



**COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

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Manual - Adult Protective Services (APS) Division Manual

Transmittal # DARS-APSD-34

The following acronyms are used in this transmittal:

- DARS**-Department for Aging and Rehabilitative Services
- DSS**-Department of Social Services
- LDSS**-Local department of social services
- LTCO**-Long-term Care Ombudsman

The purpose of this transmittal is to provide revised guidance on the APS Division Manual, Chapter 2. Grammatical, capitalization, and punctuation changes that do not alter the meaning of the guidance are not identified in the transmittal.

Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

This transmittal and manual are available on FUSION at:

<https://fusion.dss.virginia.gov/dars/DARS-Home/ADULT-SERVICES/Adult-Services-Manuals>

Changes to the manual are described in the following chart:

Chapter 2, “Adult Protective Services”	
Section	Significant Changes
Entire Chapter	Struck repetitive or unnecessary chapter content. Clarified section headings. Referenced PeerPlace job aids that are posted on the DSS intranet and struck content explaining case management system functionality. Added references to the new APS online reporting portal when appropriate.

	Corrected references about case management system screens. Used acronyms when appropriate.
2.5.1	Clarified the method by which an APS report may be made to the LDSS.
2.5.3.7	Clarified that electronic reporting includes hotline reports and portal reports.
2.5.3.8.4	Clarified information about referrals to domestic violence hotline.
2.9.1	Referred to correct name of the nationwide elder assistance website.
2.26.2	Clarified guidance about oversight responsibilities of the Department of Health, Office of Licensure and Certification.
2.26.4	Clarified guidance about the role of the local LTCO.

Questions about this transmittal may be directed to the appropriate APS Division staff.

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