

EXAMPLE

**Memorandum of Understanding (MOU)
 Of Responsibility for Coordination of Services for Adults with Substance Abuse Challenges/Diagnoses Between Adult Protective Services and
 [insert names of agency or provider]**

The health, safety, welfare, and rights of adults with substance abuse challenges/diagnoses is a priority for the [insert APS program name], and [insert names of one or more agencies]; and

It is critical that [insert name] Adult Protective Services (APS) Program and [insert other agency and program names] utilize their resources efficiently and effectively to coordinate services and reduce the instances of possible abuse, neglect and/or exploitation; and

A Memorandum of Understanding of Responsibility for Coordination of Services for Adults with Substance Abuse Challenges/Diagnoses is created as follows:

The provisions of this memorandum are established within the framework of the following statutes, rules and policies:

Agency	Statutes	Administrative Rules	Policies
Department of Human Services	[Cite state laws applicable to specific programs that have a responsibility for adults.]	[Cite state rules and regulations applicable to specific programs that have a responsibility for adults with mental health and/or substance abuse disorders.]	APS – Investigates reports of abuse, neglect and financial exploitation of persons age 60+ and persons with disabilities age 18-59 living in the community. APS provides [insert state specific responsibilities and services]. Examples: short term intervention services, and person centered planning with the client and services referrals.

Agency	Statutes	Administrative Rules	Policies
Mental Health	[Cite Mental Health Code]	[Cite state rules and regulations applicable to specific programs that have a responsibility for adults with mental health and/or substance abuse diagnoses.]	Local Mental Health Authority/Board/Provider – Under the direction of the state Mental Health agency local authorities/board provide or arrange for the following services [insert specific responsibilities and services]. Examples: case management, pharmacological management, counseling, medication training and support, psychological rehabilitation services, and skills training.

Program Descriptions

1. APS (example)

APS receives and investigates reports made by, or on behalf of, persons age 60+ and persons with disabilities age 18 through 59 living in the community relating to abuse, neglect, and financial exploitation and self-neglect.

A trained adult protective services case worker will respond to a call of concern/report of alleged maltreatment within a specified time period depending on the severity of the case. The case worker will contact the subject of the report and help determine what services are most appropriate to stop the maltreatment.

As an adult, a competent person may refuse an assessment and may refuse all services and interventions. This is called the client’s right to self-determination, upon which APS is based. No decisions are made about a competent person without that person’s involvement and consent. Every effort is made to keep the person in his or her home.

Where a person has a substance abuse/ mental health issue/disorder, APS works to assess the situation and to provide services or refer services as needed to the local mental health authority/board.

In rare cases when a client's capacity is impaired and the client is in extreme danger, the APS provider agency may petition the court for guardianship in order to ensure that the person's needs are met. Guardianship and nursing home placement are always the last resort.

An APS provider agency will refer evidence of crimes against an eligible adult to the appropriate law enforcement agency at intake or at any time during the case review.

2. Local Substance Abuse Authority

The local Mental Health Authority evaluates the substance abuse/mental health needs of communities in their area and plans, develops policy, coordinates services and uses resources to address those needs. The Authority is required to consider public input, the ultimate cost-benefit ratio and client care issues.

The Authority ensures that people who need services can exercise consumer choice by helping them decide on their services, service provider and location of services. They ensure the best use of public money to create a network of service providers and determine whether to provide a service or to contract that service to another organization. Finally, they make recommendations on the most appropriate services available to people who need services.

Listing of all departments, divisions, and office that are a part of the agreement.

General Responsibilities of All Parties

In addition to the specific responsibilities outline in this agreement, all agree to maintain ongoing communication and to consult, cooperate, coordinate, and collaborate at all levels on matters of common obligation relating to allegations of abuse, neglect, self-neglect, and exploitation of disabled adults and older persons consistent with their legally mandated rules and limitations. Everyone shall take all actions necessary, as allowed by their laws and policies, to ensure the health and safety of disabled adults and older adults at risk of abuse, neglect, self-neglect or exploitation.

Each department, division or office shall take steps necessary to educate and train staff to implement this agreement.

Each department, division or office shall provide each other with current contact information as well as updated information as changes are made for the purposes of this agreement. Consider specifying a liaison for each department, division or office.

Each department, division or office shall document referrals and other contacts made regarding cases covered by this agreement.

Confidentiality of information – In general, documents may be shared among parties to this agreement. However, all documents shared between divisions and offices must be maintained subject to the confidentiality requirements of all applicable state and federal laws and Departments’ policies.

This MOU shall be reviewed annually and updated as needed. The annual review date should be on or about [insert day/month].

The provisions of this Memorandum of Understanding are hereby adopted by the respective Directors of Departments, Divisions, Offices, and Providers referenced herein:

[Signatures and Date]

The National Adult Maltreatment Reporting System (NAMRS) and the Adult Protective Services Technical Resource Center (APS TARC) are a project of the U.S. Administration for Community Living, Administration on Aging, Department of Health and Human Services, administered by the WRMA, Inc. Contractor’s findings, conclusions, and points of view do not necessarily represent U.S. Administration for Community Living, Administration on Aging, Department of Health and Human Services official policy.