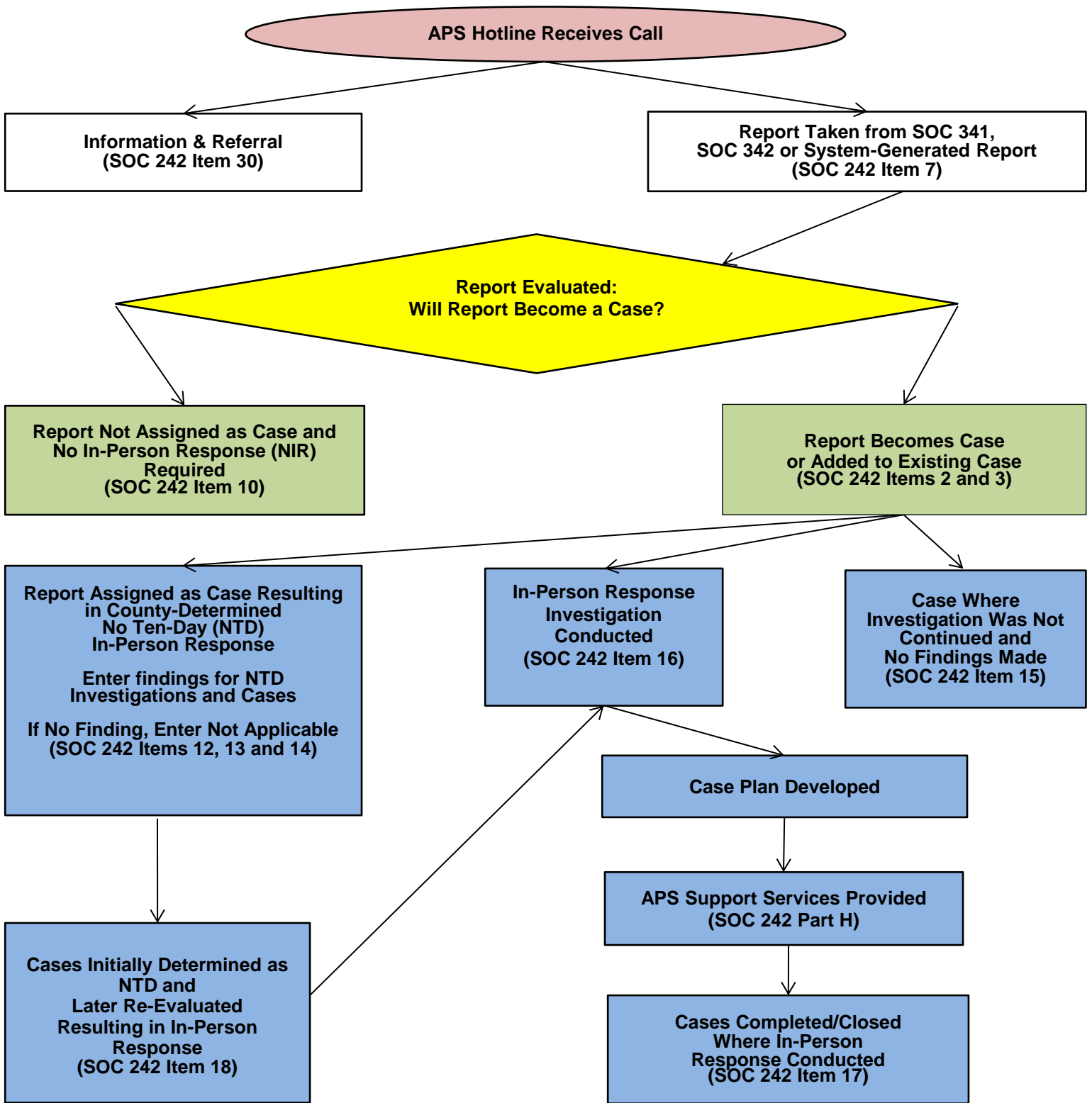
Sincerely,

***Original Document Signed By:***

M. AKHTAR KHAN, Chief  
Research Services Branch  
Administration Division

Attachments

### ADULT PROTECTIVE SERVICES (APS) PROCESS FOR INCOMING REPORTS AND MOVEMENT THROUGH SOC 242 REPORT\*



\*SOC 242 (10/14) Adult Protective Services (APS) and County Services Block Grant (CSBG) Monthly Statistical Report

**Adult Protective Services (APS)  
and County Services Block Grant (CSBG)  
Monthly Statistical Report  
SOC 242**

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

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR		
<b>ADULT PROTECTIVE SERVICES</b>					
<b>PART A. APS CASE MOVEMENT</b>		<b>ELDER (A)</b>	<b>DEPENDENT ADULT (B)</b>	<b>TOTAL A + B</b>	
1. Cases carried forward from last month.....		1	2	3	
a. Item 6 from <b>last month's report, as reported to CDSS</b> .....		4	5	6	
b. <i>Adjustment</i> (Item 1 minus 1a, positive or negative number, explain in Item 1b Explanation box if not 0) .....		7	8	9	
2. New cases opened during the month.....		10	11	12	
3. Total open cases during the month (Item 1 plus Item 2).....		13	14	15	
4. Cases closed during the month (Sum of Items 4a through 4e; also equal to sum of Items 14, 15 & 17). Cases closed by the duration of case activity at the time of closure:		16	17	18	
a. Cases closed in less than 30 days.....		19	20	21	
b. Cases closed in 30 days or more, but less than 60 days.....		22	23	24	
c. Cases closed in 60 days or more, but less than 90 days.....		25	26	27	
d. Cases closed in 90 days or more, but less than 180 days.....		28	29	30	
e. Cases closed in 180 days or more.....		31	32	33	
5. Of the cases in Item 4, cases closed during the month as a result of client refusing services (Less than or equal to Item 4. Include in Items 14 or 17.).....		34	35	36	
6. Cases carried forward to next month (Item 3 minus Item 4).....		37	38	39	
<b>PART B. APS REPORTS RECEIVED</b>		<b>ELDER (A)</b>	<b>DEPENDENT ADULT (B)</b>	<b>UNKNOWN (C)</b>	<b>TOTAL A + B + C</b>
7. Reports of alleged abuse received during the month (Includes but not limited to Items 8 and 9. Do not include duplicate reports. Enter duplicate reports in Item 10e.).....		40	41	42	43
8. Of the reports in Item 7, reports of alleged abuse received after business hours....		44	45	46	47
9. Of the reports in Item 7, reports of suspected financial abuse submitted by financial institutions (Using form SOC 342 or other means).....		48	49	50	51
<b>PART C. APS REPORTS NOT ASSIGNED AS A CASE AND NO IN-PERSON RESPONSE (NIR) REQUIRED</b>		<b>ELDER (A)</b>	<b>DEPENDENT ADULT (B)</b>	<b>UNKNOWN (C)</b>	<b>TOTAL A + B + C</b>
10. Reports not assigned as a case and no in-person response required (Sum of Items 10a through 10e).....		52	53	54	55
a. Found to be outside APS jurisdiction/did not meet APS eligibility criteria.....		56	57	58	59
b. APS was unable to obtain adequate information to contact/locate individual...		60	61	62	63
c. APS determined the individual moved out-of-state or out-of-county.....		64	65	66	67
d. Individual was deceased and no other elder/dependent adult was at risk.....		68	69	70	71
e. Duplicates of existing reports or reports from previously resolved cases.....		72	73	74	75

**PART D. APS NO TEN-DAY (NTD) IN-PERSON RESPONSE INVESTIGATIONS AND CASES**  
*(In-Person Response was Not Required)*

11. County implements the No Ten-Day (NTD) in-person response provision under W&IC section 15763(b)(2) (If YES, complete Items 12a through 12f, 13 and 14. If NO, enter 0 in Items 12a through 12f, 13 and 14.)..... 76  
YES NO

NTD Case Types	ELDER (A)	DEPENDENT ADULT (B)	TOTAL A + B
12. NTD cases completed and closed during the month, by NTD case type (Sum of Items 12a through 12f, include in Item 4, Cell 79 same as Cell 115)	77	78	79
a. NTD cases that did not involve a protection issue.....	80	81	82
b. NTD cases where the protection issue was resolved.....	83	84	85
c. NTD cases that received intervention from other agencies/resources.....	86	87	88
d. NTD cases with clients who were placed in permanent facilities.....	89	90	91
e. NTD cases received from non-credible sources.....	92	93	94
f. NTD cases that involved other circumstances (Explain in Item 12f Explanation box).....	95	96	97

Findings By NTD Investigation and By NTD Case	NOT APPLICABLE		CONFIRMED		INCONCLUSIVE		UNFOUNDED		TOTAL
	ELDER (A)	DEPENDENT ADULT (B)	ELDER (A)	DEPENDENT ADULT (B)	ELDER (A)	DEPENDENT ADULT (B)	ELDER (A)	DEPENDENT ADULT (B)	Sum of Part D Columns
13. NTD investigations completed and closed during the month, by finding.....	98	99	100	101	102	103	104	105	106
14. NTD cases completed and closed during the month, by finding.....	107	108	109	110	111	112	113	114	115

**PART E. APS CASES WHERE INVESTIGATION WAS NOT CONTINUED AND NO FINDINGS WERE MADE**  
*(In-Person Response Could Not be Made)*

15. Cases closed during the month in which an investigation could not continue or conclude with a finding because an in-person contact could not be made (Include in Item 4)..... ELDER  
(A) DEPENDENT  
ADULT  
(B) TOTAL  
A + B  
116 117 118

**PART F. APS INVESTIGATIONS AND CASES WITH IN-PERSON RESPONSE**

	CONFIRMED		INCONCLUSIVE		UNFOUNDED		TOTAL
	ELDER (A)	DEPENDENT ADULT (B)	ELDER (A)	DEPENDENT ADULT (B)	ELDER (A)	DEPENDENT ADULT (B)	Sum of Part F Columns
16. Investigations completed and closed during the month (of the cases in Item 17).....	119	120	121	122	123	124	125
17. Cases completed and closed during the month (Include in Item 4).....	126	127	128	129	130	131	132
18. Cases in Item 17 that were initially determined to be an NTD, but were later re-evaluated and resulted in an in-person response.....					ELDER (A) DEPENDENT ADULT (B)		TOTAL A + B
19. Cases in Item 17 that required at least one immediate investigation (Include Item 20 cases).....					133	134	135
20. Cases in Item 19 that required at least one immediate investigation after business hours (Include in Item 19)					136	137	138
					139	140	141

PART G. TYPES OF ABUSE (For cases in Item 14 and Item 17)	CONFIRMED		INCONCLUSIVE		UNFOUNDED		TOTAL
	ELDER (A)	DEPENDENT ADULT (B)	ELDER (A)	DEPENDENT ADULT (B)	ELDER (A)	DEPENDENT ADULT (B)	Sum of Part G Columns
<b>SELF-NEGLECT</b>	<b>CASES OF SELF-NEGLECT</b>						
21. Completed <b>cases</b> of self-neglect during the month.....	142	143	144	145	146	147	148
22. <b>Types</b> of self-neglect allegations during the month (Sum of Items 22a through 22e).....	<b>TYPES OF ALLEGATIONS PER CASE: SELF-NEGLECT</b>						
a. Physical care.....	149	150	151	152	153	154	155
b. Medical care.....	156	157	158	159	160	161	162
c. Health and safety hazards.....	163	164	165	166	167	168	169
d. Malnutrition/dehydration.....	170	171	172	173	174	175	176
e. Financial.....	177	178	179	180	181	182	183
23. <b>Individual allegations</b> of self-neglect during the month (Sum of Items 23a through 23e).....	<b>INDIVIDUAL ALLEGATIONS PER CASE: SELF-NEGLECT</b>						
a. Physical care.....	184	185	186	187	188	189	190
b. Medical care.....	191	192	193	194	195	196	197
c. Health and safety hazards.....	198	199	200	201	202	203	204
d. Malnutrition/dehydration.....	205	206	207	208	209	210	211
e. Financial.....	212	213	214	215	216	217	218
	219	220	221	222	223	224	225
	226	227	228	229	230	231	232
<b>ABUSE PERPETRATED BY OTHERS</b>	<b>CASES OF ABUSE PERPETRATED BY OTHERS</b>						
24. Completed <b>cases</b> of abuse perpetrated by others during the month.....	233	234	235	236	237	238	239
25. <b>Types</b> of abuse perpetrated by others allegations during the month (Sum of Items 25a through 25h).....	<b>TYPES OF ALLEGATIONS PER CASE: ABUSE PERPETRATED BY OTHERS</b>						
a. Physical.....	240	241	242	243	244	245	246
b. Sexual.....	247	248	249	250	251	252	253
c. Financial.....	254	255	256	257	258	259	260
d. Neglect.....	261	262	263	264	265	266	267
e. Abandonment.....	268	269	270	271	272	273	274
f. Isolation.....	275	276	277	278	279	280	281
g. Abduction.....	282	283	284	285	286	287	288
h. Psychological/mental.....	289	290	291	292	293	294	295
	296	297	298	299	300	301	302
26. <b>Individual allegations</b> of abuse perpetrated by others during the month (Sum of Items 26a through 26h).....	<b>INDIVIDUAL ALLEGATIONS PER CASE: ABUSE PERPETRATED BY OTHERS</b>						
a. Physical.....	303	304	305	306	307	308	309
b. Sexual.....	310	311	312	313	314	315	316
c. Financial.....	317	318	319	320	321	322	323
d. Neglect.....	324	325	326	327	328	329	330
e. Abandonment.....	331	332	333	334	335	336	337
f. Isolation.....	338	339	340	341	342	343	344
g. Abduction.....	345	346	347	348	349	350	351
h. Psychological/mental.....	352	353	354	355	356	357	358
	359	360	361	362	363	364	365



<b>PART H. APS SUPPORT SERVICES (IN-PERSON)</b>		<b>ELDER (A)</b>	<b>DEPENDENT ADULT (B)</b>	<b>TOTAL A + B</b>
27.	Cases receiving emergency shelter during the month.....	366	367	368
a.	Number of days emergency shelter was provided during the month.....	369	370	371
28.	Cases receiving temporary in-home protection during the month.....	372	373	374
a.	Number of hours temporary in-home protection was provided during the month.....	375	376	377
29.	Cases receiving tangible support services during the month.....	378	379	380
a.	Cases receiving transportation services during the month (Include in Item 29).....	381	382	383

**PART I. INFORMATION AND REFERRAL**

30.	Responses to requests for information and referral during the month.....			384
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**COUNTY SERVICES BLOCK GRANT (CSBG)**

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

31.	OHC-A cases carried forward from last month.....			385
a.	Item 35 from <b>last month's report, as reported to CDSS</b> .....			386
b.	Adjustment (Item 31 minus Item 31a, positive or negative number, explain in Item 31b Explanation box if not 0).....			387
32.	New OHC-A cases opened during the month.....			388
33.	Total OHC-A open cases during the month (Item 31 plus Item 32).....			389
34.	OHC-A cases closed during the month.....			390
35.	OHC-A cases carried forward to next month (Item 33 minus Item 34).....			391

**PART K. OPTIONAL SERVICES**

36.	Cases receiving optional services during the month.....			392
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**COMMENTS SECTION**

COMMENTS

Explanation: Item 1b Adjustment (Complete if Cells 7, 8 or 9 are not 0.)

Explanation: Item 12f NTD cases that involved other circumstances (Complete if Cells 95, 96 or 97 are not 0.)

Explanation: Item 31b Adjustment (Complete if Cell 387 is not 0.)

Explanation: Revised SOC 242 Report (Complete if Revised is selected. If Initial is selected this box remains blank.)

**CONTACT INFORMATION**

CONTACT PERSON	TELEPHONE	EXTENSION	FAX
JOB TITLE/CLASSIFICATION	E-MAIL	DATE SUBMITTED	

**ADULT PROTECTIVE SERVICES (APS) AND COUNTY SERVICES BLOCK GRANT (CSBG)  
MONTHLY STATISTICAL REPORT  
SOC 242 (10/14)  
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 20<sup>th</sup> calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day. 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 FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download the report form, which includes links to the report's instructions and validations, 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](mailto:admsoc242@dss.ca.gov). This electronic submission process contains automatic computation of some items (cells) and provides 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. For reference purposes, a PDF copy of the report form with instructions and validations can be downloaded from the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. The statewide and county specific SOC 242 data is also available on the website. 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**

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form.

Enter the data required for each item. Enter "0" if there is nothing to report for an item. **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 Contact Information 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.

**FLOW CHART**

Refer to the “Adult Protective Services Process for Incoming Reports” flow chart in All County Letter (ACL) 14-42 dated June 23, 2014 as an additional reference in completing the SOC 242 report form.

**DEFINITIONS**

The definitions for this report are in the Glossary at the end of the Instructions. For a comprehensive reference to definitions of terms related to APS, please refer to the California Welfare and Institutions Code (W&IC) and the California Penal Code. References to regulation citations in these instructions may be found in the CDSS Manual of Policy and Procedures (MPP).

**FORM PARTS**

The SOC 242 contains 11 parts as summarized briefly below. Part A provides an overview of the status of all APS cases that were open during the month. Parts B – H track the APS abuse allegation through the APS investigation process. Part I provides data on incoming APS calls/requests that did not result in an APS report being taken. Parts J and K provide data on CSBG OHC-A cases and Optional Services.

