

BOULDER COUNTY ADULT PROTECTION REVIEW TEAM

BY-LAWS

I. PURPOSE OF THE TEAM 30.830 ADULT PROTECTION TEAMS [Rev. eff 1/1/2024}

- A. To review the processes used to report and investigate mistreatment and self-neglect of at-risk adults.
- B. To staff particular cases or possible cases with APRT members (i.e. such as those that have proven difficult to resolve and Team members may be able to identify solutions; cases where early intervention by other community systems may prevent mistreatment; and/or cases that are valuable for educating APRT members on Adult Protective Services (APS) program processes and requirements).
- C. Facilitate interagency cooperation regarding services to at-risk adults including the development of solutions and action steps necessary to reduce risk and improve safety.
- D. Provide community education on the mistreatment and self-neglect of at-risk adults. The county department may be the primary training agency, but may utilize training provided by APRT members or another APRT agencies. The county department shall: a. Determine the topic to be presented, based upon county department or community need, or APRT member input; b. Use materials developed by the county department or other relevant agencies; c. At a minimum, provide five (5) activities per fiscal year, that may include any combination of trainings, presentations, media articles or events.

“At-Risk-Adult”, pursuant to 26-3.1-101 (1.5), C.R.S means an individual eighteen years of age or older who is susceptible to mistreatment or self-neglect because the individual is unable to perform or obtain services necessary for the individual’s health, safety, or welfare or lacks sufficient understanding or capacity to make or communicate responsible decisions concerning the individual’s person or affairs.

II. APRT SERVES TO

- A. Support and advise the APS staff.
- B. Review APS cases brought forth from APRT member(s) as a way of identifying gaps in services for at-risk adults.
- C. Review applicable regulations and policy changes that may impact elderly and disabled adults.
- D. Provide collaborative case management.
- E. Promote interagency education, networking, and collaboration among members working with at-risk adults who are abused, neglected, and exploited.
- F. Advocate with a collective voice for grants, legislation, lobbying, and resource development.
- G. Collect data to advise and recommend policy and service priorities to area leaders.
- H. Approve and operate within team by-laws, revising as needed.

III. MEMBERSHIP

- A. Suggested membership may include, but is not limited to, staff representing the following groups:

Physician (health/medical)	Mental Health
Attorney	Hospital Social Worker
Area Agency on Aging	People who are living with a disability
Law Enforcement	Home Health Care
Substance Abuse	Housing Authority
Senior Center	Financial Institution
Ombudsman	Health Department
55+ Service	Hospital ER
Basic Needs Provider	Emergency Medical Response
Clergy	Options for Long Term Care
Community Representatives	Domestic Abuse Professional

- B. Membership shall not exceed 24 individuals, nor be fewer than 10.
- C. Voluntary community members shall be appointed by the Boulder County Board of Commissioners based on the recommendations of the APRT.
- D. Boards and Commissions will send email notification to appointed community volunteers.
- E. Community Members shall hold a 3-year renewable term not to exceed nine years total.
- F. Agency representatives shall be solicited by the team according to identified need and membership capacity and appointed by their agency. Agency membership term expires on separation from the appointing agency or by decision of that agency director.
- G. Each member shall represent his/her agency in a decision-making capacity while serving on the APRT
- H. Agency directors may designate an alternate from their agency who must sign the confidentiality agreement, and serve as proxy in the absence of the appointee.

IV. INDIVIDUAL MEMBER DUTIES & RESPONSIBILITIES

A. Attendance

1. Members are committed to attending APRT meetings, which are held on a regularly scheduled basis, at least quarterly
2. Members (and alternates) shall have a working knowledge of the current law regarding at risk adults and adult protection services.

B. Confidentiality

1. Members (and alternates) of APRT are required to sign statement wherein they agree to comply with confidentiality standards annually.
2. Disclosure of the name and address of the adult and/or family members or other identifying information involved in such APS reports or records shall be permitted only when authorized by the APS in connection with an approved course of action, or by a

court for good cause and are not to be disclosed otherwise outside the business of APRT meetings.

C. County Advisory Board

1. The APRT is an advisory board to the Boulder County Commissioners and is governed by Boulder County Policy and Procedure 5.02, including the policy requirements regarding conflict of interest.

D. Resignation

1. If an APRT member resigns, a letter advising of this decision shall be sent to the team coordinator.
2. Any member of the APRT may be requested to resign for any of the following reasons:
 - a. Three unexcused absences (notification of a member's anticipated absence to either the chair or APRT coordinator shall be termed an excused absence), or four total absences in a calendar year.
 - b. Violation of confidentiality.
 - c. Unprofessional/unethical conduct.
3. Any member of the APRT may request the resignation of a member for one of the above reasons. When a request is made for the resignation of a member, it will be put in the form of a motion to be sustained by 2/3 secret ballot vote of the membership present at the following meeting.
4. If an APRT member is terminated, a letter advising of this decision shall be sent to the individual by the APRT coordinator.

V. TEAM LEADERSHIP & DUTIES

A. Chairperson

The team elects the chairperson for a three -year term, with a maximum of 2 consecutive terms, and his/her duties are:

1. in conjunction with the APRT coordinator develop an agenda.
2. Maintain structure and time schedule during meetings.
3. Following discussion, verbally summarize APRT recommendations.
4. Bring other pertinent issues to the attention of the APRT.

B. Co-Chair

The co-chair will be elected by the team for a three-year term, with a maximum of 2 consecutive terms, and shall:

1. Perform duties of the chair in his/her absence or as needed.
2. Co-Chair has the option to assume the role of chair at the end of the term.

C. APRT Coordinator

The team coordinator is an employee of the Department of Human Services whose duties are:

1. In coordination with the chairperson, develop an agenda for each meeting, and secure a meeting room
2. Oversee the recording and distribution of team meeting agendas, and minutes (that includes record of attendance) to APRT members.
3. Responsible for admission of non-APRT members to meetings, as indicated by cases to be reviewed or by requests of the APRT.
4. Establish a system for tracking cases to be reviewed.
5. Ensure APRT records are in CAPS as appropriate.

D. Voting / Quorum / Record of Proceedings

1. A quorum shall consist of fifty percent (50%) of the currently seated APRT members. A vote must pass by a simple majority (50%+1) of the Representatives present.
2. APS caseworkers will serve as non-voting internal consultants to the APRT
3. The team coordinator will serve as a non-voting internal consultant to the APRT.
4. Minutes will be maintained as part of a permanent record, in digital form, by the APRT Coordinator. Minutes of the previous meeting shall be approved by the APRT at the next regular meeting, and documentation of their approval shall be noted in the following meeting's minutes.
5. Meeting minutes will be taken at each meeting by an APRT member. A sign-up list for the calendar year will be presented at the 1st meeting of each calendar year.
6. The person who takes the minutes of a meeting will submit them to APRT coordinator within 10 business days following the APRT meeting.

VI. APRT STRUCTURE

- A. Team meetings are held on a schedule determined by the APRT and supported by a majority vote. Regular meetings will be held no less than quarterly.
- B. Emergency meetings may be called as needed. In such cases, a core group may be called and will consist of no fewer than five APRT members (from appropriate disciplines).
- C. Meetings are scheduled for no more than 2 hours.
- D. Recommendations of the APRT are considered advisory to the Department of Human Services APS staff. The APRT can ask that a case be reviewed again at a later date.

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