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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 95 INF-47

TO: Commissioners of  
 Social Services

DIVISION: Services and  
 Community  
 Development

DATE: December 11, 1995

SUBJECT: Protective Services for Adults (PSA): PSA Data Set

SUGGESTED

DISTRIBUTION: Director of Services  
 Protective Services for Adults Staff  
 Agency Attorneys  
 Staff Development Coordinators

CONTACT PERSON: Any questions concerning this release should be  
 directed to your district's Adult Services Program  
 Representative as follows:

Irv Abelman - (212)-383-1755, or USERID OAM020  
 Thomas Burton - (518)-432-2987, or USERID AX2510  
 Kathleen Crowe - (518)-432-2985, or USERID ROF017  
 Michael Monahan - (518)-432-2667, or USERID AY3860  
 Janet Morrissey - (518)-432-2864, or USERID OPM100

ATTACHMENTS: A: PSA Semi-Annual Statistical Reporting Form  
 B: Report form instructions  
 (Both attachments are available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
95 INF-38	84 ADM-14	406	Art. 9-B SSL		
93 ADM-23		457	Art. 81 MHL		
88 ADM-23			Art. 17-A-		
87 ADM-6			SCPA Art. 8 FCA		

The purpose of this release is to inform local social services districts of a revised statistical reporting format for PSA. Starting with the period of January 1, 1996 through June 30, 1996, districts are being requested to submit a single semi-annual report on the following PSA activities: intakes; assessments; legal interventions; financial management; and referrals to law enforcement. Most of the information that is being requested in the semi-annual report is currently received from districts in other reporting formats, which are being eliminated. We have also reduced the amount of data that is being requested.

The semi-annual report will replace the following current reporting mechanisms:

- reports on PSA intake activity that are currently being obtained from the SSRR sub-system of the Department's Welfare Management System (WMS). This data will no longer be available once the SSRR is replaced by a Random Moment Study (RMS) methodology, which is expected to occur in the near future;
- reports on legal interventions and financial management activity that is currently being obtained through an analysis of each district's utilization of the 90 codes in WMS. As of January 1, 1996, districts will no longer be required to utilize the 90 codes in WMS;
- utilization reports on Short Term Involuntary Protective Services Orders (STIPSO) and Orders to Gain Access to Persons Believed to be in Need of PSA (Access Orders). Districts currently are required to submit semi-annual utilization reports, including narrative reports on every case in which either intervention was utilized. These reports are being eliminated starting with the semi-annual reporting period beginning on January 1, 1996.

The only additional information that we are requesting from districts is a count of referrals made to law enforcement agencies on behalf of PSA clients during the reporting period. This data will enable the Department to monitor the implementation of the Chapter 395 of the Laws of 1995 which mandates PSA workers to make reports to appropriate law enforcement agencies when they have reason to believe that a crime has been committed against a person who is receiving PSA or whose need for PSA is being determined.

The information that we are requesting will furnish the Department with important quantitative data on local district PSA caseload activity. The simplified reporting format should require less local district staff time than current reporting and will provide more useful management information to PSA staff in the districts and to the Department. The information obtained from the districts will be compiled into a comprehensive statewide report on PSA activity which will be shared with the districts. The information available in these reports will enable both the Department and districts to more effectively identify and address significant indicators and trends in service delivery.

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As you know, the Department is currently considering options for the development of a statewide automation system for PSA. We are hopeful that once an automated system is established, the need for manual reports will be eliminated.

Attached, you will find the requested Semi-Annual PSA report form (Attachment A) and instructions for completing the report (Attachment B).

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Rose M. Pandozy  
Deputy Commissioner  
Services and Community Development



INSTRUCTIONS FOR COMPLETING THE SEMI-ANNUAL PSA ACTIVITY REPORT FORM

**REPORTING PERIOD:** Indicate the year and the semi-annual period covered by the report, either January 1st through June 30th, or July 1st through December 31st.

**INTAKE AND ASSESSMENT ACTIVITY**

**1. REFERRALS RECEIVED**

Indicate the total number of adult services referrals received during the reporting period. Include all referrals entered on the referral logs during the semi-annual reporting period, whether or not the cases were ultimately accepted for a PSA assessment. This would include all cases for which a DSS-3602A was completed. Include adult services referrals received by other agencies under contract to the district.