<b>PART</b>	<b>PART TITLE</b>	<b>PART DESCRIPTION</b>
Part A	APS Case Movement	APS case status overview.
Part B	APS Reports Received	APS reports received.
Part C	APS Reports Not Assigned as a Case and No In-Person Response (NIR) Required	APS reports not assigned as a case and determined that no in-person response (NIR) is required.
Part D	APS No Ten-Day (NTD) In-Person Response Investigations and Cases	APS cases and the individual investigations, where an in-person response was not required and none were conducted.
Part E	APS Cases Where Investigation was not Continued and No Findings were Made	APS cases where an in-person response could not be conducted.
Part F	APS Investigations and Cases with In-Person Response	APS cases, and the individual investigations, where at least one in-person response was conducted.
Part G	Types of Abuse	APS findings, by individual allegations and by types of self-neglect or abuse perpetrated by others.
Part H	APS Support Services (In-Person)	APS cases that received support services.
Part I	Information and Referral	Calls/requests to APS that did not result in a report being taken, and instead resulted in an Information and Referral response.
Part J	Out-of-Home Care Adults (OHC-A) Case Movement	OHC-A case status overview.
Part K	Optional Services	CBSG cases that received Optional Services.

**COLUMN INSTRUCTIONS**

Column A Elder: Report activity for Elder clients.

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

Column C Unknown: Report activity for cases where it is unknown whether the individual concerned is an elder or a dependent adult. This column is applicable in Parts B and C only.

Column Total A + B: This is the sum of cells in Columns A and B for Parts A, D, E, F and H. ***These cells are automatically calculated.***

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

Total Sum of Part D Columns: This is the sum of Columns Not Applicable, Confirmed, Inconclusive and Unfounded in Part D. ***These cells are automatically calculated.***

Total Sum of F Columns: This is the sum of Columns Confirmed, Inconclusive and Unfounded in Part F. ***These cells are automatically calculated.***

Total Sum of G Columns: This is the sum of Columns Confirmed, Inconclusive and Unfounded in Part G. ***These cells are automatically calculated.***

**ITEM INSTRUCTIONS****ADULT PROTECTIVE SERVICES****PART A. APS CASE MOVEMENT**

Part A provides the status of all APS cases that were open during part or all of the report month.

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. If Item 1 is not the same as last month's Item 6, explain the reason for the difference in the Item 1b Explanation box in the Comments Section. *[Cells 1-3]*
  - 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 Item 1b Adjustment Explanation box 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 (no adjustment), zero displays in this cell and the Item 1b Adjustment Explanation box must be left blank. *[Cells 7-9]*
2. New cases opened during the month: Enter the number of new APS cases that were opened during the report month. Each client is equal to a case. This excludes any new allegation(s) added to an open case. It also excludes all reports (in Item 10) that have been evaluated and no in-person response investigation is conducted under the provisions of MPP section 33-510.21-24. *[Cells 10-12]*

**ITEM INSTRUCTIONS (Continued)**

3. Total open cases during the month (Item 1 plus Item 2): ***This item is automatically calculated.*** This is the total number of cases that are open at any time during the report month that were either carried over from last month's report or were newly opened this 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; also equal to sum of Items 14, 15 and 17): ***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. Item 4 is also equal to the sum of Items 14, 15 and 17. Item 4 must be less than or equal to Item 3. [Cells 16-18]

For Items 4a through 4e, enter the number of cases closed by the duration of case activity at the time of closure.

- a. Cases closed in less than 30 days: Enter the number of cases that were open for less than 30 days. [Cells 19-21]
- b. Cases closed in 30 days or more, but less than 60 days: Enter the number of cases that were open for 30 days or more, but less than 60 days. [Cells 22-24]
- c. Cases closed in 60 days or more, but less than 90 days: Enter the number of cases that were open for 60 days or more, but less than 90 days. [Cells 25-27]
- d. Cases closed in 90 days or more, but less than 180 days: Enter the number of cases that were open for 90 days or more, but less than 180 days. [Cells 28-30]
- e. Cases closed in 180 days or more: Enter the number of cases that were open for 180 days or more. [Cells 31-33]
5. Of the cases in Item 4, cases closed during the month as a result of client refusing services (Less than or equal to Item 4. Include in Item 14 or 17.): Enter the number of cases closed because a client was offered, but refused services to remedy abuse or risk of abuse. This item includes investigations where the client refused to speak with the social worker at the initial visit and also includes investigations that progressed, but client later refused services offered. Item 5 cases must also be included in Items 14 or 17 in the same month. Item 5 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]

**PART B. APS REPORTS RECEIVED**

Part B provides information about all APS reports received during the report month.

7. Reports of alleged abuse received during the month (Includes but not limited to Items 8 and 9. Do not include duplicate reports. Enter duplicate reports in Item 10e.): Enter the number of unduplicated reports of alleged abuse received during the month. These unduplicated reports are any new and unique reports received containing the alleged abuse incident information. Refer to the complete definition of an *unduplicated report* in the Glossary. If subsequent duplicated reports of abuse are received, for the same client, the same alleged abuse incident with the same

**ITEM INSTRUCTIONS (Continued)**

allegation(s) of abuse perpetrated by the same abuser, then enter only one (1) unduplicated report of abuse in Item 7. The duplicate reports should be entered in Item 10e. Information and Referral reports are not to be reported in this item, and should be reported in Item 30 only.

If a subsequent report is received for the same client, for possibly the same allegation(s) of abuse, but the abuser is different than the initial report, then this subsequent report should be entered as a separate unduplicated report. Item 7 includes, but is not limited to, reports entered in Item 8 and Item 9. Enter duplicated reports in Item 10e. If a report is received for an individual that APS cannot determine to be either an elder or a dependent adult, then that report is entered in Column C “Unknown.” Item 7 must be greater than or equal to Item 8. Item 7 must also be greater than or equal to Item 9. *[Cells 40-43]*

8. Of the reports in Item 7, reports of alleged abuse received after business hours: 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. Enter any report received from a financial institution after business hours in Item 8. Item 8 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 8 and Item 9, count the report only once in Item 7. *[Cells 44-47]*
9. Of the reports in Item 7, reports of suspected financial abuse submitted by financial institutions (Using form SOC 342 or other means): 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 “Report of Suspected Dependent Adult/Elder Financial Abuse” or other means. If subsequent, duplicate reports of suspected financial abuse are received for the same client, for the same alleged incident, for the same abuser, then enter only one (1) unduplicated report in Item 7. Enter duplicated reports in Item 10e. Item 9 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 8 and Item 9, count the report only once in Item 7. *[Cells 48-51]*

**PART C. APS REPORTS NOT ASSIGNED AS A CASE AND NO IN-PERSON RESPONSE (NIR) REQUIRED**

Part C provides information about APS reports that were evaluated during the report month and a determination was made that no in-person response (NIR) was required; and thus, the report was not assigned as a case. If a report is received for an individual that APS cannot determine to be either an elder or a dependent adult, then that report is entered in Column C “Unknown.”

10. Reports not assigned as a case and no in-person response required (Sum of Items 10a through 10e): ***This item is automatically calculated.*** This is the total number of reports evaluated during the report month and a determination was made that an in-person response was not required (MPP section 33-510.2); and thus, the report was not assigned as a case. This item is the sum of Items 10a through 10e.

Reports are usually (but not always) evaluated in the month received. Consequently, the sum of Items 10a through 10d (unduplicated reports evaluated that do not become cases) will usually be less than or equal to Item 7 (reports received). *[Cells 52-55]*

- a. Found to be outside APS jurisdiction/did not meet APS criteria: Enter the number of reports evaluated 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/did not meet APS criteria include, but are not limited to:

**ITEM INSTRUCTIONS (Continued)**

- the individual was not an elder or dependent adult.
- the abuse occurred in a long-term care or other facility and the alleged abuser was associated with the facility.
- the allegations stated in the report did not meet the APS definition of abuse or neglect. [Cells 56-59]

**Item 10a Example:**

A 62-year-old man self-reports he was recently laid off from work. 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.

- b. APS was unable to obtain adequate information to contact/locate individual: Enter the number of reports evaluated during the report month where 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 other individual with knowledge of the elder's or dependent adult's whereabouts. [Cells 60-63]

**Item 10b Example:**

A 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. APS determined the individual moved out-of-state or out-of-county: Enter the number of reports evaluated during the report month where APS determined the elder or dependent adult moved out of the state or out of the county. [Cells 64-67]

**Item 10c 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. The individual recently moved to another city/county with a friend. A cross-report was made to APS in the county of jurisdiction.

- d. Individual was deceased and no other elder/dependent adult was at risk: Enter the number of reports evaluated during the report month where the elder or dependent adult was deceased and no other elder or dependent adult was at risk. [Cells 68-71]

**Item 10d Example:**

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

**ITEM INSTRUCTIONS (Continued)**

- e. Duplicates of existing reports or previously resolved cases: Enter the number of reports evaluated that report the same alleged abuse incident information (e.g., same client, same date and time, same allegations and same perpetrator) of existing reports or reports from previously resolved cases. Refer to the complete definition of a *duplicate report* in the Glossary. [Cells 72-75]

**Item 10e Example:**

APS receives a call reporting suspected financial abuse against the caller's 67-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 there was 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. This second report is entered in Item 10e.

**PART D. APS NO TEN-DAY (NTD) IN-PERSON RESPONSE INVESTIGATIONS AND CASES**  
**(In-Person Response was Not Required)**

Part D provides information about APS cases where it is determined that a 10-day response (“No Ten-Day”), is not required.

Not all counties elect to implement the No Ten-Day (NTD) in-person response provision. If a county elects to implement the NTD provision, APS will evaluate reports for risk based on the NTD criteria (Items 12a through 12f). Cases determined to be a NTD case within 10 days of the initial report date will not require a 10-day in-person response and a response will not be conducted [W&IC section 15763(b)(2)]. Following the required case documentation, the case shall be closed (MPP section 33-510.3).

11. County implements the No Ten-Day (NTD) in-person response provision provided under W&IC section 15763(b)(2):

YES box: Enter a check mark in the “**YES**” box and complete Items 12a through 12f, 13 and 14 if the county implements the provision of W&IC section 15763(b)(2).

NO box: Enter a check mark in the “**NO**” box and enter zero (0) for Items 12a through 12f, 13 and 14 if the county does not implement the provision of W&IC section 15763(b)(2). [Cell 76]

12. NTD cases completed and closed during the month, by NTD case type (Sum of Items 12a through 12f, include in Item 4, Cell 79 same as Cell 115): ***This item is automatically calculated.*** This is the total number of unduplicated cases determined not to require an in-person response when the cases meet the NTD criteria in Items 12a through 12f. Item 12 is the sum of Items 12a through 12f. A case in Item 12 requires an entry in Item 4 in the same report month. Consequently, Item 12 must be less than or equal to Item 4. [Cells 77-79]
- a. NTD cases that did not involve a protection issue: Enter the number of cases that did not involve a protection issue. [Cells 80-82]



**ITEM INSTRUCTIONS (Continued)****Item 12a Example:**

Jane Doe is 72 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. NTD cases where the protection issue was resolved: Enter the number of cases that involved clients where the protection issue was resolved. *[Cells 83-85]*

**Item 12b Example:**

A county law enforcement officer filed a report with APS that a 67-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.

- c. NTD cases that received intervention from other agencies/resources: Enter the number of cases that involved clients receiving intervention from other agencies/resources. *[Cells 86-88]*

**Item 12c 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 sees 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.

- d. NTD cases with clients who were placed in permanent facilities: Enter the number of cases that involved clients placed in permanent facilities. *[Cells 89-91]*

**Item 12d Example:**

A caller reported that a 75-year-old female with advanced Alzheimer's 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.

- e. NTD cases received from non-credible sources: Enter the number of cases received from non-credible sources. *[Cells 92-94]*

**ITEM INSTRUCTIONS (Continued)****Item 12e Example:**

Report received regarding allegations of financial abuse of a 78-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. NTD cases received that involved other circumstances (Explain in Item 12f Explanation box):  
Enter the number of cases that involved other circumstances not listed in Items 12a through 12e. All entries in this item require an explanation in the Item 12f Explanation box in the Comments Section. *[Cells 95-97]*

**Item 12f Example:**

A 77-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.

13. NTD investigations completed and closed during the month, by finding: Of the cases in Items 14, enter the number of completed and closed investigations as defined below during the month. Regardless of the number of investigations conducted per case, the findings of each investigation should be determined and included in Item 13. Since a case may have multiple investigations and the individual investigations may be completed in different months, a case and all of its investigations are not entered on the SOC 242 until the case and all of its investigations have been completed and closed. Since each investigation must be assigned to a case, but a case can have multiple investigations, Item 13 (investigations) must be greater than or equal to Item 14 (cases). The allegations associated with the investigations in both Item 13 and Item 16 are to be reported in Items 23 and 26.

As defined in W&IC section 15610.40, an “Investigation means that activity undertaken to determine the validity of a report of elder or dependent adult abuse.” For the purposes of reporting information on the SOC 242, an investigation begins once an incoming abuse report has been determined to meet the criteria of a case including reports assigned to a worker or supervisor as well as those evaluated as a NTD in-person response. A new report of abuse that is not a duplicate report shall be counted as a new investigation, even if there is already an open case. (Note: If a report contains multiple allegations, including allegations of different types, this report shall be counted as one investigation. Reports evaluated as Information and Referral or NIR are not considered to be cases and will not initiate an investigation. *[Cells 98-106]*

**Item 13 Method to Determine a NTD Investigation’s Finding:**

For the Item 13 NTD investigations completed and closed during the month, use the following method to determine the finding of each individual investigation as not applicable, confirmed, inconclusive or unfounded. The allegation findings reported in the investigation will be used to determine the investigation’s finding. If there are multiple NTD allegations reported then the findings for each allegation following the rules below will determine the final, single finding for the NTD investigation.

**ITEM INSTRUCTIONS (Continued)**

In an effort to more fully capture available data on incidents of abuse or neglect, this section allows counties to report findings for NTDs when possible, particularly when allegations can be confirmed with corroborating information. A column has been added for "not applicable," since it is understood that in many NTD circumstances it will not be possible to determine findings. Counties are encouraged to use "not applicable" rather than "inconclusive" when findings cannot be made.

NTD investigations where abuse was *not applicable*:

- If there are no investigated allegations concluded as "confirmed," "inconclusive" or "unfounded" then the investigation finding must be entered as "not applicable." [Cells 98-99]

NTD investigations where abuse was *confirmed*:

- If there is at least one investigated allegation concluded as "confirmed," then the investigation finding must be entered as confirmed. [Cells 100-101]

NTD investigations where abuse was *inconclusive*:

- There must be at least one investigated allegation concluded as "inconclusive" with no allegations concluded as "confirmed" to enter the investigation finding as inconclusive. [Cells 102-103]

NTD investigations where abuse was *unfounded*:

- All investigated allegations must be concluded as "unfounded" to enter the investigation finding as unfounded. [Cells 104-105]

**Item 13 Example:**

A 79-year-old woman is admitted to the hospital after receiving a hip fracture as the result of a fall, which she sustained when her blood pressure dropped. The hospital social worker making the APS report for self-neglect (medical care and physical care) indicates that the woman had recently been hospitalized with low blood pressure related to non-compliance with her medications. Additionally, the woman was poorly groomed, with urine-stained clothing. The social worker stated the client would be transferred to a skilled nursing facility following her hip surgery. This case will be counted as an NTD and will be closed when it is confirmed that the client was placed in a permanent facility.

Allegations by Type and by Findings:

- Physical care self-neglect: One *confirmed* allegation.
- Medical care self-neglect: One *confirmed* allegation.

Enter the **investigation finding** for this scenario as:

- Confirmed: Enter one (1) *confirmed* finding for this investigation. Using the investigation finding method above, since at least one investigated allegation was confirmed, the investigation finding must be confirmed.

14. NTD cases completed and closed during the month, by finding: Enter the total number of unduplicated NTD cases by a finding of not applicable, confirmed, inconclusive or unfounded. [Cells 107-115]

**ITEM INSTRUCTIONS (Continued)****Item 14 Method to Determine a NTD Case's Finding:**

For Item 14 NTD cases completed and closed during the month, use the following method to determine the NTD case finding as not applicable, confirmed, inconclusive or unfounded. The findings of the NTD investigations reported in Item 13 will be used to determine the NTD case finding.

If there are multiple NTD investigations, then the findings for each investigation following the rules below will determine the final, single finding for the NTD case.

In an effort to more fully capture available data on incidents of abuse or neglect, this section allows counties to report findings for NTDs when possible, particularly when allegations can be confirmed with corroborating information. A column has been added for "not applicable," since it is understood that in many NTD circumstances it will not be possible to determine findings. Counties are encouraged to use "not applicable" rather than "inconclusive" when findings cannot be made.

