

# Instructions: Using the Data Collection Tool

## Purpose of the Tool

The Multidisciplinary Team (MDT) Data Collection Tool is designed to help adult protection MDTs systematically track and document details about cases discussed during MDT meetings. This tool collects data to help identify patterns, service gaps, and outcomes for clients, which may be used to improve coordinated efforts in protecting vulnerable adults. Data collected may also be used to provide data-driven justifications for funding and resources.

## Instructions for Use

The Data Collection Tool should be filled out at each MDT meeting where cases are discussed. Coordinators should ensure that:

- all relevant fields are filled out during the MDT meeting;
- team members provide accurate and detailed information to facilitate better case management and follow-up; and
- collected data is reviewed regularly to identify trends, service gaps, and areas for improvement in client services.

The categories provided in this tool are examples of data that may be relevant. Your MDT can customize these categories to better suit your needs and the specific context of your cases.

# Smart County Adult Protection Multidisciplinary Team

Data Collection Tool

Fiscal Year: 2024/2025

	Client's Initials	Meeting Date	Referring Agency	Client Age	Client Gender	Client Race	Allegations	Agencies Involved	Barriers Identified
1	C.J.	10/30/2024	DSS	78	M	W	Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:
2	R.M.	10/30/2024	Smart County Sheriff's Department	62	F	B	Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:
3	L.T.	10/30/2024	Smart County Sheriff's Department	85	F	W	Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:
4							Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:

5							Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:
6							Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:
7							Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:
8							Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other:
9							Physical Abuse Sexual Abuse Caretaker Neglect Self-Neglect Exploitation Financial Exploitation Other:	DSS Medical provider Mental health Law enforcement District Attorney Other:	Lack of medical resources Lack of mental health resources No/limited transportation No/inadequate housing Client refused services Other: