

Office of Regulatory Management

Economic Review Form

<b>Agency name</b>	Virginia Department for Aging and Rehabilitative Services
<b>Virginia Administrative Code (VAC) Chapter citation(s)</b>	22VAC30-100
<b>VAC Chapter title(s)</b>	<ul style="list-style-type: none"><li>• AS Broadcast 5696 Revised Adult Protective Services (APS) Minimum Training Standards (ID: 5343) (delete)</li><li>• Adult Protective Services (APS) Minimum First Year Training Standards (NEW) (replace)</li></ul>
<b>Action title</b>	Update the Adult Protective Services (APS) Minimum First Year Training Standards
<b>Date this document prepared</b>	March 25, 2024
<b>Regulatory Stage (including Issuance of Guidance Documents)</b>	Guidance Document Update

**Cost Benefit Analysis**

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

### **Background on the Adult Protective Services (APS) Minimum First Year Training**

**Standards:** Adult Protective Services (APS) receives and investigates reports of abuse, neglect, and exploitation of adults 60 years or older and incapacitated adults aged 18 or older. APS in Virginia is state supervised through the Department for Aging and Rehabilitative Services (DARS) and locally administered through local departments of social services (LDSS). Section [51.5-148](#) of the Code of Virginia requires DARS to establish minimum first year training standards for APS workers in the Commonwealth. Training is an important component of this work, which seeks to protect the health, safety, and welfare of vulnerable adults. All APS workers and APS supervisors in LDSS must complete the 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.

### **Background on the Adult Protective Services (APS) Minimum First Year Training**

**Standards Changes:** The current Town Hall document is the “AS Broadcast 5696 Revised Adult Protective Services (APS) Minimum Training Standards,” which is an announcement directing APS workers to the 2009 version of the Minimum Training Standards, posted on the Virginia Department of Social Services intranet.

The 2009 Minimum Training Standards contain outdated information and content that goes beyond the scope of describing the APS Minimum First Year Training Standards. DARS is seeking to delete the current Broadcast (and its ensuing 2009 APS Minimum Standards) and replace it with a direct Town Hall listing for the updated APS Minimum First Year Training Standards.

In this updated version, DARS clarifies the standards for new worker first year training. The recordkeeping requirements have not changed in this updated version. DARS has also clarified the recommendation for continuing education and removed unnecessary content that should not be part of the APS Minimum First Year Training Standards. The only substantive changes between the 2009 version and the updated version, as it impacts APS workers and APS supervisors, are:

1. The addition of the “ADS3000W: PeerPlace Training – APS Program” course to the APS Worker and Supervisor Required Courses List.
  - a. While this course had been optional since 2019, the DARS APS Division Quality Assurance Program has found APS operations would benefit significantly from this as a mandated course to ensure all APS workers are aware of the importance of complete and accurate data collection and reporting for the delivery of quality APS.
2. The addition of the “DSA-Mandated Reporters: Recognizing Adult Abuse, Neglect, and Exploitation in Virginia” course to the Required Course List.
  - a. APS workers are mandated reporters pursuant to § [63.2-1606](#) of the Code of Virginia. The inclusion of this course simply brings the APS Minimum First Year Training Standards into alignment with mandated reporter expectations while seeking to increase awareness among APS workers of the perspectives other mandated reporters might have on APS reporting and the delivery of APS.

In planning for these additional courses, DARS consulted LDSS. They approved and supported the inclusion of the two additional courses. Costs to implement the updated APS Minimum First Year Training Standards can be absorbed within current funding capacities.

**Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)**

<p>(1) Direct &amp; Indirect Costs &amp; Benefits (Monetized)</p>	<p>The following estimates reflect the addition of the two courses to the APS Minimum First Year Training Standards:</p> <ol style="list-style-type: none"> <li>1. ADS3000W: Instructor-led 8-hour course, and</li> <li>2. DSA-Mandated Reporters: Online self-guided 1-hour module.</li> </ol> <p>DARS estimates there are 475 APS workers and 138 APS supervisors within LDSS across Virginia (for a total of 613 APS workers). Assuming turnover is between 10-20% annually, DARS estimates that between 61-122 new APS workers/supervisors will be subject to these APS Minimum First Year Training Standards on an annual basis. [DARS notes that the training is transferrable (e.g., if an APS worker is trained and leaves one LDSS to join another LDSS they do not have to retake the courses).] Assuming an estimated hourly rate of \$40/hour across APS workers and supervisors, DARS estimates a per worker cost of \$360 (9 hours x \$40/hour).</p> <p>Direct Costs: Accounting for the estimated 61-122 workers who would need to complete these additional courses each year, the estimated cost for the training is between \$21,960 and \$43,920 annually. Local APS staff are funded with 84.5% state general funds and 15.5% local funds. Of the overall amount, the estimated costs are:</p> <ul style="list-style-type: none"> <li>• For the <u>state portion</u>: Between \$18,556 and \$37,112 annually.</li> <li>• For the <u>local portion</u>: Between \$3,404 and \$6,808 annually. This would be spread out among the 120 LDSS. See Table 2 (Impact on Local Partners) for more information.</li> </ul> <p>Costs to implement the updated APS Minimum First Year Training Standards can be absorbed by the current budget.</p> <p>Indirect Costs: \$0</p> <p>Direct Benefits: \$0</p> <p>Indirect Benefits: \$0</p>	
<p>(2) Present Monetized Values</p>	<p>Direct &amp; Indirect Costs</p>	<p>Direct &amp; Indirect Benefits</p>
	<p>(a) Between \$21,960 and \$43,920</p>	<p>(b) \$0</p>
<p>(3) Net Monetized Benefit</p>	<p>Between -\$21,960 and -\$43,920</p>	
<p>(4) Other Costs &amp; Benefits (Non-Monetized)</p>	<p><u>Non-Monetized Direct Benefits</u>: Training is an important component to this work, which seeks to protect the health, safety, and welfare of vulnerable adults. Updating the APS Minimum First Year Training Standards with the addition of two training courses, ensures APS</p>	