NTD cases where abuse was *not applicable*:

- If there are no investigations that have been determined to be confirmed, inconclusive or unfounded, and instead all the investigations have been determined to be not applicable, enter the case finding as not applicable. [Cells 107-108]

NTD cases where abuse was *confirmed*:

- If there is at least one investigation concluded as "confirmed," then the case must be entered as confirmed. [Cells 109-110]

NTD cases where abuse was *inconclusive*:

- There must be at least one investigation concluded as "inconclusive" with no investigations concluded as "confirmed" to enter the cases as inconclusive. [Cells 111-112]

NTD cases where abuse was *unfounded*:

- All investigations must be concluded as "unfounded" to enter the case as unfounded. [Cells 113-114]

Item 14 Validation Rules:

- Since each case must have at least one investigation, but can have multiple investigations, Item 14 (cases) must be less than or equal to Item 13 (investigations). Item 14 (Cell 115 total NTD cases) must be equal to Item 12 (Cell 79 total NTD case type). Item 14 must be less than or equal to Item 4.
- Each Item 14 NTD case with a finding of *confirmed*:
  - Must have a case entered in either Item 21 Confirmed Column (self-neglect cases) or Item 24 Confirmed Column (abuse perpetrated by others cases). Consequently, Item 14 Confirmed Column must be less than or equal to the sum of Item 21 Confirmed Column and Item 24 Confirmed Column (all NTD or in-person response cases with a confirmed finding of self-neglect or abuse perpetrated by others).
  - Must have at least one allegation entered in either Item 23 Confirmed Column (allegations) or Item 26 Confirmed Column (allegations). Consequently, Item 14 must be less than or equal to the sum of Item 23 Confirmed Column and Item 26 Confirmed Column (all NTD or in-person response allegations with a confirmed finding of self-neglect or abuse perpetrated by others).

**ITEM INSTRUCTIONS (Continued)**

- Each Item 14 NTD case with a finding of *inconclusive*:
  - Must have a case entered in either Item 21 Inconclusive Column (self-neglect cases) or Item 24 Inconclusive Column (abuse perpetrated by others cases). Consequently, Item 14 Inconclusive Column must be less than or equal to the sum of Item 21 Inconclusive Column and Item 24 Inconclusive Column (all NTD or in-person response cases with an inconclusive finding of self-neglect or abuse perpetrated by others).
  - Must have at least one allegation entered in either Item 23 Inconclusive Column (allegations) or Item 26 Inconclusive Column (allegations). Consequently, Item 14 must be less than or equal to the sum of Item 23 Inconclusive Column and Item 26 Inconclusive Column (all NTD or in-person response allegations with an inconclusive finding of self-neglect or abuse perpetrated by others).
- Each Item 14 NTD case with a finding of *unfounded*:
  - Must have a case entered in either Item 21 Unfounded Column (self-neglect cases) or Item 24 Unfounded Column (abuse perpetrated by others cases). Consequently, Item 14 Unfounded Column must be less than or equal to the sum of Item 21 Unfounded Column and Item 24 Unfounded Column (all NTD or in-person response cases with an unfounded finding of self-neglect or abuse perpetrated by others).
  - Must have at least one allegation entered in either Item 23 Unfounded Column (allegations) or Item 26 Unfounded Column (allegations). Consequently, Item 14 must be less than or equal to the sum of Item 23 Unfounded Column and Item 26 Unfounded Column (all NTD or in-person response allegations with an unfounded finding of self-neglect or abuse perpetrated by others).

**Item 14 Example:**

A 79-year-old man is admitted to the hospital after receiving a knee injury as the result of a fall, which occurred because he had not been using his walker (he refused to use it despite doctor's orders). The man appeared very thin and malnourished and told the nurse he was unable to prepare meals or make trips to the market for groceries. In addition, he told the nurse he was being evicted from his apartment because several of his rent checks had bounced. The hospital made an APS report for self-neglect (physical care, malnutrition/dehydration, and financial). The nurse making the APS report stated the client would be transferred to an assisted living facility following knee surgery. This case will be counted as an NTD and will be closed when it is confirmed that the client was placed in a permanent facility.

Allegations by Type and by Findings:

- Physical care self-neglect: One *confirmed* allegation.
- Malnutrition/dehydration self-neglect: One *confirmed* allegation.
- Financial self-neglect: One *unfounded* allegation.

Investigation findings:

- Physical care self-neglect: One *confirmed* allegation.
- Malnutrition/dehydration self-neglect: One *confirmed* allegation.
- Financial self-neglect: One *unfounded* allegation.

Enter the **case finding** for this scenario as:

- Confirmed: Enter one (1) *confirmed* finding for this case. Using the NTD case finding method above, since at least one investigation was confirmed, the case finding must be confirmed.

**ITEM INSTRUCTIONS (Continued)****PART E. APS CASES WHERE INVESTIGATION WAS NOT CONTINUED AND NO FINDINGS WERE MADE (*In-Person Response Could Not be Made*)**

Part E provides a count of APS cases where in-person responses could not be made; thus, the cases did not conclude with a finding. Consequently, Item 15 is not included in Parts F or G.

15. Cases closed during the month in which an investigation could not continue or conclude with a finding because an in-person response contact could not be made (Include in Item 4): Enter the number of cases that were assigned for investigation, but the investigation could not continue or conclude with a finding and the case was closed. These are cases that were assigned with the intent to investigate [not considered as an NIR (Part C) or an NTD (Part D)] but no in-person response could be conducted. An entry in Item 15 also requires an entry in Item 4 in the same report month. Consequently, Item 15 must be less than or equal to Item 4. [*Cells 116-118*]

**Item 15 Example:**

The social worker investigating a case made several attempts to contact the client. After several attempts, the social worker discovered that the client had moved with no forwarding address. Therefore, the investigation cannot continue and the case is closed with no finding.

**PART F. APS INVESTIGATIONS AND CASES WITH IN-PERSON RESPONSE**

Part F provides information about APS investigations and cases where in-person responses were made.

16. **Investigations completed and closed during the month:** Enter the number of unduplicated investigations that were completed and closed during the report month in which an in-person response was made. Each completed and closed investigation in Item 16 must be associated with a completed and closed case in Item 17. Since each case may have multiple completed investigations, Item 16 must be greater than or equal to Item 17. Since a case may have multiple investigations and the individual investigations may be completed in different months, a case and all of its investigations are not entered on the SOC 242 until the case and all of its investigations have been completed and closed. [*Cells 119-125*]

**Item 16 Method to Determine Investigation Findings:**

For Item 16 investigations completed and closed during the month, use the following method to determine each individual investigation's finding as confirmed, inconclusive or unfounded. The allegation findings reported in the investigation will be used to determine the investigation's finding.

If there are multiple allegations reported for an investigation, then the findings for each allegation following the rules below will determine the final, single finding for the investigation.

Investigations where abuse was *confirmed*:

- If there is at least one investigated allegation concluded as "confirmed," then the investigation finding must be entered as confirmed. [*Cells 119-120*]

Investigations where abuse was *inconclusive*:

- There must be at least one investigated allegation concluded as "inconclusive" with no allegations concluded as "confirmed" to enter the investigation finding as inconclusive. [*Cells 121-122*]

**ITEM INSTRUCTIONS (Continued)**

Investigations where abuse was *unfounded*:

- All investigated allegations must be concluded as “unfounded” to enter the investigation finding as unfounded. [Cells 123-124]

**Item 16 Example: Determining Investigation Finding for a Case of Self-Neglect**

APS received two separate reports of self-neglect for a 92-year-old man who lives alone:

- Report 1: Neighbor A reported physical care self-neglect about his elderly neighbor.
- Report 2: Neighbor B reported medical care self-neglect about the same neighbor.

Allegations by Type and by Findings:

- Physical care self-neglect: Report 1 resulted in one *confirmed* allegation.
- Medical care self-neglect: Report 2 resulted in one *inconclusive* allegation.

Investigation Findings:

As there are two reports (each with at least one allegation), there must be two investigations and their findings entered.

Enter the **investigations findings** for this scenario as:

- Report 1: One (1) count as *confirmed* investigation.
- Report 2: One (1) count as *inconclusive* investigation.

17. **Cases completed and closed during the month (Include in Item 4):** Enter the number of unduplicated cases that were completed and closed during the report month in which an in-person response was made. Each completed and closed case in Item 17 must be associated with a completed and closed investigation in Item 16. Each case must have at least one investigation. Since a case may have multiple completed investigations, Item 17 must be less than or equal to Item 16. Item 17 must be less than or equal to Item 4. [Cells 126-132]

**Item 17 Method to Determine Case Findings:**

For Item 17 cases, use the investigation findings from Item 16 and the following method to determine the case’s finding of confirmed, inconclusive or unfounded. Regardless of the number of investigations a case has, enter only one count in the appropriate finding column (i.e., confirmed, inconclusive or unfounded) for a single case.

Cases where abuse was *confirmed*:

- If there is at least one investigated allegation concluded as “confirmed,” then the case must be entered as confirmed. [Cells 126-127]

Cases where abuse was *inconclusive*:

- There must be at least one investigated allegation concluded as “inconclusive” with no allegations concluded as “confirmed” to enter the case as inconclusive. [Cells 128-129]

Cases where abuse was *unfounded*:

- All investigated allegations must be concluded as “unfounded” to enter the case as unfounded. [Cells 130-131]

**ITEM INSTRUCTIONS (Continued)****Item 17 Example: Determining Case Finding for Self-Neglect**

APS received two separate reports of self-neglect for a 92-year-old man who lives alone:

- Report 1: Allegation: Neighbor A reported physical care self-neglect about his elderly neighbor.
- Report 2: Allegation: Neighbor B reported medical care self-neglect about the same neighbor.

Allegations by Type and by Findings:

- Physical care self-neglect: Report 1 resulted in one *confirmed* allegation.
- Medical care self-neglect: Report 2 resulted in one *confirmed* allegation.

Investigation Findings:

As there are two reports, there must be two investigations:

- Report 1: One (1) count *confirmed* investigation.
- Report 2: One (1) count as *confirmed* investigation.

Case Finding:

Although there are two investigations, only one case finding is entered.

Enter the **case finding** for this scenario as:

- Confirmed: Enter one (1) *confirmed* finding for this case. Since at least one investigated allegation was confirmed, the case finding must be confirmed.

18. **Cases** in Item 17 that were initially determined to be a NTD, but were later re-evaluated and resulted in an in-person response: Enter the number of cases that were initially evaluated as a No Ten-Day (NTD) in-person response case, but were re-evaluated and resulted in an in-person response. Item 18 must be less than or equal to Item 17. [Cells 133-135]

**Item 18 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 response investigation is needed to evaluate the health and safety of the client.

19. **Cases** in Item 17 that required at least one immediate investigation (Include Item 20 cases): Enter the number of cases reported in Item 17 where an investigation of alleged abuse required an immediate in-person response, including cases in Item 20 "investigations after business hours." Enter the case in Item 19 in the same report month that the case was closed (i.e., same month as reported in Item 17). Item 19 must be less than or equal to Item 17. Item 19 must also be greater than or equal to Item 20. [Cell 136-138]
20. **Cases** in Item 19 that required at least one immediate investigation after business hours (Include in Item 19): Enter the number of cases reported in Item 17 where an investigation of alleged abuse required an immediate in-person response after regular business hours, including weekends and holidays. Enter the case in Item 20 in the same report month that the case was closed (i.e., same month as reported in Item 17). All entries in Item 20 must also be included in Item 19. Consequently, Item 20 must be less than or equal to Item 19. [Cells 139-141]



**ITEM INSTRUCTIONS (Continued)****PART G. TYPES OF ABUSE (For cases in Item 14 and Item 17)**

Part G provides information on all completed and closed cases (includes both “No Ten-Day In-Person Response” and “In-Person Response” cases) that *concluded with a finding*.

Cases that did not reach a finding (Item 14’s NTD cases entered as “not applicable” and Item 15’s “no finding” cases) are not included in Part G.

In Part G, allegations from the cases in Item 14 (NTD cases) and Item 17 (cases with in-person responses) are reported in two different ways:

- **By Allegation Type:** Item 22 and Item 25 report allegations by types of allegations investigated (e.g., physical, sexual and financial). Allegations of the same type must be recorded as only one count for that allegation type, regardless of whether there are multiple incidents, multiple abusers or different findings concluded for that one allegation type.
  - **By Individual Allegations:** Item 23 and Item 26 report each individual allegation investigated, including when there are multiple abusers of the same type of allegation.
21. **Completed cases of self-neglect during the month:** Of the cases in Items 14 and 17, enter the number of completed cases of self-neglect during the report month with findings of confirmed, inconclusive or unfounded. These are unduplicated cases with allegation types entered in Items 22a through 22e and with individual allegations entered in Items 23a through 23e. *[Cells 142-148]*

**Item 21 Method to Determine Case Finding of Self-Neglect:**

Item 21 is the total number of unduplicated, completed cases of self-neglect with findings of confirmed, inconclusive or unfounded based on the number of allegation types (Items 22) and the number of individual allegations (Items 23). Use the following method to determine the case finding of confirmed, inconclusive or unfounded for each self-neglect case. Regardless of the number of allegations types or the number of individual allegations an individual case has, enter only one count in the appropriate finding column (i.e., confirmed, inconclusive or unfounded) for a single case. In other words, each self-neglect case must be entered as a count of one (1) in only one Item 21 column (excluding the Total column) in Cells 142, 143, 144, 145, 146 or 147.

Cases where abuse was *confirmed*:

- If there is at least one investigated allegation concluded as “confirmed,” then the case must be entered as confirmed. *[Cell 142-143]*

Cases where abuse was *inconclusive*:

- There must be at least one investigated allegation concluded as “inconclusive” with no allegations concluded as “confirmed” to enter the case as inconclusive. *[Cells 144-145]*

Cases where abuse was *unfounded*:

- All investigated allegations must be concluded as “unfounded” to enter the case as unfounded. *[Cells 146-147]*

❖ **See Scenario 1 at the end of Part G for an example.**

**ITEM INSTRUCTIONS (Continued)**

22. **Types of self-neglect allegations during the month (Sum of Items 22a through 22e):** *This item is automatically calculated.* Of the cases in Item 21, this is the number of unduplicated types of self-neglect allegations that concluded as confirmed, inconclusive or unfounded during the report month. This item is the sum of the allegation types entered in Items 22a through 22e. This item must be greater than or equal to Item 21. [Cells 149-155]

Items 22a through 22e Types of self-neglect allegations: Enter the number of unduplicated allegation types (i.e., physical care, medical care, health and safety hazards, malnutrition/dehydration and financial) for each case of self-neglect with findings of confirmed, inconclusive or unfounded.

**Types of Self-Neglect Allegations**

The following types of self-neglect allegations are identified in W&IC section 15610. The types of self-neglect allegations entered on the SOC 341 “Report of Suspected Dependent Adult/Elder Abuse” should be the source data for allegation types entered on the SOC 242.

- a. Physical care: Failure to provide personal hygiene, clothing or shelter for oneself. [Cells 156-162]
- b. 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. [Cells 163-169]
- c. 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. [Cells 170-176]
- d. Malnutrition/dehydration: Inability to provide adequate nutrition or nourishment. [Cells 177-183]
- e. Financial: Inability to manage one’s personal finances. [Cells 184-190]

**Item 22 Method to Determine Allegation Types of Self-Neglect by Finding:**

For Item 22 use the following method to determine the allegation types of self-neglect and their findings of confirmed, inconclusive or unfounded. **Regardless of how many allegations of the same type were investigated within an individual case, enter only one count for that allegation type.**

Allegations where abuse was *confirmed*:

- If there is at least one allegation concluded as “confirmed,” then the allegation type must be entered as confirmed.

Allegations where abuse was *inconclusive*:

- There must be at least one allegation concluded as “inconclusive,” with no allegations concluded as “confirmed,” to enter this allegation type as inconclusive.

Allegations where abuse was *unfounded*:

- All allegations must be concluded as “unfounded” to enter this allegation type as unfounded.

❖ **See Scenario 1 at the end of Part G for an example.**

**ITEM INSTRUCTIONS (Continued)**

23. **Individual allegations of self-neglect during the month (Sum of Items 23a through 23e):** ***This item is automatically calculated.*** Of the completed and closed cases in Item 21, this is the number of individual allegations of self-neglect that concluded as confirmed, inconclusive or unfounded. This item is the sum of the allegations entered in Items 23a through 23e. The item must also be greater than or equal to Item 21 and must be greater than or equal to Item 22. [Cells 191-197]

Items 23a through 23e Individual allegations of self-neglect: Enter all unduplicated allegations for each case of self-neglect by allegation type (i.e., physical care, medical care, health and safety hazards, malnutrition/dehydration and financial) and by allegation finding (i.e., confirmed, inconclusive and unfounded).

**Types of Self-Neglect Allegations**

The following types of self-neglect allegations are identified in W&IC section 15610. The types of self-neglect allegations entered on the SOC 341 “Report of Suspected Dependent Adult/Elder Abuse” should be the source data for allegation types entered on the SOC 242.

See descriptions of self-neglect allegation types in Item 22.

- a. Physical care: [Cells 198-204]
- b. Medical care: [Cells 205-211]
- c. Health and safety hazards: [Cells 212-218]
- d. Malnutrition/dehydration: [Cells 219-225]
- e. Financial: [Cells 226-232]

❖ **See Scenario 1 at the end of Part G for an example.**

24. **Completed cases of abuse perpetrated by others during the month:** Of the cases in Item 14 and Item 17, enter the number of completed cases of abuse perpetrated by others during the report month with findings of confirmed, inconclusive or unfounded. These are unduplicated, completed cases with allegation types entered in Items 25a through 25h and with individual allegations entered in Items 26a through 26h. [Cells 233-239]

**Item 24 Method to Determine Case Findings of Abuse Perpetrated by Others:**

Item 24 is the total number of unduplicated, completed cases of abuse perpetrated by others with findings of confirmed, inconclusive or unfounded based on the number of allegation types (Item 25) and number of individual allegations (Item 26). Use the following method to determine if a case finding should be entered as confirmed, inconclusive or unfounded. Regardless of the number of allegation types or the number of individual allegations a case has, enter only one count in the appropriate finding column (i.e., confirmed, inconclusive or unfounded) for a single case. In other words, each abuse perpetrated by others case must be entered in one (and only one) Item 24 column (excluding the Total column) in Cells 233, 234, 235, 236, 237 or 238.

