

**Department of Public Health and Human Services  
MENTAL HEALTH SERVICES BUREAU****SECTION  
CASE MANAGEMENT SYSTEM****SUBJECT  
INITIAL SCREENING ASSESSMENT**

Under Home and Community Based Services (HCBS) rules, states are required to ensure individuals who receive services are protected from abuse, neglect and exploitation and get appropriate assistance and intervention if their choices and other events have or could jeopardize their health and welfare.

To help identify past or current history of abuse, neglect and exploitation the Case Management Team will complete an Initial Screening Assessment (SDMI HCBS 914A) at the time of an individual is added to the waiting list or at the time the individual enters services, if they were not on the waiting list. The screening will be used to offer the individual the opportunity to make a report of any abuse, neglect and exploitation he or she may have experienced and for the CMT to make a determination if the individual is a victim.

If the CMT suspects the individual to be a victim they will make a report to the appropriate authority e.g. law enforcement, adult protected services, county health official, public health and or mental health crisis response team. CMT must immediately inform the Community Program Officer of any report being given to an authority. A report to the appropriate authority will only be completed for current or past history of incidents up to six months prior to the individual's intake date.

The report given to the appropriate authority should include relevant information on incident(s) including the type and number of incidents (abuse, neglect, and exploitation), who was involved and when and where they took place.

When a report to the appropriate authority has been made or the CMT or Department has identified a significant risk, the CMT should work with the individual in developing a Risk Prevention, Assessment and Management Plan (SDMI HCBS 915A). The Plan should incorporate support services that help to guard the individual from abuse, neglect and exploitation. All identified support services should then be attached to the individual's Person Centered Recovery Plan (PCRP).

The Addictive and Mental Disorders Division (AMDD) values the right of all individuals to decide about risks in their life and the choices they make towards preventing risks from affecting their health and safety while participating in the Server Disabling Mental Illness Waiver. AMDD requires that all individuals and his/her Case Management Team identify reasonable preventative measures and support services that will be incorporate into the individual's Risk Prevention, Assessment and Management Plan. If the individual chooses to ignore risks the Case Management team will ask the individual to complete a Risk Negotiation Agreement Form (916A). See Policy 915 & 1916 for more details.