

Tennessee Department of Human Services INSTRUCTIONS FOR USE OF FORM HS-3134, Risk Factor Matrix

1. Purpose of the form

The matrix is used as a guide to assess APS clients on eleven domains.

2. When it is used

Quarterly

3. Who completes the form

APS Investigative Specialists

4. An explanation of what goes into any field that is not clearly self-explanatory or any additional information needed to process this form (e.g. routing, processing etc.)

Review each category (Environment, Financial, Physical Health, etc.) thoroughly paying attention to each subsection and the description provided that explains what is intended by each of the following scores:

- Crisis = C
- Vulnerable = V
- Stable = S
- Thriving = T

ENVIRONMENT	N/A <input type="checkbox"/>	Score: <input type="text"/>		
	Crisis	Vulnerable	Stable	Thriving
SHELTER	Structure is unsound, has been condemned, and is dangerously unsafe.	Shelter is deteriorating, some broken windows, holes in walls or floors.	Structure has minor structural problems, broken window, some repairs required.	Shelter is sound, no repairs needed.

Then, assign an overall score for each category that seems appropriate based on your assessment of the client's wellbeing. The overall score for each category is subjective with the assessor applying their best determination of the client's potential risk. At the top of each category, either check the box marked N/A indicating that the category is not applicable, or write in the C/V/S/T score.

After a letter score has been assigned to each category with non-applicable categories marked as N/A, move to the final page of the matrix and substitute the numerical score correlating to the C/V/S/T in each category:

- C = 4
- V = 3
- S = 2
- T = 1
- N/A = 0

Then total the entire table and divide the total by the number of categories applicable to each client.

- There are eleven (11) total possible categories, and if every single category is used, (none having been marked “N/A”), then the final risk score would be the entire table’s total divided by eleven (11).
- Every category marked “N/A” is considered unused and the divisor is reduced by one (1) for each unused category. For example, if “Substance Abuse” is the only non-applicable category, then divide the table total by (10). If two (2) categories are unused, then divide the table total by (9), etc.

CATEGORIES	Crisis=4	Vulnerable=3	Stable=2	Thriving=1	N/A=0
ENVIRONMENT		3			
FINANCIAL			2		
PHYSICAL HEALTH		3			
MENTAL HEALTH				1	
SUBSTANCE ABUSE					0
DISABILITIES		3			
ACTIVITIES OF DAILY LIVING		3			
INFORMAL SUPPORTS			2		
FORMAL AGENCY SUPPORTS			2		
CARETAKER/PERPETRATOR				1	
ELEMENTS OF A/N/E & SELF NEGLECT		3			

SCORE: **2.3**

Total divided by # of categories not marked N/A

The resulting number represents the client’s risk score and should be indicated on the appropriate line underneath the calculation table on the final page of the form.

5. Who needs the original and where should it be filed

APS: TNAPS, SSBG: Client File. APS: n/a, SSBG: State Office.

6. Who needs a copy and where should it be filed

APS: TNAPS, SSBG: Client file. APS: n/a, SSBG: Shared drive.

7. Length of time the form must be maintained after the service is rendered/case closed

6 years – RDA 11155