Cases where abuse was *confirmed*:

- If there is at least one investigated allegation concluded as “confirmed,” then the case must be entered as confirmed. [Cells 233-234]

**ITEM INSTRUCTIONS (Continued)**

Cases where abuse was *inconclusive*:

- There must be at least one investigated allegation concluded as “inconclusive” with no allegations concluded as “confirmed” to enter the case as inconclusive. [Cells 235-236]

Cases where abuse was *unfounded*:

- All investigated allegations must be concluded as “unfounded” to enter the case as unfounded. [Cells 237-238]

❖ **See Scenario 1 at the end of Part G for an example.**

25. **Types of allegations of abuse perpetrated by others during the month (Sum of Items 25a through 25h): *This item is automatically calculated.*** Of the completed cases in Item 24, this is the number of unduplicated types of allegations that concluded as confirmed, inconclusive or unfounded during the report month. This item is the sum of the allegation types entered in Items 25a through 25h. The item must also be greater than or equal to Item 24. [Cells 240-246]

Items 25a through 25h Types of allegations of abuse perpetrated by others: Enter the number of unduplicated allegation types (i.e., physical, sexual, financial, neglect, abandonment, isolation, abduction and psychological/mental) for each case of abuse perpetrated by others with findings of confirmed, inconclusive or unfounded.

**Types of Allegations of Abuse Perpetrated by Others**

The following types of allegations of abuse perpetrated by others are identified in W&IC section 15610. The types of allegations of abuse perpetrated by others entered on the SOC 341 “Report of Suspected Dependent Adult/Elder Abuse” and SOC 342 “Report of Suspected Dependent Adult/Elder Financial Abuse” should be the source data for allegation types entered on the SOC 242.

- Physical:** Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was physical. [Cells 247-253]
- Sexual:** Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was sexual. Findings for sexual abuse allegations shall be recorded only in sexual abuse (Item 25b) and should not be entered in physical abuse (Item 25a). [Cells 254-260]
- Financial:** Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was financial. Findings for financial abuse allegations reported by financial institutions and other individuals must be entered in this item. [Cells 261-267]
- Neglect:** Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was neglect. [Cells 268-274]
- Abandonment:** Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was abandonment. [Cells 275-281]
- Isolation:** Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was isolation. [Cells 282-288]
- Abduction:** Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was abduction. [Cells 289-295]

**ITEM INSTRUCTIONS (Continued)**

- h. Psychological/mental: Enter the number of investigated allegation type findings as confirmed, inconclusive or unfounded where the type of abuse was psychological or mental.  
[Cells 296-302]

**Item 25 Method to Determine Allegation Types of Abuse Perpetrated by Others by Findings:**

For Item 25 use the following method to determine the allegation types of abuse perpetrated by others and their findings of confirmed, inconclusive or unfounded. **Regardless of how many allegations of the same type were investigated within an individual case, enter only one count for that allegation type.**

Allegations where abuse was *confirmed*:

- If there is at least one investigated allegation concluded as “confirmed,” then the allegation type must be entered as confirmed.

Allegations where abuse was *inconclusive*:

- There must be at least one investigated allegation concluded as “inconclusive” with no allegations concluded as “confirmed” to enter this allegation type as inconclusive.

Allegations where abuse was *unfounded*:

- All investigated allegations must be concluded as “unfounded” to enter this allegation type as unfounded.

❖ **See Scenario 1 at the end of Part G for an example.**

26. Individual allegations of abuse perpetrated by others during the month (Sum of Items 26a through 26h): **This item is automatically calculated.** Of the completed cases in Item 24, this is the number of individual allegations of abuse perpetrated by others that concluded as confirmed, inconclusive or unfounded in the report month. This item is the sum of the allegations entered in Items 26a through 26h. The item must also be greater than or equal to Item 24 and this item must be greater than or equal to Item 25. [Cells 303-309]

Items 26a through 26h Individual allegations of abuse perpetrated by others: Enter all unduplicated allegations for each case of abuse perpetrated by others by allegation type (i.e., physical, sexual, financial, neglect, abandonment, isolation, abduction and psychological/mental) and by allegation finding (i.e., confirmed, inconclusive and unfounded).

**Types of Allegations of Abuse Perpetrated by Others**

The following types of allegations of abuse perpetrated by others are identified in W&IC section 15610. The types of allegations of abuse perpetrated by others entered on the SOC 341 “Report of Suspected Dependent Adult/Elder Abuse” and SOC 342 “Report of Suspected Dependent Adult/Elder Financial Abuse” should be the source data for allegation types entered on the SOC 242.

See description of abuse perpetrated by others allegation types in Item 25.

- a. Physical: [Cells 310-316]  
b. Sexual: [Cells 317-323]  
c. Financial: [Cells 324-330]  
d. Neglect: [Cells 331-337]

**ITEM INSTRUCTIONS (Continued)**

- e. Abandonment: [Cells 338-344]
  - f. Isolation: [Cells 345-351]
  - g. Abduction: [Cells 352-358]
  - h. Psychological/mental: [Cells 359-365]
- ❖ **See Scenario 1 below for an example.**

**Scenario 1: A Case Where Both Self-Neglect and Abuse Perpetrated by Others are Reported (Multiple Abusers)**

APS received three separate reports on different dates for the same 79-year-old man totaling seven allegations:

- Report 1:
  - Allegation 1: Relative 1 reported that his elderly relative was hospitalized for a broken arm following an argument with the son.
  - Allegation 2: Relative 1 also reported that the elderly relative often looks unkempt and has a lack of hygiene.
- Report 2:
  - Allegation 1: A neighbor reported that his elderly neighbor had numerous bruises on his arm after a visit with the elderly neighbor's son.
  - Allegation 2: The neighbor also reported that his elderly neighbor has stopped taking his medications.
- Report 3:
  - Allegation 1: Relative 2 reported that his elderly relative has stopped going to his medical appointments.
  - Allegation 2: Relative 2 also reported that his elderly relative looks unkempt and is not bathing regularly.
  - Allegation 3: Relative 2 is concerned that the elderly relative's daughter is stealing money from him.

Allegations by Type and by Findings:

- Physical care self-neglect:
  - Report 1 resulted in one *confirmed* allegation of physical care self-neglect.
  - Report 3 resulted in one *confirmed* allegation of physical care self-neglect.
- Medical care self-neglect:
  - Report 2 resulted in one *inconclusive* allegation of medical care self-neglect.
  - Report 3 resulted in one *unfounded* allegation of medical care self-neglect.
- Physical abuse perpetrated by others:
  - Report 1 resulted in one *unfounded* allegation of physical abuse perpetrated by others.
  - Report 2 resulted in one *unfounded* allegation of physical abuse perpetrated by others.
- Financial abuse perpetrated by others:
  - Report 3 resulted in one *inconclusive* allegation of financial abuse perpetrated by others.

**ITEM INSTRUCTIONS (Continued)****Scenario 1: A Case Where Both Self-Neglect and Abuse Perpetrated by Others are Reported (Multiple Abusers) (Continued)****Item 21:** Self-neglect Case Finding:

- Enter one (1) count as *confirmed*.

**Items 22a through 22e:** Types of Self-Neglect Allegations:

- Item 22a Physical care self-neglect: Enter one (1) count in as *confirmed*.
- Item 22b Medical care self-neglect: Enter one (1) count as *inconclusive*.

**Items 23a through 23e:** Individual Self-Neglect Allegations as:

- Item 23a Physical care self-neglect: Enter two (2) counts as *confirmed*.
- Item 23b Medical care self-neglect:
  - Enter one (1) count as *inconclusive*.
  - Enter one (1) count as *unfounded*.

**Item 24:** Case Finding for Abuse Perpetrated by Others as:

- Enter one (1) count as *inconclusive*.

**Items 25a through 25h:** Types of Abuse Perpetrated by Others Allegations:

- Item 25a Physical abuse perpetrated by others: Enter one (1) count as *unfounded*.
- Item 25c Financial abuse perpetrated by others: Enter one (1) count as *inconclusive*.

**Items 26a through 26h:** Individual Abuse Perpetrated by Others Allegations:

- Item 26a Physical abuse perpetrated by others: Enter two (2) counts as *unfounded*.
- Item 26c Financial abuse perpetrated by others: Enter one (1) count as *inconclusive*.

**Item 16: Investigations Completed and Closed During the Month:**

There are three investigations:

- Reports 1 and 3: Enter two (2) counts as *confirmed*.
- Report 2: Enter one (1) count as *inconclusive*.

**Item 17:** Cases Completed and Closed:

- Enter one (1) count as *confirmed*.

**Items 4a through 4e:** Enter one (1) count for this case in the appropriate item depending on the duration of the case.

**PART H. APS SUPPORT SERVICES (IN-PERSON RESPONSE)**

Part H provides information on support services provided to the client.

27. 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 366-368]*

**ITEM INSTRUCTIONS (Continued)**

- a. Number of days emergency shelter was provided during the month: For each of the cases in Item 27, 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 369-371]*

**Item 27 and Item 27a Example 1:**

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 in month X 4 cases).

**Item 27 and Item 27a Example 2:**

The case received emergency shelter on April 4 and 5. The case then received emergency shelter again on April 30 and May 1.

- In Item 27 enter one (1) count in April report month (1 case count even though the case received the service more than one time in the month).
- In Item 27 enter one (1) count in May report month (although the service started in the prior month, it continued into the report month).
- In Item 27a enter 3 days in April report month (April 4, 5 and 30).
- In Item 27a enter 1 day in May report month (May 1).

28. 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. This item requires that each case be counted once, even if the client received temporary in-home protection more than once during the report 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 372-374]*

- a. Number of hours temporary in-home protection was provided during the month: For each of the cases in Item 28, 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 in month X 24 hours per day x 1 case). *[Cells 375-377]*

**Item 28 and Item 28a Example 1:**

If there were four clients (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 in month X 24 hours per day x 4 cases).

**Item 28 and Item 28a Example 2:**

A client received temporary in-home protection on June 1 for 8 hours. The client then received temporary in-home protection again on June 30 for 8 hours and July 1 for 8 hours.

- In Item 28 enter one (1) count in June report month (1 case count even though the case received the service more than one time in the month).
- In Item 28 enter one (1) count in July report month (although the service started in the prior month, it continued into the report month).
- In Item 28a enter 16 hours in June report month (June 1 for 8 hours and June 30 for 8 hours).
- In Item 28a enter 8 hours in July report month (July 1 for 8 hours).



**ITEM INSTRUCTIONS (Continued)**

29. Cases receiving tangible support services during the month: Enter the number of cases that received 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 client receives tangible services that extend into more than one report month, the case is counted once in each of the applicable report months. [Cells 378-380]
- a. Cases receiving transportation services during the month: Of the cases in Item 29, enter the number of cases that received transportation services during the month. This item must be less than or equal to Item 29. [Cells 381-383]

**PART I. INFORMATION AND REFERRAL**

Part I provides a count of incoming calls/requests to APS that did not result in an APS report being taken, and instead resulted in an Information and Referral response being given.

30. Responses to requests for Information and Referral during the month: Enter the number of times an Information and Referral response was provided during the report month. [Cell 384]

**COUNTY SERVICES BLOCK GRANT (CSBG)**

Current statute (W&IC 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) Achieving 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.
- 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) CASE MOVEMENT**

Part J provides the status of OHC-A cases that were open during the report month.

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 the ABD 216 "Adult Programs Monthly Statistical Report" and not on the SOC 242.

**ITEM INSTRUCTIONS (Continued)**

31. OHC-A 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. This number is usually the same as last month's Item 35. If Item 31 is not the same as last month's Item 35, explain the reason for the difference in the Item 31b Adjustment Explanation box. [Cell 385]
- a. Item 35 from last month's report, as reported to CDSS: Enter Item 35, OHC-A 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 35 as reported to CDSS. [Cell 386]
- b. Adjustment (Item 31 minus Item 31a, positive or negative number, explain in Item 31b Adjustment Explanation box if not 0): **This item is automatically calculated.** An adjustment is the difference between this month's beginning balance (Item 31) and last month's ending balance (Item 35). If an adjustment has been calculated (either a positive or negative number) explain the reason the difference occurred in the Item 31b Adjustment Explanation box in the Comments Section. An adjustment is only calculated when last month's Item 35 is not exactly the same number as this month's Item 31. If there is no adjustment a zero displays in this cell and the Item 31b Adjustment Explanation box must be left blank. [Cell 387]
32. New OHC-A cases opened during the month: Enter the number of new OHC-A cases that were opened during the report month. [Cell 388]
33. Total OHC-A open cases during the month (Item 31 plus Item 32): **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 31 and 32. [Cell 389]
34. OHC-A 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 33. [Cell 390]
35. OHC-A cases carried forward to next month (Item 33 minus Item 34): **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 33 minus Item 34. Enter this number in Item 31a in next month's report form. [Cell 391]

**PART K. OPTIONAL SERVICES**

Part K provides a count of CSBG cases that received optional services during the month.

36. Cases receiving optional services during the month: Enter the number of cases that received optional services during the report month. [Cell 392]

**COMMENTS SECTION**

Use the Comments Section to:

- Explain Item 1b adjustments in the Item 1b Explanation box.
- Explain Item 12f entries in the Item 12f Explanation box.
- Explain Item 31b adjustments in the Item 31b 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**

For a comprehensive reference to definitions of terms related to APS, please refer to the California Welfare and Institutions Code (W&IC) and the California Penal Code. References to regulation citations in these instructions may be found in the CDSS Manual of Policy and Procedures (MPP).

Abuse of an Elder and Dependent Adult: As defined in 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.”

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 APS has been either evaluated as a No Ten-Day (NTD) In-person response or assigned to an APS social worker or supervisor for investigation. Reports evaluated as Information and Referral or No In-person response (NIR) are not considered to be cases. New allegations of abuse on an open case on the same client shall not be counted as a new case (i.e., there is only one case per client regardless of the number of reports or investigations).

Client: As defined in MPP 33-130, an elder or a dependent adult who has been determined to be in need of adult protective services, as specified in W&IC section 15610.10.

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

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 Health and Safety Code sections 1250, 1250.2, and 1250.3.”

Duplicate report: A duplicate report is a report received subsequent to an existing report or a report from a previously resolved case containing the same alleged abuse incident information (e.g., the same client, the same date and time, the same allegations or perpetrated by the same abuser).

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.

**GLOSSARY (Continued)**

**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.

**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 a victim 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.” For purposes of reporting information on the SOC 242, an investigation begins once an incoming abuse report has been determined to meet the criteria of a case including reports assigned to a worker or supervisor as well as those evaluated as a NTD In-person response. A new report of abuse that is not a duplicate report shall be counted as a new investigation, even if there is already an open case. (Note: If a report contains multiple allegations including allegations of different types, this report shall be counted as one investigation.) Reports evaluated as Information and Referral or NIR are not considered to be cases and will not initiate an investigation.

**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. (Note: 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.

**GLOSSARY (Continued)**

- 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).

A county APS agency shall cross-report complaints of suspected abuse to law enforcement and to each agency it is required to report the suspected abuse per MPP section 33-405.1 and W&IC section 15640.

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.

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 or dependent adult.
- 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: Reports evaluated by county APS for risk and meeting the following NTD in-person response criteria will be determined to be a NTD case within 10 days of the initial report date and will not require a 10-day in-person response and an in-person response will not be conducted, per W&IC section 15763(b)(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.

Open Case: A case that is active at any time in the report month. The case was either carried over from the prior month and continues to be active, or was opened during the month.

**GLOSSARY (Continued)**

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 (OHC-A): 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 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 allegation (or multiple allegations) of suspected elder or dependent adult abuse that is received by the county. A call that is counted as “Information and Referral” is **not** considered to be a report.

Self-Neglect: The negligent failure of an elder or dependent adult to exercise that degree of self-care that a responsible person in a like position would exercise (WIC section 15610.57). The types of self-neglect 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: Inability to provide adequate nutrition or nourishment.
- Financial: Inability to manage one’s personal finances.

Services: Services shall include investigations, needs assessments, remedial and preventative social work activities; the necessary tangible resources such as food, transportation, emergency shelter and in-home protective care; the use of multidisciplinary teams; and a system in which reporting of abuse can occur on a 24-hour basis.

Tangible Support Services: Tangible services per W&IC section 15763(g) 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.

**GLOSSARY (Continued)**

Unduplicated report: An unduplicated report is any new and unique report of alleged abuse of an elder or dependent adult) that is not duplicated in any other report. See definition of a duplicate report.

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

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

## VALIDATION RULES AND EDITS

### Validations Overview

Each validation is the math relationship between two or more items or cells. Validations are listed first by *item* number in *gray* shading and followed by cell numbers. Validations that are specifically related to *column totals* are shaded in *light green*.

These validations are included in the California Department of Social Services (CDSS) Data Systems and Survey Design Bureau (DSSDB) SOC 242 automated form and in the SOC 242 database to edit the data each report month.

Each validation is either an error edit or a warning edit.

--- **Edit errors** are math relationships that are always applicable.

Edit errors are displayed in the automated form with a red circle around the affected cells.

