

**GUARDIANSHIP SERVICE BOARD
APPENDIX**

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2101.026 Franklin county probate court mental health fund.

(A) The probate court of Franklin county may accept funds or other program assistance from individuals, corporations, agencies, or organizations, including, but not limited to, the board of alcohol, drug addiction, and mental health services of Franklin county or the Franklin county board of developmental disabilities. Any funds received by the probate court of Franklin county under this division shall be paid into the treasury of Franklin county and credited to a fund to be known as the Franklin county probate court mental health fund.

(B) The moneys in the Franklin county probate court mental health fund shall be used for services to help ensure the treatment of any person who is under the care of the board of alcohol, drug addiction, and mental health services of Franklin county , the Franklin county board of developmental disabilities, or any other guardianships. These services include, but are not limited to, involuntary commitment proceedings and the establishment and management of adult guardianships, including all associated expenses, for wards who are under the care of the board of alcohol, drug addiction, and mental health services of Franklin county , the Franklin county board of developmental disabilities, or any other guardianships.

(C) If the judge of the probate court of Franklin county determines that some of the moneys in the Franklin county probate court mental health fund are needed for the efficient operation of that court, the moneys may be used for the acquisition of equipment, the hiring and training of staff, community services programs, volunteer guardianship training services, the employment of magistrates, and other related services.

(D) The moneys in the Franklin county probate court mental health fund that may be used in part for the establishment and management of adult guardianships under division (B) of this section may be utilized to establish a Franklin county guardianship service.

(E)

(1) A Franklin county guardianship service under division (D) of this section is established by creating a Franklin county guardianship service board comprised of three members. The judge of the probate court of Franklin county shall appoint one member. The board of directors of the Franklin county board of developmental disabilities shall appoint one member. The board of directors of the board of alcohol, drug addiction, and mental health services of Franklin county shall appoint one member. The term of appointment of each member is four years.

(2) The Franklin county guardianship service board may appoint a director of the board. The board shall determine the compensation of the director based on the availability of funds contained in the Franklin county probate court mental health fund.

(3) The members and the director, if any, of the Franklin county guardianship service board may receive appointments from the probate court of Franklin county to serve as guardians of both the person and estate of wards. The director may hire employees subject to available funds in the Franklin county probate court mental health fund.

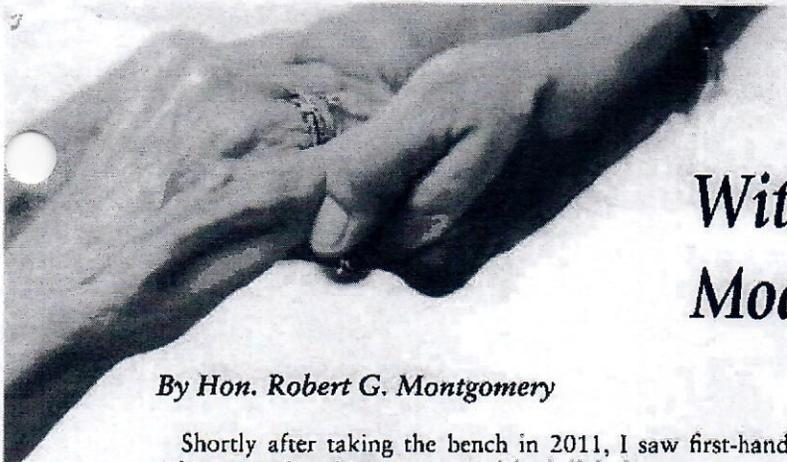
(4) If a new director replaces a previously appointed director of the Franklin county guardianship service board, the new director shall replace the former director serving as a guardian under division (E)(3) of this section without the need of a successor guardianship hearing conducted by the probate

court of Franklin county so long as the wards are the same wards for both the former director and the new director.

(5) The Franklin county guardianship service board that is created under division (E)(1) of this section shall promulgate all rules and regulations necessary for the efficient operation of the board and the Franklin county guardianship service.

Amended by 130th General Assembly File No. TBD, HB 483, §101.01, eff. 9/15/2014.

Added by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.



With New Guardianship Model, Collaboration is Key

By Hon. Robert G. Montgomery

Shortly after taking the bench in 2011, I saw first-hand Ohio's guardianship system which had all the key components of the Good, the Bad and the Ugly. Without getting into too much legalese trying to define the guardianship statutes as there is not enough space in this article to do so, I'll summarize. Guardianships are established for individuals who have lost their mental faculties to the point where they can no longer care for themselves. A guardian is appointed for that person who is referred to as a ward. In Ohio, the indigent guardianship system is based on a volunteer system unless the Court appoints a lawyer as guardian, in which case the Court pays the attorney only \$420 per year for guardian services. This payment of \$420 is for an entire year's worth of work when most attorneys would bill \$420 for one to two hours of legal services.

In a place like Franklin County where the population is over 1 million people, the problems with the current guardianship system are magnified.

Historically, guardianships were not utilized as much as they are today for many reasons. Families were not as mobile as they are today and more extended family members were in close proximity. In short, it was easier to take care of your own. However, now, children are raised, educated and many times obtain employment far away from aging parents. The children now have families of their own to raise. In addition, many parents do not want to burden their children. Sadly, many times the Court sees that some family members simply do not want to be a guardian or they are found not to be suitable to serve as guardians. This is the ugly part of guardianships.

One of the good aspects is that there still are many family members who do volunteer to serve as a guardian and they do it for free. These family members and/or close family friends who are willing to volunteer as guardians for no money are one of the bedrocks that hold the current system together.

In addition, the current system has also been held together by the many caring members of our legal community. Many of these lawyers serve as guardian for \$420 per year or even for free. Often times their wards have a diagnosed mental illness or developmental disability where they are prone to violence. The lawyers, along with non-paid family and/or friend volunteer guardians, have been the fabric that holds this patchwork of guardianships together. I can't emphasize this point enough. For poor people, Ohio's guardianship system is dependent on volunteers with few exceptions such as Advocacy and Protective Services, Inc., (APSI). By statute APSI may take a limited number of guardianship cases if the wards have a diagnosed developmental disability. As the population increases, this patchwork that is holding

the current system together will continue to stretch until it ruptures.

There has been legislation recently introduced, but not passed, that is supposed to improve the current guardianship system. These improvements include the creation a wards' bill of rights, requiring these non-paid volunteers to do more work thereby stretching the system even further. While admirable, that legislation doesn't even address the real problem.

The two biggest issues with the current guardianship system, as I see it are: 1) how do we find suitable guardians; and 2) how do we pay them. The problems plaguing Ohio guardianships locally have resulted in two attorneys in Franklin County, until recently, having close to 1,000 wards between them. You might be asking yourself "how could this happen where one person is the guardian for over 500 people". The answer is simple; nobody else was willing to serve as guardian or other applicants were unsuitable.

When it came time to find a solution, I thought that relying on attorneys to do social work was not in anyone's best interest: the lawyers or the wards. I looked at the profiles of all those people who are under guardianship and found a strikingly high percentage of them have a diagnosis of mental illness or are developmentally disabled, and when I say high percentage, I mean north of 70%. When analyzing the types of people under guardianships, it became clear to me that fundamental changes in how Franklin County addresses guardianships was necessary and we needed to address this growing problem of an unfunded-volunteer-based system, along with an aging population that further strains the current system.

I believe anytime you want to solve a problem you must first understand the problem. Many people who need a guardian do not have a relative or friend suitable or willing to serve as their guardian, which puts an enormous amount of pressure on the Court to solicit guardians. Probate Courts shouldn't even be in the position of trying to recruit individuals to serve as guardians because it creates somewhat of a conflict of interest. As Judge, I can't force people to serve as guardians for \$420 per year or for zero pay. The concept of involuntary servitude was abolished as a result of the civil war.

After two years on the bench I had a better understanding of the problem with the guardianship system and in 2012 I decided a change was in order. With the help of David Royer, Executive Director of the Franklin County Alcohol, Drug and Mental Health (ADAMH) Board, Jed Morison, Executive Director of the Franklin County Board of Developmental Disabilities (Board of DD), and State Senator Jim Hughes, we created the first Probate Court Mental Health Fund in the state. I drafted this single piece of legislation which can

be found at O.R.C. 2101.026. This was the legislation that would provide the funding answer to this problem without adding new taxes.

