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### **APS Reports Received When Adult Is Not Located in County of Residence**

The following procedure is to be used whenever your agency receives an APS report regarding an adult who is a resident of another county, but present in your county.

- As part of the intake process, determine if the disabled adult is a resident of another county but present in your county. If the disabled adult is a resident of another North Carolina county, the Supervisor (or their designee) in the county of location (COL) must notify the Supervisor (or their designee) of the county of residence (COR) without delay. (See section 11D of [intake tool](#)). If this is an emergency the COL will initiate immediately without delay

Use this process to notify the Supervisor (or designee) of COR:

1. Telephone the COR and document the date, time and Supervisor/designee contacted. Do not leave a voice mail message; you must speak with the Supervisor/designee.
2. Send the APS intake report to the COR by FAX or e-mail as requested.
3. COR will call the COL to confirm receipt of the intake.
  - COR will determine which DSS agency will initiate the evaluation.
    - If COL is requested to initiate the evaluation, follow required APS procedure for initiating and evaluating as described in --- section of the APS manual.
  - COL Adult Protective Services Social Worker will verbally share findings with the COR and will follow up with written documentation within seven workdays.
  - COL will share the initiation findings with the COR using the following:
    - Agency specific or DAAS APS evaluation tool ([link to evaluation tool](#))
    - Attachments such as medical and/or mental health information and narratives
  - Following initiation, if the disabled adult is still present in the COL, the COR may request the COL continue to assist with the thorough evaluation. If the COL continues with the evaluation, follow required APS procedures and timeframes as described in section \_\_\_\_\_ of the APS manual
  - The COL will share information as often and as necessary for the COR to make a case decision using the following:
    - Agency specific or DAAS APS evaluation tool
    - Attachments such as medical and/or mental health information and narratives
    - Verbal staffing

- If legal action is needed at any point in the APS process, the COR has legal jurisdiction and legal responsibility to petition.

COR is responsible for the case decision and for filing petitions. Responsibility does not vary depending on the type of legal action needed.

If the COL has firsthand knowledge of the disabled adult's condition, it is ideal for representatives of that agency to be present at the hearing.

If the COL cannot be present at the COR hearing, a sworn affidavit can be obtained and used as part of the petitioning process and in the hearing as evidence.

The disabled adult has the right to be present at any court action.