--- **Warning errors** are math relationships that are usually, but not always, applicable.

Warning errors are displayed with a text message in or near the affected cells.

Some validations apply to an individual case, but are not applicable at the aggregate case level. As a result, these validations are not in the DSSDB automated form or in its database. However, the validation is applicable for county programming. These validations are shaded in *light gray*.

**CELLS 1 - 392** 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 31b (Cell 387), which may be either positive or negative whole numbers. Except as noted for Item 1b and Item 29b, 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. APS CASE MOVEMENT

#### Item 1 Column A+B must be equal to (Item 1 Column A plus Item 1 Column B)

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

#### Item 1a must be equal to Item 6 in last month's report, as reported to CDSS

CELL 4 Cell 4 must be equal to Cell 37 in last month's report, as reported to CDSS

CELL 5 Cell 5 must be equal to Cell 38 in last month's report, as reported to CDSS

CELL 6 Cell 6 must be equal to Cell 39 in last month's report, as reported to CDSS

#### Item 1a Column A+B must be equal to (Item 1a Column A plus Item 1a Column B)

CELL 6 Cell 6 must be equal to (Cell 4 plus Cell 5)



**Item 1b must be equal to (Item 1 minus Item 1a)**

- 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" box.
- CELL 8 **Cell 8** must be equal to (Cell 2 minus Cell 5)  
If **Cell 8** is not 0, explain the reasons for the adjustment in the "Explanation: Item 1b Adjustment" box.
- CELL 9 **Cell 9** must be equal to (Cell 3 minus Cell 6)

**Item 1b Column A+B must be equal to (Item 1b Column A plus Item 1b Column B)**

- CELL 9 **Cell 9** must be equal to (Cell 7 plus Cell 8)

**Item 2 Column A+B must be equal to (Item 2 Column A plus Item 2 Column B)**

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

**Item 3 must be equal to (Item 1 plus Item 2)**

- 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)

**Item 3 Column A+B must be equal to (Item 3 Column A plus Item 3 Column B)**

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

**Item 4 must be less than or equal to Item 3**

- CELL 16 **Cell 16** must be less than or equal to Cell 13
- CELL 17 **Cell 17** must be less than or equal to Cell 14
- CELL 18 **Cell 18** must be less than or equal to Cell 15

**Item 4 must be equal to (Item 4a plus Item 4b plus Item 4c plus Item 4d plus Item 4e)**

- CELL 16 **Cell 16** must be equal to (Cell 19 plus Cell 22 plus Cell 25 plus Cell 28 plus Cell 31)
- CELL 17 **Cell 17** must be equal to (Cell 20 plus Cell 23 plus Cell 26 plus Cell 29 plus Cell 32)
- CELL 18 **Cell 18** must be equal to (Cell 21 plus Cell 24 plus Cell 27 plus Cell 30 plus Cell 33)

**Item 4 must be equal to (Item 12 plus Item 15 plus Item 17)**

- CELL 16 **Cell 16** must be equal to (Cell 77 plus Cell 116 plus Cell 126 plus Cell 128 plus Cell 130)
- CELL 17 **Cell 17** must be equal to (Cell 78 plus Cell 117 plus Cell 127 plus Cell 129 plus Cell 131 )
- CELL 18 **Cell 18** must be equal to (Cell 79 plus Cell 118 plus Cell 132)

**Item 4 must be equal to (Item 14 plus Item 15 plus Item 17)**

- CELL 16 **Cell 16** must be equal to (Cell 107 plus Cell 109 plus Cell 111 plus Cell 113) plus Cell 116 plus (Cell 126 plus Cell 128 plus Cell 130)
- CELL 17 **Cell 17** must be equal to (Cell 108 plus Cell 110 plus Cell 112 plus Cell 114) plus Cell 117 plus (Cell 127 plus Cell 129 plus Cell 131)
- CELL 18 **Cell 18** must be equal to Cell 115 plus Cell 118 plus Cell 132

**Item 4 Column A+B must be equal to (Item 4 Column A plus Item 4 Column B)**

- CELL 18 **Cell 18** must be equal to (Cell 16 plus Cell 17)

**Item 4a Column A+B must be equal to (Item 4a Column A plus Item 4a Column B)**

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

**Item 4b Column A+B must be equal to (Item 4b Column A plus Item 4b Column B)**

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

**Item 4c Column A+B must be equal to (Item 4c Column A plus Item 4c Column B)**

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

**Item 4d Column A+B must be equal to (Item 4d Column A plus Item 4d Column B)**

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

**Item 4e Column A+B must be equal to (Item 4e Column A plus Item 4e Column B)**

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

**Item 5 must be less than or equal to Item 4**

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

**Item 5 Column A+B must be equal to (Item 5 Column A plus Item 5 Column B)**

CELL 36 Cell 36 must be equal to (Cell 34 plus Cell 35)

**Item 6 must be equal to (Item 3 minus Item 4)**

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)

**Item 6 Column A+B must be equal to (Item 6 Column A plus Item 6 Column B)**

CELL 39 Cell 39 must be equal to (Cell 37 plus Cell 38)

**PART B. APS REPORTS RECEIVED****WARNING VALIDATION****Item 7 will usually, but not always, be greater than or equal to (Item 10a plus Item 10b plus Item 10c plus Item 10d)  
THIS VALIDATION IS REPEATED UNDER ITEM 10.**

CELL 40 Cell 40 will usually but not always be greater than or equal to (Cell 56 plus Cell 60 plus Cell 64 plus Cell 68)

CELL 41 Cell 41 will usually but not always be greater than or equal to (Cell 57 plus Cell 61 plus Cell 65 plus Cell 69)

CELL 42 Cell 42 will usually but not always be greater than or equal to (Cell 58 plus Cell 62 plus Cell 66 plus Cell 70)

CELL 43 Cell 43 will usually but not always be greater than or equal to (Cell 59 plus Cell 63 plus Cell 67 plus Cell 71)

**Item 7 Column A+B+C must be equal to (Item 7 Column A plus Item 7 Column B plus Item 7 Column C)**

CELL 43 Cell 43 must be equal to (Cell 40 plus Cell 41 plus Cell 42)

**Item 8 must be less than or equal to Item 7**

CELL 44 Cell 44 must be less than or equal to Cell 40

CELL 45 Cell 45 must be less than or equal to Cell 41

CELL 46 Cell 46 must be less than or equal to Cell 42

CELL 47 Cell 47 must be less than or equal to Cell 43

**Item 8 Column A+B+C must be equal to (Item 8 Column A plus Item 8 Column B plus Item 8 Column C)**

CELL 47 Cell 47 must be equal to (Cell 44 plus Cell 45 plus Cell 46)

**Item 9 must be less than or equal to Item 7**

CELL 48 Cell 48 must be less than or equal to Cell 40

CELL 49 Cell 49 must be less than or equal to Cell 41

CELL 50 Cell 50 must be less than or equal to Cell 42

CELL 51 Cell 51 must be less than or equal to Cell 43

**Item 9 Column A+B+C must be equal to (Item 9 Column A plus Item 9 Column B plus Item 9 Column C)**CELL 51    **Cell 51** must be equal to (Cell 48 plus Cell 49 plus Cell 50)**PART C. APS REPORTS NOT ASSIGNED AS A CASE  
AND NO IN-PERSON RESPONSE (NIR) REQUIRED****Item 10 must be equal to (Item 10a plus Item 10b plus Item 10c plus Item 10d plus Item 10e)**CELL 52    **Cell 52** must be equal to (Cell 56 plus Cell 60 plus Cell 64 plus Cell 68 plus Cell 72)CELL 53    **Cell 53** must be equal to (Cell 57 plus Cell 61 plus Cell 65 plus Cell 69 plus Cell 73)CELL 54    **Cell 54** must be equal to (Cell 58 plus Cell 62 plus Cell 66 plus Cell 70 plus Cell 74)CELL 55    **Cell 55** must be equal to (Cell 59 plus Cell 63 plus Cell 67 plus Cell 71 plus Cell 75)**WARNING VALIDATION****(Item 10a plus Item 10b plus Item 10c plus Item 10d ) will usually, but not always, be less than or equal to Item 7  
THIS VALIDATION IS REPEATED: IT IS ALSO DISPLAYED UNDER ITEM 7**CELL 56    (**Cell 56** plus Cell 60 plus Cell 64 plus Cell 68) will usually but not always be less than or equal to Cell 40CELL 57    (**Cell 57** plus Cell 61 plus Cell 65 plus Cell 69) will usually but not always be less than or equal to Cell 41CELL 58    (**Cell 58** plus Cell 62 plus Cell 66 plus Cell 70) will usually but not always be less than or equal to Cell 42CELL 59    (**Cell 59** plus Cell 63 plus Cell 67 plus Cell 71) will usually but not always be less than or equal to Cell 43CELL 60    (Cell 56 plus **Cell 60** plus Cell 64 plus Cell 68) will usually but not always be less than or equal to Cell 40CELL 61    (Cell 57 plus **Cell 61** plus Cell 65 plus Cell 69) will usually but not always be less than or equal to Cell 41CELL 62    (Cell 58 plus **Cell 62** plus Cell 66 plus Cell 70) will usually but not always be less than or equal to Cell 42CELL 63    (Cell 59 plus **Cell 63** plus Cell 67 plus Cell 71) will usually but not always be less than or equal to Cell 43CELL 64    (Cell 56 plus Cell 60 plus **Cell 64** plus Cell 68) will usually but not always be less than or equal to Cell 40CELL 65    (Cell 57 plus Cell 61 plus **Cell 65** plus Cell 69) will usually but not always be less than or equal to Cell 41CELL 66    (Cell 58 plus Cell 62 plus **Cell 66** plus Cell 70) will usually but not always be less than or equal to Cell 42CELL 67    (Cell 59 plus Cell 63 plus **Cell 67** plus Cell 71) will usually but not always be less than or equal to Cell 43CELL 68    (Cell 56 plus Cell 60 plus Cell 64 plus **Cell 68**) will usually but not always be less than or equal to Cell 40CELL 69    (Cell 57 plus Cell 61 plus Cell 65 plus **Cell 69**) will usually but not always be less than or equal to Cell 41CELL 70    (Cell 58 plus Cell 62 plus Cell 66 plus **Cell 70**) will usually but not always be less than or equal to Cell 42CELL 71    (Cell 59 plus Cell 63 plus Cell 67 plus **Cell 71**) will usually but not always be less than or equal to Cell 43**Item 10 Column A+B+C must be equal to (Item 10 Column A plus Item 10 Column B plus Item 10 Column C)**CELL 55    **Cell 55** must be equal to (Cell 52 plus Cell 53 plus Cell 54)**Item 10a Column A+B+C must be equal to (Item 10a Column A plus Item 10a Column B plus Item 10a Column C)**CELL 59    **Cell 59** must be equal to (Cell 56 plus Cell 57 plus Cell 58)**Item 10b Column A+B+C must be equal to (Item 10b Column A plus Item 10b Column B plus Item 10b Column C)**CELL 63    **Cell 63** must be equal to (Cell 60 plus Cell 61 plus Cell 62)**Item 10c Column A+B+C must be equal to (Item 10c Column A plus Item 10c Column B plus Item 10c Column C)**CELL 67    **Cell 67** must be equal to (Cell 64 plus Cell 65 plus Cell 66)**Item 10d Column A+B+C must be equal to (Item 10d Column A plus Item 10d Column B plus Item 10d Column C)**CELL 71    **Cell 71** must be equal to (Cell 68 plus Cell 69 plus Cell 70)**Item 10e Column A+B+C must be equal to (Item 10e Column A plus Item 10e Column B plus Item 10e Column C)**CELL 75    **Cell 75** must be equal to (Cell 72 plus Cell 73 plus Cell 74)

## PART D. APS NO TEN-DAY (NTD) IN-PERSON RESPONSE INVESTIGATIONS AND CASES

### Item 11 must be equal to "YES" or "NO"

CELL 76     **Cell 76** must be equal to "YES" or "NO"  
                  If **Cell 76** is equal to "YES," "YES" box must be checked and "NO" box must be blank.  
                  If **Cell 76** is equal to "NO," "NO" box must be checked and "YES" box must be blank.

### If Item 11 is NO, Items 12a through 12f, 13 and 14 must be 0 (Do not leave blank)

CELL 76     If **Cell 76** is "NO," Cells 77 through Cells 115 must be 0

### Item 12 NTD cases by type must be less than or equal to Item 4 all cases

CELL 77     **Cell 77** must be less than or equal to Cell 16  
 CELL 78     **Cell 78** must be less than or equal to Cell 17  
 CELL 79     **Cell 79** must be less than or equal to Cell 18

### Item 12 NTD cases must be equal to (Item 12a plus Item 12b plus Item 12c plus Item 12d plus Item 12e plus Item 12f)

CELL 77     **Cell 77** must be equal to (Cell 80 plus Cell 83 plus Cell 86 plus Cell 89 plus Cell 92 plus Cell 95)  
 CELL 78     **Cell 78** must be equal to (Cell 81 plus Cell 84 plus Cell 87 plus Cell 90 plus Cell 93 plus Cell 96)  
 CELL 79     **Cell 79** must be equal to (Cell 82 plus Cell 85 plus Cell 88 plus Cell 91 plus Cell 94 plus Cell 97)

### Item 12 (NTD Cases by Type) must be equal to Item 14 (NTD Cases by Finding)

CELL 77     **Cell 77** must be equal to (Cell 107 plus Cell 109 plus Cell 111 plus Cell 113)  
 CELL 78     **Cell 78** must be equal to (Cell 108 plus Cell 110 plus Cell 112 plus Cell 114)  
 CELL 79     **Cell 79** must be equal to Cell 115

### Item 12 Column A+B must be equal to (Item 12 Column A plus Item 12 Column B)

CELL 79     **Cell 79** must be equal to (Cell 77 plus Cell 78)

### Item 12a Column A+B must be equal to (Item 12a Column A plus Item 12a Column B)

CELL 82     **Cell 82** must be equal to (Cell 80 plus Cell 81)

### Item 12b Column A+B must be equal to (Item 12b Column A plus Item 12b Column B)

CELL 85     **Cell 85** must be equal to (Cell 83 plus Cell 84)

### Item 12c Column A+B must be equal to (Item 12c Column A plus Item 12c Column B)

CELL 88     **Cell 88** must be equal to (Cell 86 plus Cell 87)

### Item 12d Column A+B must be equal to (Item 12d Column A plus Item 12d Column B)

CELL 91     **Cell 91** must be equal to (Cell 89 plus Cell 90)

### Item 12e Column A+B must be equal to (Item 12e Column A plus Item 12e Column B)

CELL 94     **Cell 94** must be equal to (Cell 92 plus Cell 93)

### If Item 12f is not 0, explain the other circumstances in the "Explanation: Item 12f NTD cases that involved other circumstances" box.

CELL 95     If **Cell 95** is not 0, explain the other circumstances in the "Explanation: Item 12f NTD cases that involved other circumstances" box.  
 CELL 96     If **Cell 96** is not 0, explain the other circumstances in the "Explanation: Item 12f NTD cases that involved other circumstances" box.