In 2014, the second part of this legislation was passed which would, in part, answer the other problem of how to find suitable guardians for those in need. The solution to this problem required two different laws being crafted by the legislature. The second piece of legislation is what allows the creation of the Franklin County Guardianship Services Board. When drafting this legislation, I wanted to make sure this new program would be flexible enough to give us the tools and resources to correct this complex problem addressing guardianships. I wanted to draft into the law, the ability to collaborate with the professionals who deliver the treatment and care for so many people who are under guardianships because these individuals and organizations know what guardians should be advocating for on behalf of these wards with difficult and complex diagnosis of mental illness and incapacity along with physical and developmental disabilities. Including these professionals in the solution would truly be in the best interest of the wards. A brief explanation of our collaborative solution is as follows.

There is a public-public and a public-private collaboration. The public-public collaboration is the agreement to create the Franklin County Guardianship Services Board by the three public entities contained in R.C. 2101.026. In other words, if the Probate Court, the ADAMH Board and the Board of DD agree to form a guardianship board, they will do this by each public entity appointing one person as their designee to the Guardianship Board. Once this three member Board is created they will hire an Executive Director/Public Guardian pursuant to R.C. 2101.026. This public guardian will then hire all the necessary staff for the efficient operation of the Board. The key is that many of the staff, who will be public employees, will have a background in social work and will be assigned as case workers. These caseworkers will help ensure that the wards needs are being met, including verifying if any services are available to those wards, and if so, that the services are brought to them. Attorneys will still be required to cover all the legal aspects of establishing the guardianship but under the new system the attorneys will do legal work and social workers will do social work. The attorneys will not have to stay on as guardians for the wards for \$420 per year.

Under the new law, the Franklin County Guardianship Services Board will be able to accept any resources from any entity, organization or individual to help fund, administer, or offset the costs of the Board. The funding for this Board does not entail any new taxes. We are just re-allocating currently existing resources. This ability for the Board to accept any assistance is where the public-private collaboration becomes important. The Board and the Probate Court will utilize many of Central Ohio's great charities and churches who may not have money to contribute to the Guardianship Board but they have something even better, volunteers willing to donate their time which is exactly what many of these wards need. It is hard to put a price tag on the heart of a volunteer.

The volunteers will be an essential part of this new program, but wards will not be totally dependent on volunteers either. The Guardianships public-public and public-private collaborative approach distinguishes itself from other guardianship programs whether public or private.

Some of the other essential public partners with the Board are the Franklin County Commissioners, the Central Ohio

Area on Aging and the Franklin County Department of Jobs and Family Services. This new program will be successful because of the collaborative partners and the occupants of the three-member Guardianship Services Board. The three member Board consists of Larry James, Bill Wilkins and Jane Higgins Marx. These are three of central Ohio's best. In addition, David Royer and Jed Morison, the executive directors of both the ADAMH Board, the Board of DD are deeply committed to making this new program succeed.

With a solution to finding suitable guardians, providing more accountability to the wards and their families and knowing how to pay for it with a funding mechanism entailing no new taxes is a great start to solving a real problem. We must understand the problem before we can know how to solve it and I believe all the pieces are in place to accomplish this. Stay tuned!



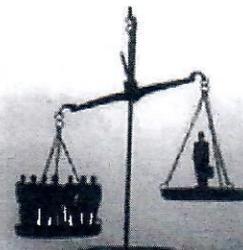
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Guardianship Service Board Franklin County

**373 SOUTH HIGH STREET, 11TH FLOOR,
COLUMBUS, OHIO 43215-4591
Phone: (614) 525-2279**

Board Director

Jack R. Kullman, Jr.

Mission Statement

Adopted June 18, 2015

The mission of the Franklin County Guardianship Service Board is to implement the laws enacted by the Ohio legislature in a professional and dedicated manner to ensure accessibility, fairness and courtesy in the administration of guardianship services to assigned wards in Franklin County.

