**10/24/16**

**GUARDIANSHIP REFERRAL PROCESS**

1. Call County Department of Human Services at  and ask to speak to an Adult Guardianship and Protective (AGP) Services social worker. When you receive a voice mail message please leave your name, number, and name of individual whom you believe needs guardianship.
2. AGP will not accept referrals from a clinic. If a case manager is involved the clinic staff should voice their concerns to this individual. If a case manager is not involved and clinic staff believe guardianship is necessary, information about area elder law attorneys and the ADRC will be provided.
3. An AGP social worker will call you back and ask you for the following information:

 \*Name, address, telephone number and date of birth of individual

\*Is there a POAHC or DPOA. If yes, is it activated? Why is guardianship needed? You will be asked to send the POA to AGP.

 \*Does person have the ability to complete a POA?

 \*Does individual have a payee? If yes, is guardianship of estate needed?

 \*Does individual have a case manager?

 \*Name and number of doctor.

\*Reason why guardianship is believed to be needed. Have all other lesser restrictive options been tried?

\*Who will be the Guardian of Person/Estate?

1. The AGP SW will staff the case during the AGP intake meeting. If the AGP social worker team agrees that a guardianship should be explored, the AGP SW who took the referral will email the following forms to the caller:

\*Community Referral Form

\* Examining Physician or Psychologist Report – MD **MUST** be willing to testify in Court

\*Caller needs to submit a written narrative stating why a guardian of the person and/or estate is needed plus what less restrictive actions have been taken to permit this person to care for themselves without a guardian or protective placement. If Protective Placement is also being requested, explain the reason it is necessary. The individual’s care plan or ISP is not needed at this time.

1. Upon completion of the forms they should be returned to :
* (Insert mailing address or email)