**Item 12f Column A+B must be equal to (Item 12f Column A plus Item 12f Column B)**CELL 97    **Cell 97** must be equal to (Cell 95 plus Cell 96)**Item 13 (NTD investigations) must be greater than or equal to Item 14 (NTD cases by finding)**

CELL 98    **Cell 98** must be greater than or equal to Cell 107  
 CELL 99    **Cell 99** must be greater than or equal to Cell 108  
 CELL 100    **Cell 100** must be greater than or equal to Cell 109  
 CELL 101    **Cell 101** must be greater than or equal to Cell 110  
 CELL 102    **Cell 102** must be greater than or equal to Cell 111  
 CELL 103    **Cell 103** must be greater than or equal to Cell 112  
 CELL 104    **Cell 104** must be greater than or equal to Cell 113  
 CELL 105    **Cell 105** must be greater than or equal to Cell 114  
 CELL 106    **Cell 106** must be greater than or equal to Cell 115

**Item 13 Column "Sum of Part D Columns" must be equal to (Item 13 Not Applicable Column A plus Item 13 Not Applicable Column B) plus (Item 13 Confirmed Column A plus Item 13 Confirmed Column B) plus (Item 13 Inconclusive Column A plus Item 13 Inconclusive Column B) plus (Item 13 Unfounded Column A plus Item 13 Unfounded Column B)**CELL 106    **Cell 106** must be equal to (Cell 98 plus Cell 99 plus Cell 100 plus Cell 101 plus Cell 102 plus Cell 103 plus Cell 104 plus Cell 105)**Item 14 NTD Cases by Finding, Elder Columns must be less than or equal to Item 4 All Cases, Elder Column**

CELL 107    (**Cell 107** plus Cell 109 plus Cell 111 plus Cell 113) must be less than or equal to Cell 16  
 CELL 109    (Cell 107 plus **Cell 109** plus Cell 111 plus Cell 113) must be less than or equal to Cell 16  
 CELL 111    (Cell 107 plus Cell 109 plus **Cell 111** plus Cell 113) must be less than or equal to Cell 16  
 CELL 113    (Cell 107 plus Cell 109 plus Cell 111 plus **Cell 113**) must be less than or equal to Cell 16

**Item 14 NTD Cases by Finding, Elder Column must be equal to Item 12 NTD Cases by Type, Elder Column**

CELL 107    (**Cell 107** plus Cell 109 plus Cell 111 plus Cell 113) must be equal to Cell 77  
 CELL 109    (Cell 107 plus **Cell 109** plus Cell 111 plus Cell 113) must be equal to Cell 77  
 CELL 111    (Cell 107 plus Cell 109 plus **Cell 111** plus Cell 113) must be equal to Cell 77  
 CELL 113    (Cell 107 plus Cell 109 plus Cell 111 plus **Cell 113**) must be equal to Cell 77

**If Item 14 NTD Cases is 0, then Item 13 NTD Investigations must be 0 (in Confirmed and Total columns)**

CELL 109    If **Cell 109** is 0, then Cell 100 must be 0  
 CELL 110    If **Cell 110** is 0, then Cell 101 must be 0  
 CELL 115    If **Cell 115** is 0, then Cell 106 must be 0

**Item 14 NTD Cases by Finding, Dependent Adult Columns, must be less than or equal to Item 4 All Cases Dependent Adult Column**

CELL 108    (**Cell 108** plus Cell 110 plus Cell 112 plus Cell 114) must be less than or equal to Cell 17  
 CELL 110    (Cell 108 plus **Cell 110** plus Cell 112 plus Cell 114) must be less than or equal to Cell 17  
 CELL 112    (Cell 108 plus Cell 110 plus **Cell 112** plus Cell 114) must be less than or equal to Cell 17  
 CELL 114    (Cell 108 plus Cell 110 plus Cell 112 plus **Cell 114**) must be less than or equal to Cell 17

**Item 14 NTD Cases by Finding, Dependent Adult Columns must be equal to Item 12 NTD Cases by Type, Dependent Adult Column**

CELL 108    (**Cell 108** plus Cell 110 plus Cell 112 plus Cell 114) must be equal to Cell 78  
 CELL 110    (Cell 108 plus **Cell 110** plus Cell 112 plus Cell 114) must be equal to Cell 78  
 CELL 112    (Cell 108 plus Cell 110 plus **Cell 112** plus Cell 114) must be equal to Cell 78  
 CELL 114    (Cell 108 plus Cell 110 plus Cell 112 plus **Cell 114**) must be equal to Cell 78

**(Item 14 NTD cases Confirmed, Inconclusive, Unfounded plus Item 17 in-person response cases) must be less than or equal to (Item 21 self-neglect cases plus Item 24 abuse perpetrated by others cases)**

**NOTE: Some cases may involve BOTH self-neglect and abuse perpetrated by others.**

**THIS VALIDATION IS ALSO DISPLAYED UNDER ITEMS 17, 21 AND 24.**

CELL 109	(Cell 109 plus Cell 126) must be less than or equal to (Cell 142 plus Cell 233)
CELL 110	(Cell 110 plus Cell 127) must be less than or equal to (Cell 143 plus Cell 234)
CELL 111	(Cell 111 plus Cell 128) must be less than or equal to (Cell 144 plus Cell 235)
CELL 112	(Cell 112 plus Cell 129) must be less than or equal to (Cell 145 plus Cell 236)
CELL 113	(Cell 113 plus Cell 130) must be less than or equal to (Cell 146 plus Cell 237)
CELL 114	(Cell 114 plus Cell 131) must be less than or equal to (Cell 147 plus Cell 238)
CELLS 109--114	(Cell 109 plus Cell 110 plus Cell 111 plus Cell 112 plus Cell 113 plus Cell 114 plus Cell 132) must be less than or equal to (Cell 148 plus Cell 239)

**If (Item 14 Elder cases Confirmed, Inconclusive, Unfounded Columns) plus (Item 17 Elder cases Confirmed, Inconclusive, Unfounded Columns) is zero, then (Item 21 Elder cases Confirmed, Inconclusive, Unfounded Columns) plus (Item 24 Elder cases Confirmed, Inconclusive, Unfounded Columns) must be zero**

CELL 109	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 111	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 113	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 126	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 128	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 130	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 142	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 144	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 146	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 233	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 235	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0
CELL 237	If (Cell 109 plus Cell 111 plus Cell 113) plus (Cell 126 plus Cell 128 plus Cell 130) is equal to 0, then (Cell 142 plus Cell 144 plus Cell 146) plus (Cell 233 plus Cell 235 plus Cell 237) must be 0

**If (Item 14 Dependent Adult cases Confirmed, Inconclusive, Unfounded Columns) plus (Item 17 Dependent Adult cases Confirmed, Inconclusive, Unfounded Columns) is zero, then (Item 21 Dependent Adult cases Confirmed, Inconclusive, Unfounded Columns) plus (Item 24 Dependent Adult cases Confirmed, Inconclusive, Unfounded Columns) must be zero**

CELL 110	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 112	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 114	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 127	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 129	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 131	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 143	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 145	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 147	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 234	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 236	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0
CELL 238	If (Cell 110 plus Cell 112 plus Cell 114) plus (Cell 127 plus Cell 129 plus Cell 131) is equal to 0, then (Cell 143 plus Cell 145 plus Cell 147) plus (Cell 234 plus Cell 236 plus Cell 238) must be 0

**Item 14 NTD Cases by Finding, Total Column, must be less than or equal to Item 4 All Cases Total Column**

CELL 115 Cell 115 must be less than or equal to Cell 18

**Item 14 NTD Cases by Finding, Total Column must be equal to Item 12 NTD Cases by Type, Total Column**

CELL 115 Cell 115 must be equal to Cell 79

**Item 14 Column "Sum of Part D Columns" must be equal to (Item 14 Not Applicable Columns A plus Column B) plus (Item 14 Confirmed Column A plus Column B) plus (Item 14 Inconclusive Column A plus Column B) plus (Item 14 Unfounded Column A plus Column B)**

CELL 115 Cell 115 must be equal to (Cell 107 plus Cell 108 plus Cell 109 plus Cell 110 plus Cell 111 plus Cell 112 plus Cell 113 plus Cell 114)

***Validation Not Applicable to DSSDB Automated Form***

*This Item 14 validation applies to an individual NTD case, but is not applicable at the aggregate case level. As a result, this validation is not in the DSSDB automated form or in its database. However, this validation is applicable for county programming.*

**For each Item 14 NTD case, Item 14 Total Column "Sum of Part D Columns" must equal 1.**

CELL 115 For each Item 14 case, Cell 115 must be equal to 1 (each case must have one finding)

## PART E. APS CASES WHERE INVESTIGATION WAS NOT CONTINUED AND NO FINDINGS WERE MADE

### Item 15 no finding cases must be less than or equal to Item 4 all cases

CELL 116 **Cell 116** must be less than or equal to Cell 16  
 CELL 117 **Cell 117** must be less than or equal to Cell 17  
 CELL 118 **Cell 118** must be less than or equal to Cell 18

### Item 15 Column A+B must be equal to (Item 15 Column A plus Item 15 Column B)

CELL 118 **Cell 118** must be equal to (Cell 116 plus Cell 117)

## PART F. APS INVESTIGATIONS AND CASES WITH IN-PERSON RESPONSE

### Item 16 (in-person investigations) must be greater than or equal to Item 17 (in-person cases)

CELL 119 **Cell 119** must be greater than or equal to Cell 126  
 CELL 120 **Cell 120** must be greater than or equal to Cell 127  
 CELL 121 **Cell 121** must be greater than or equal to Cell 128  
 CELL 122 **Cell 122** must be greater than or equal to Cell 129  
 CELL 123 **Cell 123** must be greater than or equal to Cell 130  
 CELL 124 **Cell 124** must be greater than or equal to Cell 131  
 CELL 125 **Cell 125** must be greater than or equal to Cell 132

### Item 16 Column "Sum of Part F Columns" must be equal to (Item 16 Confirmed Column A plus Column B) plus (Item 16 Inconclusive Column A plus Column B) plus (Item 16 Unfounded Column A plus Column B)

CELL 125 **Cell 125** must be equal to (Cell 119 plus Cell 120 plus Cell 121 plus Cell 122 plus Cell 123 plus Cell 124)

### Item 17 (in-person cases) must be less than or equal to Item 4 (all cases)

CELL 126 (**Cell 126** plus Cell 128 plus Cell 130) must be less than or equal to Cell 16  
 CELL 127 (**Cell 127** plus Cell 129 plus Cell 131) must be less than or equal to Cell 17  
 CELL 128 (Cell 126 plus **Cell 128** plus Cell 130) must be less than or equal to Cell 16  
 CELL 129 (Cell 127 plus **Cell 129** plus Cell 131) must be less than or equal to Cell 17  
 CELL 130 (Cell 126 plus Cell 128 plus **Cell 130**) must be less than or equal to Cell 16  
 CELL 131 (Cell 127 plus Cell 129 plus **Cell 131**) must be less than or equal to Cell 17  
 CELL 132 **Cell 132** must be less than or equal to Cell 18

### If Item 17 (in-person cases) is 0, then Item 16 (in-person investigations) must be 0 (in Confirmed and Total columns)

CELL 126 If **Cell 126** is 0, then Cell 119 must be 0  
 CELL 127 If **Cell 127** is 0, then Cell 120 must be 0  
 CELL 132 If **Cell 132** is 0, then Cell 125 must be 0

### Item 17 Column "Sum of Part F Columns" must be equal to (Item 17 Confirmed Column A plus Column B) plus (Item 17 Inconclusive Column A plus Column B) plus (Item 17 Unfounded Column A plus Column B)

CELL 132 **Cell 132** must be equal to (Cell 126 plus Cell 127 plus Cell 128 plus Cell 129 plus Cell 130 plus Cell 131)



**(Item 17 in-person cases plus Item 14 NTD cases Confirmed, Inconclusive, Unfounded) must be less than or equal to (Item 21 self-neglect cases plus Item 24 abuse perpetrated by others cases)**

**NOTE: Some cases may involve BOTH self-neglect and abuse perpetrated by others.**

**THIS VALIDATION IS REPEATED: IT IS ALSO DISPLAYED UNDER ITEMS 14, 21 AND 24.**

CELL 126 (Cell 109 plus **Cell 126**) must be less than or equal to (Cell 142 plus Cell 233)  
 CELL 127 (Cell 110 plus **Cell 127**) must be less than or equal to (Cell 143 plus Cell 234)  
 CELL 128 (Cell 111 plus **Cell 128**) must be less than or equal to (Cell 144 plus Cell 235)  
 CELL 129 (Cell 112 plus **Cell 129**) must be less than or equal to (Cell 145 plus Cell 236)  
 CELL 130 (Cell 113 plus **Cell 130**) must be less than or equal to (Cell 146 plus Cell 237)  
 CELL 131 (Cell 114 plus **Cell 131**) must be less than or equal to (Cell 147 plus Cell 238)  
 CELL 132 (Cell 109 plus Cell 110 plus Cell 111 plus Cell 112 plus Cell 113 plus Cell 114 plus **Cell 132**) must be less than or equal to (Cell 148 plus Cell 239)

**Validation Not Applicable to DSSDB Automated Form**

*This Item 17 validation applies to an individual case of self-neglect, but is not applicable at the aggregate case level. As a result, this validation is not in the DSSDB automated form or in its database. However, this validation is applicable for county programming.*

**For each Item 17 (in-person response case), Item 17 Total Column "Sum of Part F Columns" must equal 1**

CELL 132 For each Item 17 case, **Cell 132** must be equal to 1

**Item 18 Elder Column A must be less than or equal to (Item 17 Elder Confirmed Column plus Item 17 Elder Inconclusive Column plus Item 17 Elder Unfounded Column)**

CELL 133 **Cell 133** must be less than or equal to (Cell 126 plus Cell 128 plus Cell 130)

**Item 18 Dependent Adult Column B must be less than or equal to (Item 17 Dependent Adult Confirmed Column plus Item 17 Dependent Adult Inconclusive Column plus Item 17 Dependent Adult Unfounded Column)**

CELL 134 **Cell 134** must be less than or equal to (Cell 127 plus Cell 129 plus Cell 131)

**Item 18 Total Column A+B must be less than or equal to Item 17 Total Sum of Part F Columns**

CELL 135 **Cell 135** must be less than or equal to Cell 132

**Item 18 Column A+B must be equal to (Item 18 Column A plus Item 18 Column B)**

CELL 135 **Cell 135** must be equal to (Cell 133 plus Cell 134)

**Item 19 Elder Column A must be less than or equal to (Item 17 Elder Confirmed Column plus Item 17 Elder Inconclusive Column plus Item 17 Elder Unfounded Column)**

CELL 136 **Cell 136** must be less than or equal to (Cell 126 plus Cell 128 plus Cell 130)

**Item 19 Dependent Adult Column B must be less than or equal to (Item 17 Dependent Adult Confirmed Column plus Item 17 Dependent Adult Inconclusive Column plus Item 17 Dependent Adult Unfounded Column)**

CELL 137 **Cell 137** must be less than or equal to (Cell 127 plus Cell 129 plus Cell 131)

**Item 19 Total Column A+B must be less than or equal to Item 17 Total Sum of Part F Columns**

CELL 138 **Cell 138** must be less than or equal to Cell 132

**Item 19 Column A+B must be equal to (Item 19 Column A plus Item 19 Column B)**

CELL 138 **Cell 138** must be equal to (Cell 136 plus Cell 137)

**Item 20 must be less than or equal to Item 19**

CELL 139 **Cell 139** must be less than or equal to Cell 136

CELL 140 **Cell 140** must be less than or equal to Cell 137

CELL 141 **Cell 141** must be less than or equal to Cell 138

**Item 20 Column A+B must be equal to (Item 20 Column A plus Item 20 Column B)**

CELL 141 Cell 141 must be equal to (Cell 139 plus Cell 140)

**PART G. TYPES OF ABUSE****Item 21 (self-neglect cases) must be less than or equal to Item 22 (self-neglect allegation types)**

CELL 142 Cell 142 must be less than or equal to Cell 149  
 CELL 143 Cell 143 must be less than or equal to Cell 150  
 CELL 144 Cell 144 must be less than or equal to Cell 151  
 CELL 145 Cell 145 must be less than or equal to Cell 152  
 CELL 146 Cell 146 must be less than or equal to Cell 153  
 CELL 147 Cell 147 must be less than or equal to Cell 154  
 CELL 148 Cell 148 must be less than or equal to Cell 155

**(Item 21 self-neglect cases plus Item 24 abuse perpetrated by others cases) must be greater than or equal to (Item 14 NTD cases plus Item 17 in-person response cases)****NOTE: Some cases may involve BOTH self-neglect and abuse perpetrated by others.****THIS VALIDATION IS REPEATED: IT IS ALSO DISPLAYED UNDER ITEMS 14, 17 AND 24.**

CELL 142 (Cell 109 plus Cell 126) must be less than or equal to (Cell 142 plus Cell 233)  
 CELL 143 (Cell 110 plus Cell 127) must be less than or equal to (Cell 143 plus Cell 234)  
 CELL 144 (Cell 111 plus Cell 128) must be less than or equal to (Cell 144 plus Cell 235)  
 CELL 145 (Cell 112 plus Cell 129) must be less than or equal to (Cell 145 plus Cell 236)  
 CELL 146 (Cell 113 plus Cell 130) must be less than or equal to (Cell 146 plus Cell 237)  
 CELL 147 (Cell 114 plus Cell 131) must be less than or equal to (Cell 147 plus Cell 238)  
 CELL 148 (Cell 109 plus Cell 110 plus Cell 111 plus Cell 112 plus Cell 113 plus Cell 114 plus Cell 132) must be less than or equal to (Cell 148 plus Cell 239)

**If Item 21 (self-neglect cases) is 0, then Item 22 (self-neglect allegation types) must be 0 (in Confirmed and Total columns)**

CELL 142 If Cell 142 is 0, then Cell 149 must be 0  
 CELL 143 If Cell 143 is 0, then Cell 150 must be 0  
 CELL 148 If Cell 148 is 0, then Cell 155 must be 0

**Validations Not Applicable to DSSDB Automated Form**

The two Item 21 validations below apply to an individual case of self-neglect, but are not applicable at the aggregate case level. As a result, these validations are not in the DSSDB automated form or in its database. However, these validations are applicable for county programming.

**For each Item 21 case (self-neglect), an entry of "1" must be entered in one Item 21 Confirmed, Inconclusive or Unfounded column. Each self-neglect case must have one finding.**

CELL 148 For each self-neglect case in Cell 148, an entry of "1" must be entered in Cell 142 or Cell 143 or Cell 144 or Cell 145 or Cell 146 or Cell 147

**For each Item 21 case (self-neglect), an entry of "1" must be entered in Item 22a or Item 22b or Item 22c or Item 22d or Item 22e. An entry of "1" may be entered in Item 22a and/or Item 22b and/or Item 22c and/or Item 22d and/or Item 22e. Each self-neglect case must have at least one allegation type, but may have up to five allegation types (Item 22a-e).**

CELL 148 For each self-neglect case in Cell 148, an entry of "1" must be entered in Cell 149 or Cell 150 or Cell 151 or Cell 152 or Cell 153 or Cell 154. An entry of "1" may be entered in Cell 149, Cell 150, Cell 151, Cell 152, Cell 153 and Cell 154.