Franklin County Guardianship Service Board

By-Laws

June 18, 2015

Article I - General

1. Name

The name of this organization shall be the Franklin County Guardianship Service Board (hereinafter Board).

2. Territory

The Board's territory is Franklin County, Ohio.

3. Principal Place of Business

The Board's principal place of business shall be Franklin County, and the Board offices will be located at the Franklin County Courthouse, 373 South High Street, 11th Floor, Columbus, Ohio 43215.

4. Statutory Authority

The Board was created by the Ohio State Legislature by the enactment of R.C. 2101.026, effective September 15, 2014, which provides, in part, that:

A Franklin County Guardianship Service under division (D) of this section is established by creating a Franklin County Guardianship Service Board comprised of three members. The Judge of the Probate Court of Franklin County shall appoint one member. The Board of Directors of the Franklin County Board of Developmental Disabilities shall appoint one member. The Board of Directors of the Alcohol, Drug Addiction, and Mental Health Board of Franklin County shall appoint one member. The term of appointment of each member is four years.

The board shall possess all powers expressed and implied by statute.

5. Purpose

The Board, serving the citizens and residents of Franklin County, Ohio, is committed to receiving appointments from the Probate Court of Franklin County to serve as guardian of the person and estate of wards. The Board accomplishes its mission by developing and administering a program which provides adult guardianship services for mentally incompetent residents of Franklin County. The Board will receive appointments of wards who have been residents of Franklin County for not less than one (1) year prior to appointment. The Board may charge fees for its services when appropriate and authorized by statute.

6. Membership

The Board consists of three (3) members: One (1) Board member is appointed by each of the following persons and entities: the Judge of the Probate Court of Franklin County, the Board of Directors of the Franklin County Board of Developmental Disabilities, and the Board of Directors of the Alcohol, Drug Addiction, and Mental Health Board of Franklin County. The terms of each member shall be four (4) years. Appointed board members shall be sworn in by the Franklin County Probate Judge not later than thirty (30) days following their appointment.

7. Compensation

Each board member shall serve without compensation, but may be reimbursed for actual and necessary expenses incurred in the performance of duties as a board member.

8. Resignation

Any board member may resign at any time by giving written notice thereof to the other board members. A resignation shall take effect on the date specified in the notice and, unless otherwise specified in the notice, shall become effective upon delivery. Acceptance shall not be necessary to make it effective unless so specified in the resignation.

9. Board Vacancies

Upon the resignation of a board member, the appointing authority for that board member's position shall thereafter appoint a successor board member as soon as practicable.

Article II – Meetings of the Board

1. Board Meetings

The Board shall meet four (4) times per year unless the press of business demands more on dates determined by the Chair and approved by the Board. The regular meetings shall be scheduled at times and dates determined by the Board upon the recommendations of the Chair.

2. Special Meetings

Special meetings of the Board may be called for any purpose by the Chair. The request shall state the purpose of the proposed meeting. Business transacted at all special meetings shall be confined to the objects stated in the call.

3. Emergency Meetings

Emergency meetings of the Board may be called for any purpose by the Chair. The request shall state the purpose of the proposed meeting. Business transacted at all emergency meetings shall be confined to the objects stated in the call.

4. Notice

The Chair may call special meetings of the Board whenever he or she deems such meetings appropriate, by giving each member of the Board at least 24 hours' notice of the meeting, as required by these By-Laws. The Board shall issue public notice for the time and place of all meetings of the Board.

5. Quorum

At all meetings of the Board, a majority of the members of the Board shall constitute a quorum for the transaction of business. The action of a majority of the board members present at any meeting shall be the action of the Board, except as may be otherwise provided by these By-Laws.

6. Voting

Each board member has one (1) vote in all matters brought before and decided by the Board.