**2. ASSESSMENTS COMPLETED**

Of the total referrals reported in 1. above, indicate how many of the cases were accepted for a PSA assessment. Include all cases recorded on referral logs during the semi-annual reporting period for which a PSA assessment was initiated, whether or not the case was accepted for PSA. This would include all cases in which a DSS-3602B or DSS-3602C was completed. Include PSA assessments completed by agencies under contract to the district.

**LEGAL ACTIVITY**

**1. ACCESS ORDERS**

Indicate the number of PSA cases in which a Access Order was obtained during the semi-annual reporting period. An Access Order is formally referred to as an "Order to Gain Access to a Person Believed to be in Need of PSA" pursuant to Section 473-c of Social Services Law. Include only those cases in which a judge actually signed an Access Order.

**2. SHORT TERM INVOLUNTARY PROTECTIVE SERVICES ORDERS (STIPSO)**

Indicate the number of PSA cases in which a STIPSO was obtained during the semi-annual reporting period. A STIPSO is formally referred to as a "Short Term Involuntary Protective Services Order" pursuant to Section 473-a of Social Services Law. Include only those cases in which a judge actually signed a STIPSO.

**3. ORDERS OF PROTECTION**

Indicate the number of PSA cases in which a Family Court or Criminal Court Order of Protection was obtained on behalf of a PSA client or a client served by a PSA contract agency. Include only those cases in which a judge actually signed an Order of Protection during the semi-annual reporting period. Also, include only those cases in which PSA or a contract agency petitioned the court or otherwise assisted the client in obtaining an Order of Protection.

4. **GUARDIANSHIP ORDERS**

Indicate the number of cases during the semi-annual reporting period in which a Guardianship Order was obtained pursuant to Article 81 of Mental Hygiene Law or Article 17A of the Surrogate's Court Procedure Act on behalf of a PSA client, a client served by a PSA contract agency or a client served by a Community Guardian Agency. Include only those cases in which a judge actually signed a Guardianship Order, including temporary guardianship or other provisional remedies, during the semi-annual reporting period. Also, include only those cases in which PSA, a PSA contract agency or a Community Guardian Agency petitioned the court to obtain a Guardianship order.

5. **GUARDIANSHIP**

Indicate the number of PSA or Community Guardian clients for whom the district or a contract agency was serving as a Guardian pursuant to Article 81 of Mental Hygiene Law or Article 17A of the Surrogate's Court Procedure Act on the last day of the semi-annual reporting period.

**FINANCIAL MANAGEMENT**

1. **PSA REPRESENTATIVE PAYEE**

Indicate the number of PSA clients for whom the district or a contract agency was serving as a Representative Payee on the last day of the semi-annual reporting period. Do not include cases in which the district, a contract agency or a community guardian provider was also acting as the client's Guardian.

2. **OTHER ADULT SERVICES REPRESENTATIVE PAYEE**

Indicate the number of clients served under other Title XX Adult Services categories (Preventive Services for Adults, Residential Placement Services for Adults and Home Management Services) for whom the district or a contract agency was serving as a Representative Payee on the last day of the semi-annual reporting period.

**REPORTS TO POLICE**

1. Indicate the number of reports made by the district or by a contract agency during the semi-annual reporting period to police departments, sheriff's departments or the local district attorneys pursuant to Section 473.5 of the Social Services Law, as added by Chapter 395 of the Laws of 1995. This law requires that whenever a social services official (commissioner) or his/her authorized designee (PSA worker) has reason to believe that a crime has been committed against a PSA client, he/she must report this information to the appropriate police or sheriff's department. A PSA client is defined as a person who is in receipt of PSA or is being assessed for PSA. The law also requires that information regarding suspected crimes committed against PSA clients be reported to the local district attorney's office, at the request of that office.

**SUBMISSION OF FORM:** Completed forms are to be submitted by February 15th and August 15th of each year, starting with the form due on July 31, 1996, for the period January 1, 1996, through June 30, 1996.

Forms may be mailed or submitted electronically on the Department's OFISlink system to:

Irvin Abelman  
Office of Housing and Adult Services  
80 Maiden Lane - Room 605  
New York, NY 10038  
OFISlink User ID: 0AM020

Please provide the name, phone number and OFISLink User ID (if available) of a contact person in case we should have any questions.

Any questions about the form or the instructions may be addressed to Irvin Abelman at (212) 383-1755 or User ID 0AM020.