**Item 21 Column "Sum of Part G Columns" must be equal to (Item 21 Columns A and B Confirmed, Columns A and B Inconclusive and Columns A and B Unfounded)**

CELL 148 Cell 148 must be equal to (Cell 142 plus Cell 143 plus Cell 144 plus Cell 145 plus Cell 146 plus Cell 147)

**Item 22 must be equal to (Item 22a plus Item 22b plus Item 22c plus Item 22d plus Item 22e)**

CELL 149 Cell 149 must be equal to (Cell 156 plus Cell 163 plus Cell 170 plus Cell 177 plus Cell 184)

CELL 150 Cell 150 must be equal to (Cell 157 plus Cell 164 plus Cell 171 plus Cell 178 plus Cell 185)

CELL 151 Cell 151 must be equal to (Cell 158 plus Cell 165 plus Cell 172 plus Cell 179 plus Cell 186)

CELL 152 Cell 152 must be equal to (Cell 159 plus Cell 166 plus Cell 173 plus Cell 180 plus Cell 187)

CELL 153 Cell 153 must be equal to (Cell 160 plus Cell 167 plus Cell 174 plus Cell 181 plus Cell 188)

CELL 154 Cell 154 must be equal to (Cell 161 plus Cell 168 plus Cell 175 plus Cell 182 plus Cell 189)

CELL 155 Cell 155 must be equal to (Cell 162 plus Cell 169 plus Cell 176 plus Cell 183 plus Cell 190)

**Item 22 must be less than or equal to Item 23**

CELL 149 Cell 149 must be less than or equal to Cell 191

CELL 150 Cell 150 must be less than or equal to Cell 192

CELL 151 Cell 151 must be less than or equal to Cell 193

CELL 152 Cell 152 must be less than or equal to Cell 194

CELL 153 Cell 153 must be less than or equal to Cell 195

CELL 154 Cell 154 must be less than or equal to Cell 196

CELL 155 Cell 155 must be less than or equal to Cell 197

**If Item 22 is 0, then Item 23 must be 0 (in Confirmed and Total columns)**

CELL 149 If Cell 149 is 0, then Cell 191 must be 0

CELL 150 If Cell 150 is 0, then Cell 192 must be 0

CELL 155 If Cell 155 is 0, then Cell 197 must be 0

**Item 22 Column "Sum of Part G Columns" must be equal to (Item 22 Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 155 Cell 155 must be equal to (Cell 149 plus Cell 150 plus Cell 151 plus Cell 152 plus Cell 153 plus Cell 154)

**Item 22a must be less than or equal to Item 23a**

CELL 156 Cell 156 must be less than or equal to Cell 198

CELL 157 Cell 157 must be less than or equal to Cell 199

CELL 158 Cell 158 must be less than or equal to Cell 200

CELL 159 Cell 159 must be less than or equal to Cell 201

CELL 160 Cell 160 must be less than or equal to Cell 202

CELL 161 Cell 161 must be less than or equal to Cell 203

CELL 162 Cell 162 must be less than or equal to Cell 204

**If Item 22a is 0, then Item 23a must be 0 (in Confirmed and Total columns)**

CELL 156 If Cell 156 is 0, then Cell 198 must be 0

CELL 157 If Cell 157 is 0, then Cell 199 must be 0

CELL 162 If Cell 162 is 0, then Cell 204 must be 0

**Item 22a Column "Sum of Part G Columns" must be equal to (Item 22a Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 162 Cell 162 must be equal to (Cell 156 plus Cell 157 plus Cell 158 plus Cell 159 plus Cell 160 plus Cell 161)

**Item 22b must be less than or equal to Item 23b**

CELL 163 **Cell 163** must be less than or equal to Cell 205  
 CELL 164 **Cell 164** must be less than or equal to Cell 206  
 CELL 165 **Cell 165** must be less than or equal to Cell 207  
 CELL 166 **Cell 166** must be less than or equal to Cell 208  
 CELL 167 **Cell 167** must be less than or equal to Cell 209  
 CELL 168 **Cell 168** must be less than or equal to Cell 210  
 CELL 169 **Cell 169** must be less than or equal to Cell 211

**If Item 22b is 0, then Item 23b must be 0 (in Confirmed and Total columns)**

CELL 163 If **Cell 163** is 0, then Cell 205 must be 0  
 CELL 164 If **Cell 164** is 0, then Cell 206 must be 0  
 CELL 169 If **Cell 169** is 0, then Cell 211 must be 0

**Item 22b Column "Sum of Part G Columns" must be equal to (Item 22b Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 169 **Cell 169** must be equal to (Cell 163 plus Cell 164 plus Cell 165 plus Cell 166 plus Cell 167 plus Cell 168)

**Item 22c must be less than or equal to Item 23c**

CELL 170 **Cell 170** must be less than or equal to Cell 212  
 CELL 171 **Cell 171** must be less than or equal to Cell 213  
 CELL 172 **Cell 172** must be less than or equal to Cell 214  
 CELL 173 **Cell 173** must be less than or equal to Cell 215  
 CELL 174 **Cell 174** must be less than or equal to Cell 216  
 CELL 175 **Cell 175** must be less than or equal to Cell 217  
 CELL 176 **Cell 176** must be less than or equal to Cell 218

**If Item 22c is 0, then Item 23c must be 0 (in Confirmed and Total columns)**

CELL 170 If **Cell 170** is 0, then Cell 212 must be 0  
 CELL 171 If **Cell 171** is 0, then Cell 213 must be 0  
 CELL 176 If **Cell 176** is 0, then Cell 218 must be 0

**Item 22c Column "Sum of Part G Columns" must be equal to (Item 22c Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 176 **Cell 176** must be equal to (Cell 170 plus Cell 171 plus Cell 172 plus Cell 173 plus Cell 174 plus Cell 175)

**Item 22d must be less than or equal to Item 23d**

CELL 177 **Cell 177** must be less than or equal to Cell 219  
 CELL 178 **Cell 178** must be less than or equal to Cell 220  
 CELL 179 **Cell 179** must be less than or equal to Cell 221  
 CELL 180 **Cell 180** must be less than or equal to Cell 222  
 CELL 181 **Cell 181** must be less than or equal to Cell 223  
 CELL 182 **Cell 182** must be less than or equal to Cell 224  
 CELL 183 **Cell 183** must be less than or equal to Cell 225

**If Item 22d is 0, then Item 23d must be 0 (in Confirmed and Total columns)**

CELL 177 If **Cell 177** is 0, then Cell 219 must be 0  
 CELL 178 If **Cell 178** is 0, then Cell 220 must be 0  
 CELL 183 If **Cell 183** is 0, then Cell 225 must be 0

**Item 22d Column "Sum of Part G Columns" must be equal to (Item 22d Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 183 **Cell 183** must be equal to (Cell 177 plus Cell 178 plus Cell 179 plus Cell 180 plus Cell 181 plus Cell 182)

**Item 22e must be less than or equal to Item 23e**

CELL 184 **Cell 184** must be less than or equal to Cell 226  
 CELL 185 **Cell 185** must be less than or equal to Cell 227  
 CELL 186 **Cell 186** must be less than or equal to Cell 228  
 CELL 187 **Cell 187** must be less than or equal to Cell 229  
 CELL 188 **Cell 188** must be less than or equal to Cell 230  
 CELL 189 **Cell 189** must be less than or equal to Cell 231  
 CELL 190 **Cell 190** must be less than or equal to Cell 232

**Item 22e Column "Sum of Part G Columns" must be equal to (Item 22e Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 190 **Cell 190** must be equal to (Cell 184 plus Cell 185 plus Cell 186 plus Cell 187 plus Cell 188 plus Cell 189)

**If Item 22e is 0, then Item 23e must be 0 (in Confirmed and Total columns)**

CELL 184 If **Cell 184** is 0, then Cell 226 must be 0  
 CELL 185 If **Cell 185** is 0, then Cell 227 must be 0  
 CELL 190 If **Cell 190** is 0, then Cell 232 must be 0

**Item 23 must be equal to (Item 23a plus Item 23b plus Item 23c plus Item 23d plus Item 23e)**

CELL 191 **Cell 191** must be equal to (Cell 198 plus Cell 205 plus Cell 212 plus Cell 219 plus Cell 226)  
 CELL 192 **Cell 192** must be equal to (Cell 199 plus Cell 206 plus Cell 213 plus Cell 220 plus Cell 227)  
 CELL 193 **Cell 193** must be equal to (Cell 200 plus Cell 207 plus Cell 214 plus Cell 221 plus Cell 228)  
 CELL 194 **Cell 194** must be equal to (Cell 201 plus Cell 208 plus Cell 215 plus Cell 222 plus Cell 229)  
 CELL 195 **Cell 195** must be equal to (Cell 202 plus Cell 209 plus Cell 216 plus Cell 223 plus Cell 230)  
 CELL 196 **Cell 196** must be equal to (Cell 203 plus Cell 210 plus Cell 217 plus Cell 224 plus Cell 231)  
 CELL 197 **Cell 197** must be equal to (Cell 204 plus Cell 211 plus Cell 218 plus Cell 225 plus Cell 232)

**Item 23 Column "Sum of Part G Columns" must be equal to (Item 23 Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 197 **Cell 197** must be equal to (Cell 191 plus Cell 192 plus Cell 193 plus Cell 194 plus Cell 195 plus Cell 196)

**Item 23a Column "Sum of Part G Columns" must be equal to (Item 23a Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 204 **Cell 204** must be equal to (Cell 198 plus Cell 199 plus Cell 200 plus Cell 201 plus Cell 202 plus Cell 203)

**Item 23b Column "Sum of Part G Columns" must be equal to (Item 23b Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 211 **Cell 211** must be equal to (Cell 205 plus Cell 206 plus Cell 207 plus Cell 208 plus Cell 209 plus Cell 210)

**Item 23c Column "Sum of Part G Columns" must be equal to (Item 23c Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 218 **Cell 218** must be equal to (Cell 212 plus Cell 213 plus Cell 214 plus Cell 215 plus Cell 216 plus Cell 217)

**Item 23d Column "Sum of Part G Columns" must be equal to (Item 23d Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 225 **Cell 225** must be equal to (Cell 219 plus Cell 220 plus Cell 221 plus Cell 222 plus Cell 223 plus Cell 224)

**Item 23e Column "Sum of Part G Columns" must be equal to (Item 23e Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 232 **Cell 232** must be equal to (Cell 226 plus Cell 227 plus Cell 228 plus Cell 229 plus Cell 230 plus Cell 231)

**Item 24 (cases) must be less than or equal to Item 25 (allegation types)**

CELL 233	<b>Cell 233</b> must be less than or equal to Cell 240
CELL 234	<b>Cell 234</b> must be less than or equal to Cell 241
CELL 235	<b>Cell 235</b> must be less than or equal to Cell 242
CELL 236	<b>Cell 236</b> must be less than or equal to Cell 243
CELL 237	<b>Cell 237</b> must be less than or equal to Cell 244
CELL 238	<b>Cell 238</b> must be less than or equal to Cell 245
CELL 239	<b>Cell 239</b> must be less than or equal to Cell 246

**(Item 24 abuse perpetrated by others cases plus Item 21 self-neglect cases) must be greater than or equal to (Item 14 NTD cases plus Item 17 in-person response cases)****NOTE: Some cases may involve BOTH self-neglect and abuse by others.****THIS VALIDATION IS REPEATED: IT IS ALSO DISPLAYED UNDER ITEMS 14, 17 AND 21.**

CELL 233	(Cell 109 plus Cell 126) must be less than or equal to (Cell 142 plus <b>Cell 233</b> )
CELL 234	(Cell 110 plus Cell 127) must be less than or equal to (Cell 143 plus <b>Cell 234</b> )
CELL 235	(Cell 111 plus Cell 128) must be less than or equal to (Cell 144 plus <b>Cell 235</b> )
CELL 236	(Cell 112 plus Cell 129) must be less than or equal to (Cell 145 plus <b>Cell 236</b> )
CELL 237	(Cell 113 plus Cell 130) must be less than or equal to (Cell 146 plus <b>Cell 237</b> )
CELL 238	(Cell 114 plus Cell 131) must be less than or equal to (Cell 147 plus <b>Cell 238</b> )
CELL 239	(Cell 109 plus Cell 110 plus Cell 111 plus Cell 112 plus Cell 113 plus Cell 114 plus Cell 132) must be less than or equal to (Cell 148 plus <b>Cell 239</b> )

**If Item 24 (cases) is 0, then Item 25 (allegation types) must be 0 (in Confirmed and Total columns)**

CELL 233	If <b>Cell 233</b> is 0, then Cell 240 must be 0
CELL 234	If <b>Cell 234</b> is 0, then Cell 241 must be 0
CELL 239	If <b>Cell 239</b> is 0, then Cell 246 must be 0

**Item 24 Column "Sum of Part G Columns" must be equal to (Item 24 Columns A and B Confirmed, Columns A and B Inconclusive and Columns A and B Unfounded)**

CELL 239	<b>Cell 239</b> must be equal to (Cell 233 plus Cell 234 plus Cell 235 plus Cell 236 plus Cell 237 plus Cell 238)
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**Validations Not Applicable to DSSDB Automated Form**

*The two Item 24 validations below apply to an individual case of abuse perpetrated by others, but are not applicable at the aggregate case level. As a result, these validations are not in the DSSDB automated form or in its database. However, these validations are applicable for county programming.*

**For each Item 24 case (abuse perpetrated by others), an entry of "1" must be entered in one Item 24 Confirmed, Inconclusive or Unfounded column. Each abuse perpetrated by others case must have one finding.**

CELL 239	For each self-neglect case in Cell 239, an entry of "1" must be entered in Cell 233 or Cell 234 or Cell 235 or Cell 236 or Cell 237 or Cell 238
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**For each Item 24 case (abuse perpetrated by others), an entry of "1" must be entered in Item 25a or Item 25b or Item 25c or Item 25d or Item 25e or Item 25f or Item 25g or Item 25h. An entry of "1" may be entered in Item 25a and/or Item 25b and/or Item 25c and/or Item 25d and/or Item 25e or Item 25f or Item 25g or Item 25h. Each abuse perpetrated by others case must have at least one allegation type, but may have up to eight allegation types (Items 25a-h).**

CELL 239	For each abuse perpetrated by others case in Cell 239, an entry of "1" must be entered in Cell 240 or Cell 241 or Cell 242 or Cell 243 or Cell 244 or Cell 245. An entry of "1" may be entered in Cell 240, Cell 241, Cell 242, Cell 243, Cell 244 and Cell 245.
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**Item 25 must be equal to (Item 25a plus Item 25b plus Item 25c plus Item 25d plus Item 25e)**

CELL 240	<b>Cell 240</b> must be equal to (Cell 247 plus Cell 254 plus Cell 261 plus Cell 268 plus Cell 275 plus Cell 282 plus Cell 289 plus Cell 296)
CELL 241	<b>Cell 241</b> must be equal to (Cell 248 plus Cell 255 plus Cell 262 plus Cell 269 plus Cell 276 plus Cell 283 plus Cell 290 plus Cell 297)
CELL 242	<b>Cell 242</b> must be equal to (Cell 249 plus Cell 256 plus Cell 263 plus Cell 270 plus Cell 277 plus Cell 284 plus Cell 291 plus Cell 298)
CELL 243	<b>Cell 243</b> must be equal to (Cell 250 plus Cell 257 plus Cell 264 plus Cell 271 plus Cell 278 plus Cell 285 plus Cell 292 plus Cell 299)
CELL 244	<b>Cell 244</b> must be equal to (Cell 251 plus Cell 258 plus Cell 265 plus Cell 272 plus Cell 279 plus Cell 286 plus Cell 293 plus Cell 300)
CELL 245	<b>Cell 245</b> must be equal to (Cell 252 plus Cell 259 plus Cell 266 plus Cell 273 plus Cell 280 plus Cell 287 plus Cell 294 plus Cell 301)
CELL 246	<b>Cell 246</b> must be equal to (Cell 253 plus Cell 260 plus Cell 267 plus Cell 274 plus Cell 281 plus Cell 288 plus Cell 295 plus Cell 302)

**Item 25 (allegation types) must be less than or equal to Item 26 (allegations)**

CELL 240	<b>Cell 240</b> must be less than or equal to Cell 303
CELL 241	<b>Cell 241</b> must be less than or equal to Cell 304
CELL 242	<b>Cell 242</b> must be less than or equal to Cell 305
CELL 243	<b>Cell 243</b> must be less than or equal to Cell 306
CELL 244	<b>Cell 244</b> must be less than or equal to Cell 307
CELL 245	<b>Cell 245</b> must be less than or equal to Cell 308
CELL 246	<b>Cell 246</b> must be less than or equal to Cell 309

**If Item 25 (allegation types) is 0, then Item 26 (allegations) must be 0 (in Confirmed and Total columns)**

CELL 240	If <b>Cell 240</b> is 0, then Cell 303 must be 0
CELL 241	If <b>Cell 241</b> is 0, then Cell 304 must be 0
CELL 246	If <b>Cell 246</b> is 0, then Cell 309 must be 0

**Item 25 Column "Sum of Part G Columns" must be equal to (Item 25 Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 246	<b>Cell 246</b> must be equal to (Cell 240 plus Cell 241 plus Cell 242 plus Cell 243 plus Cell 244 plus Cell 245)
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**Item 25a (allegation types) must be less than or equal to Item 26a (allegations)**

CELL 247	<b>Cell 247</b> must be less than or equal to Cell 310
CELL 248	<b>Cell 248</b> must be less than or equal to Cell 311
CELL 249	<b>Cell 249</b> must be less than or equal to Cell 312
CELL 250	<b>Cell 250</b> must be less than or equal to Cell 313
CELL 251	<b>Cell 251</b> must be less than or equal to Cell 314
CELL 252	<b>Cell 252</b> must be less than or equal to Cell 315
CELL 253	<b>Cell 253</b> must be less than or equal to Cell 316

