

VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

ADULT PROTECTIVE SERVICES MINIMUM FIRST YEAR TRAINING STANDARDS

INTRODUCTION

Section 51.5-148 B 4 of the Code of Virginia requires that the Department for Aging and Rehabilitative Services (DARS) establish minimum first year training standards for Adult Protective Services (APS) workers in the Commonwealth.

For purposes of this document, an APS worker refers to the worker and supervisor who conducts APS investigations and/or provides ongoing services to APS clients. This document also identifies first year training requirements for other local department of social services (LDSS) workers who provide APS on-call but do not conduct investigations and who conduct assisted living facility (ALF) assessments.

FIRST YEAR MINIMUM TRAINING STANDARDS

All APS workers and supervisors in LDSS must complete the required training within one year from the date of implementation of the minimum first year training standards or within the first year of their employment in the APS Program. The APS worker should obtain and provide the required documentation of completion of required core courses to his/her immediate supervisor or the person managing the LDSS APS program.

If the APS worker is in the process of completing the first-year minimum training requirements, the person supervising or managing the LDSS APS program is expected to provide direct supervision (i.e., a close review of all investigations and disposition decisions made during the investigation, including documenting the supervisor's review) until all training is complete. The supervisor will assure that APS workers complete the required training within the first year.

Note: The implementation date of the required minimum first year training was January 1, 2002. Any of the other required core courses that were completed by an APS worker prior to January 1, 2002, will count towards fulfilling the minimum training standards.

During the first year, the supervisor may recommend additional training beyond the APS minimum first year training standards. After the required APS training has been completed, the APS worker and the APS supervisor or person managing the LDSS APS program may assess the worker's additional training needs.

COURSE LISTING

A description of first year courses as well as other APS and Adult Services virtual and e-learning trainings are available on the Department of Social Services (DSS) intranet.

APS Worker and Supervisor first year training courses

- DSA-Mandated Reporters: Recognizing Adult Abuse, Neglect, and Exploitation in Virginia (e-learning)
 - Note: Mandated for workers hired on or after 1/1/2024.
- ADS1000W: Adult Protective Services New Worker
- ADS1031W: Assessing Capacity
- ADS2013W: Investigating Self-Neglect
- ADS2141W: APS Facility Investigations
- ADS3000W: PeerPlace Training - APS Program
 - Note: Mandated for workers hired on or after 1/1/2024.

APS On-Call first year training course

- ADS 5052: APS for On-Call Workers (e-learning)

ALF ASSESSMENT TRAINING REQUIREMENT

Additionally, pursuant to 22VAC30-110-20, LDSS workers, including APS workers, who conduct initial and annual assessments for adults seeking placement in an ALF under the Auxiliary Grant program must complete ADS 5011W: Uniform Assessment Instrument (UAI).

CONTINUING EDUCATION

Further, after completion of the required courses, DARS recommends that APS workers continue professional development through 20 hours of continuing education activities annually on topics such as APS, aging, disability, adult guardianship, and long-term care. Continuing education activities to be credited toward the 20 hours should be pre-approved by the LDSS APS supervisor or person managing the local APS program. Continuing education activities may include accredited university or college academic courses, continuing education programs, workshops, webinars, e-learning, special events training conducted by APS Division staff, and national, state, or local conferences. The number of hours to be counted should be the actual “seat time” the worker participates in the activity. Activities that are a routine part of the worker’s daily responsibilities should not count towards the 20 hours training requirement. Documentation of continuing education activities is the responsibility of the LDSS.

RECORDKEEPING REQUIREMENTS

The LDSS director has the ultimate responsibility for ensuring that APS workers receive and document the completion of the required minimum first year training in accordance with these standards. The APS supervisor or the person managing the local APS program shall maintain this documentation in the worker’s personnel record.