	<p>workers receive the guidance they need to document investigations more thoroughly and emphasize they are mandated reporters. This benefits the target population by ensuring cases of abuse, neglect, and exploitation are identified and addressed appropriately.</p> <p><u>Non-Monetized Indirect Benefits:</u> Ensuring that the APS Minimum First Year Training Standards filed on the Town Hall website is updated and consistent with current state law, regulations, and Division procedures provides LDSS staff, the public, and stakeholders with clear and accessible information. This advances ORM's goals of streamlined access and transparency. In addition, eliminating unnecessary content that should not be part of the APS Minimum First Year Training Standards reduces the administrative burden on the LDSS.</p>
(5) Information Sources	

**Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)**

(1) Direct & Indirect Costs & Benefits (Monetized)	<p>Direct Costs: \$0</p> <p>Indirect Costs: \$0</p> <p>Direct Benefits: \$0</p> <p>Indirect Benefits: \$0</p>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Net Monetized Benefit	\$0	
(4) Other Costs & Benefits (Non-Monetized)	<p><u>Non-Monetized Direct Costs:</u> Updating the APS Minimum First Year Training Standards with the addition of two training courses, ensures APS workers receive the guidance they need to document investigations more thoroughly and emphasize they are mandated reporters. This benefits the target population by ensuring cases of abuse, neglect, and exploitation are identified and addressed appropriately.</p> <p>Having well trained APS workers and supervisors is crucial to the delivery of APS. Without these updated Minimum First Year Training Standards, APS workers may have less than optimal interactions with clients and may fail to sufficiently document their APS investigations and interventions in the case management system. The latter also inhibits</p>	

	<p>DARS' ability to analyze APS cases for quality assurance and provide accurate reporting to the General Assembly, the U.S. Administration for Community Living (ACL), and the public on APS in Virginia.</p> <p><u>Non-Monetized Indirect Costs:</u> If the APS Minimum First Year Training Standards are not updated on Town Hall to reflect current practices and information, it could create confusion among LDSS staff, the public, and other stakeholders, and run contrary to ORM's goals of streamlined access and transparency.</p>
(5) Information Sources	

**Table 1c: Costs and Benefits under Alternative Approach(es)**

(1) Direct & Indirect Costs & Benefits (Monetized)	<p>There are no alternatives that result in updating this existing guidance document.</p> <p>Direct Costs: \$0</p> <p>Indirect Costs: \$0</p> <p>Direct Benefits: \$0</p> <p>Indirect Benefits: \$0</p>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Net Monetized Benefit	\$0	
(4) Other Costs & Benefits (Non-Monetized)	N/A	
(5) Information Sources		

**Impact on Local Partners**

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 2: Impact on Local Partners**