**If Item 25a (allegation types) is 0, then Item 26a (allegations) must be 0 (in Confirmed and Total columns)**

CELL 247	If <b>Cell 247</b> is 0, then Cell 310 must be 0
CELL 248	If <b>Cell 248</b> is 0, then Cell 311 must be 0
CELL 253	If <b>Cell 253</b> is 0, then Cell 316 must be 0

**Item 25a Column "Sum of Part G Columns" must be equal to (Item 25a Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 253	<b>Cell 253</b> must be equal to (Cell 247 plus Cell 248 plus Cell 249 plus Cell 250 plus Cell 251 plus Cell 252)
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**Item 25b (allegation types) must be less than or equal to Item 26b (allegations)**

CELL 254 **Cell 254** must be less than or equal to Cell 317  
 CELL 255 **Cell 255** must be less than or equal to Cell 318  
 CELL 256 **Cell 256** must be less than or equal to Cell 319  
 CELL 257 **Cell 257** must be less than or equal to Cell 320  
 CELL 258 **Cell 258** must be less than or equal to Cell 321  
 CELL 259 **Cell 259** must be less than or equal to Cell 322  
 CELL 260 **Cell 260** must be less than or equal to Cell 323

**If Item 25b (allegation types) is 0, then Item 26b (allegations) must be 0 (in Confirmed and Total columns)**

CELL 254 If **Cell 254** is 0, then Cell 317 must be 0  
 CELL 255 If **Cell 255** is 0, then Cell 318 must be 0  
 CELL 260 If **Cell 260** is 0, then Cell 323 must be 0

**Item 25b Column "Sum of Part G Columns" must be equal to (Item 25b Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 260 **Cell 260** must be equal to (Cell 254 plus Cell 255 plus Cell 256 plus Cell 257 plus Cell 258 plus Cell 259)

**Item 25c (allegation types) must be less than or equal to Item 26c (allegations)**

CELL 261 **Cell 261** must be less than or equal to Cell 324  
 CELL 262 **Cell 262** must be less than or equal to Cell 325  
 CELL 263 **Cell 263** must be less than or equal to Cell 326  
 CELL 264 **Cell 264** must be less than or equal to Cell 327  
 CELL 265 **Cell 265** must be less than or equal to Cell 328  
 CELL 266 **Cell 266** must be less than or equal to Cell 329  
 CELL 267 **Cell 267** must be less than or equal to Cell 330

**If Item 25c (allegation types) is 0, then Item 26c (allegations) must be 0 (in Confirmed and Total columns)**

CELL 261 If **Cell 261** is 0, then Cell 324 must be 0  
 CELL 262 If **Cell 262** is 0, then Cell 325 must be 0  
 CELL 267 If **Cell 267** is 0, then Cell 330 must be 0

**Item 25c Column "Sum of Part G Columns" must be equal to Item 25c Column A and B Confirmed, Inconclusive and Unfounded**

CELL 267 **Cell 267** must be equal to (Cell 261 plus Cell 262 plus Cell 263 plus Cell 264 plus Cell 265 plus Cell 266)

**Item 25d (allegation types) must be less than or equal to Item 26d (allegations)**

CELL 268 **Cell 268** must be less than or equal to Cell 331  
 CELL 269 **Cell 269** must be less than or equal to Cell 332  
 CELL 270 **Cell 270** must be less than or equal to Cell 333  
 CELL 271 **Cell 271** must be less than or equal to Cell 334  
 CELL 272 **Cell 272** must be less than or equal to Cell 335  
 CELL 273 **Cell 273** must be less than or equal to Cell 336  
 CELL 274 **Cell 274** must be less than or equal to Cell 337

**If Item 25d (allegation types) is 0, then Item 26d (allegations) must be 0 (in Confirmed and Total columns)**

CELL 268 If **Cell 268** is 0, then Cell 331 must be 0  
 CELL 269 If **Cell 269** is 0, then Cell 332 must be 0  
 CELL 274 If **Cell 274** is 0, then Cell 337 must be 0

**Item 25d Column "Sum of Part G Columns" must be equal to (Item 25d Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 274 **Cell 274** must be equal to (Cell 268 plus Cell 269 plus Cell 270 plus Cell 271 plus Cell 272 plus Cell 273)



**Item 25e (allegation types) must be less than or equal to Item 26e (allegations)**

CELL 275 **Cell 275** must be less than or equal to Cell 338  
 CELL 276 **Cell 276** must be less than or equal to Cell 339  
 CELL 277 **Cell 277** must be less than or equal to Cell 340  
 CELL 278 **Cell 278** must be less than or equal to Cell 341  
 CELL 279 **Cell 279** must be less than or equal to Cell 342  
 CELL 280 **Cell 280** must be less than or equal to Cell 343  
 CELL 281 **Cell 281** must be less than or equal to Cell 344

**If Item 25e (allegation types) is 0, then Item 26e (allegations) must be 0 (in Confirmed and Total columns)**

CELL 275 If **Cell 275** is 0, then Cell 338 must be 0  
 CELL 276 If **Cell 276** is 0, then Cell 339 must be 0  
 CELL 281 If **Cell 281** is 0, then Cell 344 must be 0

**Item 25e Column "Sum of Part G Columns" must be equal to (Item 25e Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 281 **Cell 281** must be equal to (Cell 275 plus Cell 276 plus Cell 277 plus Cell 278 plus Cell 279 plus Cell 280)

**Item 25f (allegation types) must be less than or equal to Item 26f (allegations)**

CELL 282 **Cell 282** must be less than or equal to Cell 345  
 CELL 283 **Cell 283** must be less than or equal to Cell 346  
 CELL 284 **Cell 284** must be less than or equal to Cell 347  
 CELL 285 **Cell 285** must be less than or equal to Cell 348  
 CELL 286 **Cell 286** must be less than or equal to Cell 349  
 CELL 287 **Cell 287** must be less than or equal to Cell 350  
 CELL 288 **Cell 288** must be less than or equal to Cell 351

**If Item 25f (allegation types) is 0, then Item 26f (allegations) must be 0 (in Confirmed and Total columns)**

CELL 282 If **Cell 282** is 0, then Cell 345 must be 0  
 CELL 283 If **Cell 283** is 0, then Cell 346 must be 0  
 CELL 288 If **Cell 288** is 0, then Cell 351 must be 0

**Item 25f Column "Sum of Part G Columns" must be equal to (Item 25f Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 288 **Cell 288** must be equal to (Cell 282 plus Cell 283 plus Cell 284 plus Cell 285 plus Cell 286 plus Cell 287)

**Item 25g (allegation types) must be less than or equal to Item 26g (allegations)**

CELL 289 **Cell 289** must be less than or equal to Cell 352  
 CELL 290 **Cell 290** must be less than or equal to Cell 353  
 CELL 291 **Cell 291** must be less than or equal to Cell 354  
 CELL 292 **Cell 292** must be less than or equal to Cell 355  
 CELL 293 **Cell 293** must be less than or equal to Cell 356  
 CELL 294 **Cell 294** must be less than or equal to Cell 357  
 CELL 295 **Cell 295** must be less than or equal to Cell 358

**If Item 25g (allegation types) is 0, then Item 26g (allegations) must be 0 (in Confirmed and Total columns)**

CELL 289 If **Cell 289** is 0, then Cell 352 must be 0  
 CELL 290 If **Cell 290** is 0, then Cell 353 must be 0  
 CELL 295 If **Cell 295** is 0, then Cell 358 must be 0

**Item 25g Column "Sum of Part G Columns" must be equal to (Item 25g Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 295 **Cell 295** must be equal to (Cell 289 plus Cell 290 plus Cell 291 plus Cell 292 plus Cell 293 plus Cell 294)

**Item 25h (allegation types) must be less than or equal to Item 26h (allegations)**

CELL 296 **Cell 296** must be less than or equal to Cell 359  
 CELL 297 **Cell 297** must be less than or equal to Cell 360  
 CELL 298 **Cell 298** must be less than or equal to Cell 361  
 CELL 299 **Cell 299** must be less than or equal to Cell 362  
 CELL 300 **Cell 300** must be less than or equal to Cell 363  
 CELL 301 **Cell 301** must be less than or equal to Cell 364  
 CELL 302 **Cell 302** must be less than or equal to Cell 365

**If Item 25h (allegation types) is 0, then Item 26h (allegations) must be 0 (in Confirmed and Total columns)**

CELL 296 If **Cell 296** is 0, then Cell 359 must be 0  
 CELL 297 If **Cell 297** is 0, then Cell 360 must be 0  
 CELL 302 If **Cell 302** is 0, then Cell 365 must be 0

**Item 25g Column "Sum of Part G Columns" must be equal to Item 25h Column A and B Confirmed, Inconclusive and Unfounded**

CELL 302 **Cell 302** must be equal to Cell 296 plus Cell 297 plus Cell 298 plus Cell 299 plus Cell 300 plus Cell 301

**Item 26 must be equal to Item 26a plus Item 26b plus Item 26c plus Item 26d plus Item 26e**

CELL 303 **Cell 303** must be equal to (Cell 310 plus Cell 317 plus Cell 324 plus Cell 331 plus Cell 338 plus Cell 345 plus Cell 352 plus Cell 359)  
 CELL 304 **Cell 304** must be equal to (Cell 311 plus Cell 318 plus Cell 325 plus Cell 332 plus Cell 339 plus Cell 346 plus Cell 353 plus Cell 360)  
 CELL 305 **Cell 305** must be equal to (Cell 312 plus Cell 319 plus Cell 326 plus Cell 333 plus Cell 340 plus Cell 347 plus Cell 354 plus Cell 361)  
 CELL 306 **Cell 306** must be equal to (Cell 313 plus Cell 320 plus Cell 327 plus Cell 334 plus Cell 341 plus Cell 348 plus Cell 355 plus Cell 362)  
 CELL 307 **Cell 307** must be equal to (Cell 314 plus Cell 321 plus Cell 328 plus Cell 335 plus Cell 342 plus Cell 349 plus Cell 356 plus Cell 363)  
 CELL 308 **Cell 308** must be equal to (Cell 315 plus Cell 322 plus Cell 329 plus Cell 336 plus Cell 343 plus Cell 350 plus Cell 357 plus Cell 364)  
 CELL 309 **Cell 309** must be equal to (Cell 316 plus Cell 323 plus Cell 330 plus Cell 337 plus Cell 344 plus Cell 351 plus Cell 358 plus Cell 365)

**Item 26 Column "Sum of Part G Columns" must be equal to (Item 26 Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 309 **Cell 309** must be equal to (Cell 303 plus Cell 304 plus Cell 305 plus Cell 306 plus Cell 307 plus Cell 308)

**Item 26a Column "Sum of Part G Columns" must be equal to (Item 26a Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 316 **Cell 316** must be equal to (Cell 310 plus Cell 311 plus Cell 312 plus Cell 313 plus Cell 314 plus Cell 315)

**Item 26b Column "Sum of Part G Columns" must be equal to Item 26b Column A and B Confirmed, Inconclusive and Unfounded**

CELL 323 **Cell 323** must be equal to (Cell 317 plus Cell 318 plus Cell 319 plus Cell 320 plus Cell 321 plus Cell 322)

**Item 26c Column "Sum of Part G Columns" must be equal to (Item 26c Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 330 **Cell 330** must be equal to (Cell 324 plus Cell 325 plus Cell 326 plus Cell 327 plus Cell 328 plus Cell 329)

**Item 26d Column "Sum of Part G Columns" must be equal to (Item 26d Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 337 Cell 337 must be equal to (Cell 331 plus Cell 332 plus Cell 333 plus Cell 334 plus Cell 335 plus Cell 336)

**Item 26e Column "Sum of Part G Columns" must be equal to (Item 26e Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 344 Cell 344 must be equal to (Cell 338 plus Cell 339 plus Cell 340 plus Cell 341 plus Cell 342 plus Cell 343)

**Item 26f Column "Sum of Part G Columns" must be equal to (Item 26f Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 351 Cell 351 must be equal to (Cell 345 plus Cell 346 plus Cell 347 plus Cell 348 plus Cell 349 plus Cell 350)

**Item 26g Column "Sum of Part G Columns" must be equal to (Item 26g Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 358 Cell 358 must be equal to (Cell 352 plus Cell 353 plus Cell 354 plus Cell 355 plus Cell 356 plus Cell 357)

**Item 26h Column "Sum of Part G Columns" must be equal to (Item 26h Column A and B Confirmed, Inconclusive and Unfounded)**

CELL 365 Cell 365 must be equal to (Cell 359 plus Cell 360 plus Cell 361 plus Cell 362 plus Cell 363 plus Cell 364)

**PART H. APS SUPPORT SERVICES (IN-PERSON)****Item 27 (cases) must be less than or equal to Item 27a (days)**

CELL 366 Cell 366 must be less than or equal to Cell 369

CELL 367 Cell 367 must be less than or equal to Cell 370

CELL 368 Cell 368 must be less than or equal to Cell 371

**Item 27 must be greater than or equal to (Item 27a divided by the total number of calendar days in the report month)**

CELL 366 Cell 366 must be greater than or equal to (Cell 369 divided by the total number of calendar days in the report

CELL 367 Cell 367 must be greater than or equal to (Cell 370 divided by the total number of calendar days in the report

CELL 368 Cell 368 must be greater than or equal to (Cell 371 divided by the total number of calendar days in the report

**Item 27 Column A+B must be equal to (Item 27 Column A plus Item 27 Column B)**

CELL 368 Cell 368 must be equal to (Cell 366 plus Cell 367)

**Item 27a must be less than or equal to (Item 27 multiplied by the total number of days in the calendar month)**

CELL 369 Cell 369 must be less than or equal to (Cell 366 multiplied by the total number of days in the calendar month)

CELL 370 Cell 370 must be less than or equal to (Cell 367 multiplied by the total number of days in the calendar month)

CELL 371 Cell 371 must be less than or equal to (Cell 368 multiplied by the total number of days in the calendar month)

**Item 27a Column A+B must be equal to (Item 27a Column A plus Item 27a Column B)**

CELL 371 Cell 371 must be equal to (Cell 369 plus Cell 370)

**Item 28 (cases) must be less than or equal to Item 28a (hours)**

CELL 372 Cell 372 must be less than or equal to Cell 375

CELL 373 Cell 373 must be less than or equal to Cell 376

CELL 374 Cell 374 must be less than or equal to Cell 377

**Item 28 must be greater than or equal to (Item 28a divided by total number of hours in the report month)**

CELL 372 **Cell 372** must be greater than or equal to (Cell 375 divided by total number of hours in the report month)  
 CELL 373 **Cell 373** must be greater than or equal to (Cell 376 divided by total number of hours in the report month)  
 CELL 374 **Cell 374** must be greater than or equal to (Cell 377 divided by total number of hours in the report month)

**Item 28 Column A+B must be equal to (Item 28 Column A plus Item 28 Column B)**

CELL 374 **Cell 374** must be equal to (Cell 372 plus Cell 373)

**Item 28a must be less than or equal to (Item 28 multiplied by the total number of hours in the calendar month)**

CELL 375 **Cell 375** must be less than or equal to (Cell 372 multiplied by the total number of hours in the calendar month)  
 CELL 376 **Cell 376** must be less than or equal to (Cell 373 multiplied by the total number of hours in the calendar month)  
 CELL 377 **Cell 377** must be less than or equal to (Cell 374 multiplied by the total number of hours in the calendar month)

**Item 28a Column A+B must be equal to (Item 28a Column A plus Item 28a Column B)**

CELL 377 **Cell 377** must be equal to (Cell 375 plus Cell 376)

**Item 29 Column A+B must be equal to (Item 29 Column A plus Item 29 Column B)**

CELL 380 **Cell 380** must be equal to (Cell 378 plus Cell 379)

**Item 29a must be less than or equal to Item 29**

CELL 381 **Cell 381** must be less than or equal to Cell 378  
 CELL 382 **Cell 382** must be less than or equal to Cell 379  
 CELL 383 **Cell 383** must be less than or equal to Cell 380

**Item 29a Column A+B must be equal to (Item 29a Column A plus Item 29a Column B)**

CELL 383 **Cell 383** must be equal to (Cell 381 plus Cell 382)

**PART I. INFORMATION AND REFERRAL**

No validation edits.

**PART J. OUT-OF-HOME CARE ADULTS (OHC-A) CASE MOVEMENT****Item 31a must be equal to Item 35 from last month's report, as reported to CDSS**

CELL 386 **Cell 386** must be equal to Cell 391 from last month's report, as reported to CDSS

**Item 31b must be equal to (Item 31 minus Item 31a)**

CELL 387 **Cell 387** must be equal to (Cell 385 minus Cell 386)  
 CELL 387 If **Cell 387** is not 0, explain the reasons for the adjustment in the "Explanation: Item 31b Adjustment" box.

**Item 33 must be equal to (Item 31 plus Item 32)**

CELL 389 **Cell 389** must be equal to (Cell 385 plus Cell 388)

**Item 34 must be less than or equal to Item 33**

CELL 390 **Cell 390** must be less than or equal to Cell 389

**Item 35 must be equal to (Item 33 minus Item 34)**

CELL 391 **Cell 391** must be equal to (Cell 389 minus Cell 390)

**PART K. OPTIONAL SERVICES**

No validation edits.