7. Order of Business

The Robert's Rules of Order, as modified by the Board, shall be followed in conducting the business of the Board. The following shall be the order of business at each meeting of the Board, but the rules of order may be suspended by the Board and individual categories listed below may be omitted when no business of that type is required:

- Attendance request
 - Consideration of the minutes of the last regular meeting and of special meetings held subsequently and their approval or amendment
 - Election of Officers
 - Reports of Committees
 - Reports of Officers
 - Unfinished or old business
 - New business
 - Communications
8. **Open Meetings and Executive Sessions**
 All sessions of the Board and its Committees shall be open to the public and the media except during Executive Session. The Board and its Committees may, upon an open, majority vote of those members present and constituting a quorum for business, meet in Executive Session to consider and act upon any matter which Ohio law permits. After an Executive Session of the Board and any of its Committees, the Board or Committee shall announce in public all actions taken in Executive Session and shall record such action in the official Board minutes.
9. **Minutes**
 Minutes of all Board meetings shall be prepared and distributed to the members. The minutes shall be available to the public for inspection and duplication.
10. **Agenda**
 The Director shall provide to the members of the Board, at least five (5) days prior to each meeting, information on matters which are to be considered at the meeting.
11. **Appearance Before the Board**
 Individual or group representatives who desire to appear before the Board to initiate or discuss a subject within the Board's jurisdiction shall submit their request to the Director not later than the date and time of the scheduled meeting.

Article III – Officers of the Board

1. **Officers**
 The officers of the Board shall be the Chair, the Vice Chair and the Secretary.
2. **Unless otherwise determined by the Board, the officers shall be elected at the last regularly scheduled meeting in the year for a term to commence on January 1st and to terminate on December 31st of each year.**
3. **Chair**
 The Chair shall be a member of the Board, shall preside at the meetings of the Board with the authority to vote, shall appoint members of all committees, and shall designate the Chair of each committee. The Chair, upon the authority of the Board and in the name of the Franklin County Guardianship Service Board, may perform all acts authorized by law as approved by a majority of the Board.
4. **Vice Chair**
 The Vice Chair shall be a member of the Board elected by the Board, and an ex-officio, voting member of all committees of the Board. The Vice Chair shall perform the duties and have the powers of the Chair during the absence or disability of the Chair.

5. **Secretary**

The Secretary shall be a member of the Board and elected by the Board. The Secretary to the Board shall perform those duties as determined by the Board and as set forth in the By-Laws or in a Policy Manual of the Board, if any.

6. **Delegation of Duties**

Notwithstanding any other provisions of these By-Laws, in case of the absence of any officers of the Board or for any other reason that the Board may deem sufficient, the Board may delegate the powers or duties of such officers to any other member of the Board, provided a majority of the Board concurs therein.

Article IV – Duties of the Board

1. **General Duties**

The Board members shall be responsible for the operation of the Guardianship Service program pursuant to R.C. 2101.026. Any committee appointed by the Board shall review policy matters in the area of jurisdiction assigned to them and advise the Board as to what, if any, changes of policy should be made.

2. **Special Committees**

The Chair may authorize special committees with membership as desired by the Chair.

3. **Director of the Board**

Pursuant to R.C. 2101.026, the Board may appoint a director of the Board (“Director”). The Board shall determine the compensation of the Director based upon availability of funds contained in the Franklin County Probate Court Mental Health Fund.

4. **Guardianship Appointments**

The members and the Director, if any, of the Board may receive appointments from the Probate Court of Franklin County to serve as guardians or conservators of both the person and estate of wards.

5. **Board Employees**

The Director, if any, may hire employees subject to available funds in the Franklin County Probate Court Mental Health Fund.

6. **Successor Director**

If a new Director replaces a previously appointed Director of the Board, the new Director shall replace the former Director serving as guardian without the requirement of a successor guardianship hearing conducted by the Probate Court of Franklin County as long as the wards are the same wards for both the former Director and the new Director.

7. **Rules and Regulations**

The Board shall promulgate all rules and regulations necessary for the efficient operation of the Board and the Franklin County guardianship service.

Article V – Budget Procedure and Financial Control

1. **Fiscal Year**

The fiscal year of the Board shall be the calendar year.

2. **Budget**

Not later than November 1 of each year, the Director shall submit to the Board a budget of estimated receipts and expenditures for the ensuing calendar year. The Board may revise such budget in any manner and shall, prior to the first day of December 1 of each year, approve and adopt the budget for the ensuing calendar year.