<p>(1) Direct &amp; Indirect Costs &amp; Benefits (Monetized)</p>	<p>Local partners include the LDSS.</p> <p>The following estimates reflect the addition of the two courses to the APS Minimum First Year Training Standards:</p> <ol style="list-style-type: none"> <li>3. ADS3000W: Instructor-led 8-hour course, and</li> <li>4. DSA-Mandated Reporters: Online self-guided 1-hour module.</li> </ol> <p>DARS estimates there are 475 APS workers and 138 APS supervisors within LDSS across Virginia (for a total of 613 APS workers). Assuming turnover is between 10-20% annually, DARS estimates between 61-122 new APS workers/supervisors will be subject to these APS Minimum First Year Training Standards on an annual basis. [DARS notes that the training is transferrable (e.g., if an APS worker is trained and leaves one LDSS to join another LDSS they do not have to retake the courses).] Assuming an estimated hourly rate of \$40/hour across APS workers and supervisors, DARS estimates a per worker cost of \$360 (9 hours x \$40/hour).</p> <p>Accounting for the estimated 61-122 workers who would need to complete these additional courses each year, the estimated cost for the training is between \$21,960 and \$43,920 annually. Local APS staff are funded with 84.5% state general funds and 15.5% local funds. Of the overall amount, the estimated costs are:</p> <ul style="list-style-type: none"> <li>• For the <u>state portion</u>: Between \$18,556 and \$37,112 annually.</li> <li>• For the <u>local portion</u>: Between \$3,404 and \$6,808 annually. This would be spread out among the 120 LDSS. Costs to implement the updated APS Minimum First Year Training Standards can be absorbed by the current budget.</li> </ul> <p>Direct Costs: Estimated cost for the <u>local portion</u> is between \$3,404 and \$6,808 annually. This would be spread out among the 120 LDSS. Costs to implement the updated APS Minimum First Year Training Standards can be absorbed within current funding capacities.</p> <p>Indirect Costs: \$0</p> <p>Direct Benefits: \$0</p> <p>Indirect Benefits: \$0</p>	
<p>(2) Present Monetized Values</p>	<p>Direct &amp; Indirect Costs</p>	<p>Direct &amp; Indirect Benefits</p>
	<p>(a) Between \$3,404 and \$6,808</p>	<p>(b) \$0</p>

(3) Other Costs & Benefits (Non-Monetized)	<p><u>Non-Monetized Direct Benefits:</u> Training is an important component to this work, which seeks to protect the health, safety, and welfare of vulnerable adults. Updating the APS Minimum First Year Training Standards with the addition of two training courses ensures APS workers receive the guidance they need to document investigations more thoroughly and emphasize they are mandated reporters. This benefits the target population by ensuring cases of abuse, neglect, and exploitation are identified and addressed appropriately.</p> <p><b>In planning for these additional courses, DARS consulted LDSS. They approved and supported the inclusion of the two additional courses.</b></p> <p><u>Non-Monetized Indirect Benefits:</u> Ensuring that the APS Minimum First Year Training Standards filed on the Town Hall website are updated and consistent with current state law, regulations, and Division procedures provides LDSS staff, the public, and stakeholders with clear and accessible information. This advances ORM’s goals of streamlined access and transparency. In addition, eliminating unnecessary content that should not be part of the APS Minimum First Year Training Standards reduces the administrative burden on the LDSS.</p>
(4) Assistance	N/A
(5) Information Sources	

**Impacts on Families**

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 3: Impact on Families**

(1) Direct & Indirect Costs & Benefits (Monetized)	<p>There is no direct impact on families.</p> <p>Direct Costs: \$0</p> <p>Indirect Costs: \$0</p> <p>Direct Benefits: \$0</p> <p>Indirect Benefits: \$0</p>
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(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Other Costs & Benefits (Non-Monetized)	<u>Non-Monetized Indirect Benefits:</u> Training is an important component to this work, which seeks to protect the health, safety, and welfare of vulnerable adults. Updating the APS Minimum First Year Training Standards with the addition of two training courses ensures APS workers receive the guidance they need to document investigations more thoroughly and emphasizes they are mandated reporters. This benefits the target population by ensuring cases of abuse, neglect, and exploitation are identified and addressed appropriately. This improves the delivery of APS services to adults 60 years or older and incapacitated adults aged 18 or older.	
(4) Information Sources		

**Impacts on Small Businesses**

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 4: Impact on Small Businesses**

(1) Direct & Indirect Costs & Benefits (Monetized)	There is no impact on small businesses.  Direct Costs: \$0  Indirect Costs: \$0  Direct Benefits: \$0  Indirect Benefits: \$0	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Other Costs & Benefits (Non-Monetized)	N/A	

(4) Alternatives	N/A
(5) Information Sources	

**Changes to Number of Regulatory Requirements**

**Table 5: Regulatory Reduction**

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

*Change in Regulatory Requirements*

VAC Section(s) Involved	Authority of Change	Initial Count	Additions	Subtractions	Net Change
	<b>Statutory:</b>				
	<b>Discretionary:</b>				

*Cost Reductions or Increases (if applicable)*

VAC Section(s) Involved	Description of Regulatory Requirement	Initial Cost	New Cost	Overall Cost Savings/Increases

*Other Decreases or Increases in Regulatory Stringency (if applicable)*

VAC Section(s) Involved	Description of Regulatory Change	Overview of How It Reduces or Increases Regulatory Burden

*Length of Guidance Documents (only applicable if guidance document is being revised)*

Title of Guidance Document	Original Length	New Length	Net Change in Length
AS Broadcast 5696 Revised Adult Protective Services (filed on Town Hall)	1 page	0 (deleted)	-1 page
APS Minimum First Year Training Standards	2009 version (not currently directly filed on Town Hall,	2024 version (to be directly filed on Town Hall): 2 pages	-7 pages

	but referred to): 9 pages		
<b>Net Changes</b>	10 pages	2 pages	-8 pages