

Intake Public Intake Form Instructions

Adult Protective Services is not an emergency response service. If you are reporting an emergency, please call 911. Adult Protective Services responds to reports Monday through Friday 8 A.M. to 5 P.M.

If you wish to speak to someone in order to make the report please call Adult Protective Services at 1-800-371-7897, Monday thru Friday between the hours of 8 A.M. and 5 P.M.

Every intake should be filled out as completely as possible. The more information you can provide, the more likely Adult Protective Services staff will be able to locate the alleged victim and investigate the concerns reported, if appropriate. If the report does not contain sufficient information, it may not meet the criteria for assignment or referral.

Victim

Please complete all fields as thoroughly as possible. Under the Victim section, last name and age are required fields. If the last name is unknown, enter "unknown" in the field. The age field can be approximate, so please enter the best information available to you.

If there is more than one Victim of the abuse then you will need to fill out separate reports for each victim.

Suspected Abuser

Please complete all fields as thoroughly as possible. Under this section, the last name is a required field. If you do not know the last name of the suspected abuser, please enter "unknown". If there are multiple suspected abusers, please enter each separately.

Please note, AV stands for Alleged Victim.

Reporting Party

Please complete all fields as thoroughly as possible. The name and identifying information of the reporter of an abuse, neglect, or exploitation report are confidential. Adult Protective Services's Staff use this information to contact the reporter when more information or clarification is needed.

If you still don't feel comfortable putting your name on the reporter then you can put "anonymous" for the first and last name of the reporting party but if we need clarification/more information and we cannot contact you then the report will be closed out in our system due to insufficient information.

Incident Information

Please complete all fields as thoroughly as possible. The address field is required under this section and refers to the address of where the abuse occurred. This might be the same as the victim's address but might be different. If you have the address, please enter that. If you do not have an address, please enter any information you may have.

The facility dropdown box is in reference to Skilled Nursing facilities, ICF/ID's, and Assisted Living Facilities.

Reported Types of Abuse

Please check all that apply.

What happened today that led you to make this report?

Please write a detailed narrative in the box labeled "what happened today that led you to make this report". Please include detailed information regarding what happened, who was involved, when it happened, and any other observations or information regarding the abuse that is being reported.

Alleged Victim is under age 65

If the alleged victim is under age 65 there must be information entered in the textbox for this regarding the person's physical or mental limitations such as what are their impairments, what they can't do for themselves, and what help do they need on a daily basis. If the person is under age 65 and no information regarding the person's impairments is listed then a case will not be open for investigation as there is not enough information saying they qualify for Adult Protective Services.

Potential Dangers

Please indicate any potential dangers in the home that you are aware of by marking "yes" to the question and then putting information in the text box. If you do not have any information about potential dangers, please select "no" and indicate "unknown" in the text box.

Trouble shooting and Other General Information

How do I know when I submit an on-line report that it was submitted successfully?

You will receive a message that your report was successfully submitted.

If I do not receive a successful submission message what do I do?

First make sure that all required fields are completed. In order to submit your report, you need to complete all required fields "*". Red text will appear at the top of the page if a section needs to be reviewed and corrected. Should you see a "Processing" icon at the top right corner of the page, simply click anywhere on the form to continue.

Older browsers such as Internet Explorer are not compatible with this form. Switch to newer browsers such as CHROME or EDGE.

I hit submit and my information disappears, and the report fails to submit.

The form may have auto populated your information from previous reports. Manually type in your information and attempt to resubmit.

Contact your organization IT representative if you are still unable to submit the report. Ask them to see if your organization's network firewall is blocking the submission of the form.

If all else fails, call the Adult Protective Services Centralized Intake line (800)-371-7897 between the hours of 8:00am and 5:00pm Monday-Friday except on Holidays. You may also print the unsubmitted form and fax it to the secure intake fax line at (801)-715-3428 anytime. Please check the form to make sure that the phone numbers, dates of birth and narrative sections are complete before faxing the form to us.

How long will it take for an investigator to get back to me once I file a report?

As a reporter you are not obligated to any information regarding the progress of an investigation. An investigator may contact you to verify the information you provided and ask questions about your knowledge of the circumstances which are under investigation. If you have additional information or concerns, please contact the Intake line at (800)-371-7897. The intake worker will be happy to accept any additional information and pass this information on to the assigned investigator.