Article VI – Miscellaneous

1. Books and Records

The Board shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of directors, a record of all actions taken by the Board without a meeting, and record of all actions taken by Committees of the Board. In addition, the Board shall keep a copy of the Board's By-Laws as amended to date.

2. Conflict of Interest

The Board shall adopt and periodically review a conflict of interest policy to protect the Board's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a Committee with Board-delegated powers.

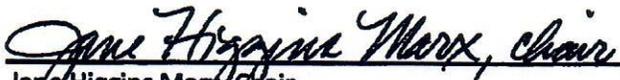
3. Nondiscrimination Policy

The officers, directors, Committee members, employees, and persons served by this Board shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of the Board not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color religion, or national origin.

Article VII – Amendment

These By-Laws may be amended or repealed at any regular meeting by an affirmative vote of a majority of the Board, provided, however, that any proposed amendment to these By-Laws shall be submitted to the Secretary of the Board in writing at any regular meeting of the Board and shall be voted on at the next regular meeting of the Board. Any By-Laws may be suspended at any regular or special meeting for that meeting only by the unanimous consent of all present, provided that at least two (2) members are present at the meeting.

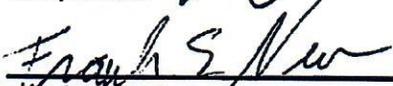
Adopted by vote of the Franklin County Guardianship
Service Board on the 17th day of September, 2015.



Jane Higgins Marx, Chair



Larry James



Frank E. New



Guardianship Service Board Franklin County

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Phone: (614) 525-2279

Board Director
Jack R. Kullman, Jr.

Eligibility Criteria

- Adult, age 18 and above.
- Resident of Franklin County
- Indigent, defined by the Franklin County Probate Court Loc.R. 66.10 as having personal property less than \$1500.00 and annual income less than the U.S. Department of Health and Human Services poverty guidelines. All adults qualified for Medicaid are presumed to be indigent. (<http://aspe.hhs.gov/poverty-guidelines>)
- Indication of a substantial mental impairment or developmental disability.
- Indication of a presenting problem or situation that requires legal authority to act, such as health care, financial, or placement decisions.
- No other adult or entity appears available and/or appropriate to become guardian.
- All appointments assigned by the Franklin County Probate Court, as deemed appropriate by the Judge.



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Referral Procedure

All requests made via telephone call or electronic communication to the Guardianship Service Board for guardianship referrals will be routed to the Probate Court Investigator.

-Administrative assistant (or other Board employee) will provide Guardianship Referral Line contact information (614-525-3858) to caller.

Or

-Administrative assistant (or other Board employee) will send reply e-mail with Guardianship Referral Line contact information.

New Client Checklist

- Administrative Assistant (AA) receives e-mail with attached completed intake form (Guardianship Referral Sheet, Franklin County Form 17.9B) from Court Investigator (Eric Horvath) with client referral.
- AA reviews intake form and enters data from form into CIVIC software (demographics/intake section) and open a new case for the perspective client.
- AA replies via e-mail to referral request from Court Investigator informing of agency acceptance of referral.
- AA prints intake form and creates new folder with client name and place in file cabinet.
- AA sends referral to Social Work Supervisor via e-mail. AA to attach intake form to email and provide any extra information that was provided in the original referral.
- AA requests Statement of Expert Evaluation to be sent to Guardianship Service Board (GSB) from the original referring party (once received, AA places in client's paper file).
- SW Supervisor assigns case to Licensed Social Worker (LSW).
- SW Supervisor will e-mail referral to LSW and note if case requires any immediate follow up.
- LSW reviews information in software and contacts client or referring party to schedule initial assessment. LSW to attempt to make contact within 48 hours of receiving email from SW Supervisor.
- LSW and SW Supervisor to complete assessment within 10 days of receiving case assignment. If there are more intensive needs, assessment will be completed within 3 days of assignment.
- If assets exist, or less restrictive alternatives are identified, SW Supervisor will notify Director.
 - a. Director will discuss with Probate Court regarding findings of assessment.
- LSW reviews completed assessment and client service plan with SW Supervisor and case weight is assigned.
- AA completes Application for Guardianship and Application Requesting Indigent Status.
- AA ensures that Director reviews and signs Application.
- AA gathers Application and Statement of Expert Evaluation and files with Probate Court.
- AA scans time stamped documents into software and makes copies to be put in client's paper file.
- AA calendars relevant court dates on assigned LSW, SW Supervisor, and Director's Outlook calendars.

- LSW calendars 3 month due date on LSW and SW Supervisor's Outlook calendar for Inventory & Confidential Disclosure of Personal Identifiers.
- Prepare for hearing-determine witnesses, subpoena as necessary; review service is complete; determine if counsel is required for director.
- Director and assigned LSW meet with client prior to hearing, preferably at client's home.
- AA to file Bond (if applicable).
- LSW and Director attend hearing.
- Director signs Letters of Guardianship and takes oath at hearing.

Guardianship is assigned to the GSB

- AA ensures that 5 Letters of Guardianship are obtained and are placed in client's paper file.
- LSW calendars Annual Guardian's Report/Statement of Expert Evaluation on SW Supervisor/LSW's calendar. Set reminder for completion for 60 days prior to due date for annual reports.
- Establish payee
- LSW will assist client with any immediate needs.
- LSW will fax/mail Letters of Guardianship to medical/service providers as necessary within 30 days of GSB guardianship appointment and document within software that letters have been sent.
- AA will close existing checking/savings accounts and deposit funds into guardianship account and document within software.
- LSW will meet with client within 30 days of GSB receiving guardianship assignment, or within 10 days if urgent needs are identified.
- At initial visit following GSB assignment, client photo will be obtained for client's paper file. Client will be given Welcome Packet (to be developed) with guardian contact and information. LSW will conduct and prepare inventory of real and personal property.
- AA will file Inventory & Confidential Disclosure of Personal Identifiers and document within software that task has been completed.
- AA will scan time stamped copy of Inventory & Confidential Disclosure of Personal Identifiers into software and place paper copy in client's file.
- LSW to document all follow up from visit and create care plan housed within software. LSW will update client service plan. LSW will upload client's photo to software.
- LSW to calendar all important and relevant dates for client including, but not limited to: upcoming doctor appointments, quarterly or monthly visits (depending upon case weight assignment), care conferences, etc...

- ❑ SW Supervisor will calendar initial quarterly review with LSW to review client's case. Quarterly review to be completed 90 days following GSB appointment as guardian. Quarterly review will include discussion of ongoing needs for client, review of client service plan, and review of client care plan. SW Supervisor to document quarterly review of client's case within software.

Franklin County Guardianship Service Board

Client Assessment Form

Date of assessment: Select date

Client Name: Click here to enter text.

Date of Birth: XX/XX/XXXX

Gender: Male Female

Language Spoken (other than English): Click here to enter text.

Phone Number: (XXX) XXX-XXXX

SSN: XXX-XX-XXXX

Medicare number: Click here to enter text.

Medicaid number: Click here to enter text.

A. Housing

Address: Click here to enter text.

Does client live with others? If yes, who? Click here to enter text.

Type of Residence: NF

Admission date: XXXX/XXXX

Own home in the community? Y/N

Group Home

Admission date: XX/XX XXXX

AL

Admission date: XX/XX XXXX

Funded by waiver? Y/N

House/Condo

Own the home? Y/N

Monthly payment: Amount

Deed holder: Click here to enter text.

Apt

Apartment open? Yes

Rent amount: Amount

Rent paid up to date? Yes

Length of occupancy: Click here to enter text.

Contact information for landlord:

Click here to enter text.

Utilities: Click here to enter text.

Additional narrative: Click here to enter text.

D. Medical

Medical and psychiatric diagnoses: Click here to enter text.

Is client aware of diagnoses? Y N

Current medical problems (from record and from client's prospective): Click here to enter text.

How many hospitalizations/ED visits in the past year?

0 1 2 3 4 5+

Describe: Click here to enter text.

How many SNF admissions in the past year?

0 1 2 3 4 5+

Describe: Click here to enter text.

Name	Type (PCP/Specialist)	Phone Number	Upcoming Appointments
Click here to enter text.	Click here to enter text.	Click here to enter text.	Select date
Click here to enter text.	Click here to enter text.	Click here to enter text.	Select date
Click here to enter text.	Click here to enter text.	Click here to enter text.	Select date
Click here to enter text.	Click here to enter text.	Click here to enter text.	Select date

Current height and weight:

Height: inches

Weight: pounds

How does client get to appointments in the community? Click here to enter text.

Allergies? Click here to enter text.

Have glasses? Y N

Legally blind? Y N

Have hearing aids? Y N

Have artificial limbs? Y N

Wear/have dentures? Y N

Other physical needs? Y N

If yes, what? Click here to enter text.

Medication Name	Dosage and Frequency	Reason for taking
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Client Appearance: Click here to enter text.

Mannerisms:

tics repetitive gestures abnormal posturing other: Click here to enter text.

Motor Abilities:

agile clumsy limp rigid immobile restless other: Click here to enter text.

Speech:

Quantity	Rate of Production	Quality	Rx to interviewing
Select a value.	Select a value.	Select a value.	Select a value.

Short term/long term memory issues: Click here to enter text.

Level of supervision required: Choose an item.

Can client read and write? Y N

Bedridden: Y N

Crutches: Y N

Walker: Y N

Wheelchair: Y N

Ambulatory: Y N

ADL'S/IADL's

Bathing	Select a value.
Dressing	Select a value.
Grooming	Select a value.
Bed Mobility	Select a value.
Eating	Select a value.
Ambulation	Select a value.
Transfers	Select a value.

Toileting	Select a value.
Medication Administration	Select a value.
Shopping	Select a value.
Meal Prep	Select a value.
Telephoning	Select a value.
Housekeeping	Select a value.

Additional narrative: [Click here to enter text.](#)

E. End of Life Decisions

Burial or funeral arrangements: (Include mother's maiden name, father's name, and specifics)

Religious Preference: (Is the client active at any place of worship?)

Advance directives/living will/DNR: (Does client have any existing legal documents?)

What are the person's wishes after death? [Click here to enter text.](#)

Additional narrative: [Click here to enter text.](#)

F. Emergency Planning

Is the person at risk for wandering? If so, is there a plan to prevent wandering or locate if lost?
[Click here to enter text.](#)

Are there evacuation plans if there should be a fire or natural disaster? [Click here to enter text.](#)

Who can be contacted in the event of an emergency? [Click here to enter text.](#)

Additional narrative: [Click here to enter text.](#)

G. Additional Information

Other information: [Click here to enter text.](#)

Client Service Plan

Date Completed: _____

Probate Court Case No. _____

Client's Name: _____

Assigned Social Worker: _____

Type of Guardianship:

- Person Only
- Person and Estate

Guardianship Awarded Date: _____

CLIENT OUTCOMES	Projected Completion Date	Completion Date	Comments
✓ Ensure Safe and Appropriate Housing for Client			
<input type="checkbox"/> Housing is currently appropriate			
<input type="checkbox"/> Requires NF placement			
<input type="checkbox"/> Requires assisted living or group home placement			
<input type="checkbox"/> Apartment needs to be closed			
<input type="checkbox"/> Group home needs to be closed			
<input type="checkbox"/> Client may need less restrictive environment			
<input type="checkbox"/> Other			
✓ Obtain Benefits for Client			
<input type="checkbox"/> Has all benefits needed			
<input type="checkbox"/> Social Security			
<input type="checkbox"/> Veteran's Administration			
<input type="checkbox"/> Medicaid			
<input type="checkbox"/> Medicaid waiver			
<input type="checkbox"/> Medicaid redetermination			
<input type="checkbox"/> Medicare/Part D			
<input type="checkbox"/> Food Stamps			

<input type="checkbox"/> Life insurance policy			
<input type="checkbox"/> Bank accounts to close			
<input type="checkbox"/> Other			
<input checked="" type="checkbox"/> Make Medical Decisions and Ensure Proper and Appropriate Medical Care for Client			
<input type="checkbox"/> Assessed and all services are in place			
<input type="checkbox"/> Compelling medical decision			
<input type="checkbox"/> Routine medical decisions			
<input type="checkbox"/> Obtain new medical provider			
<input type="checkbox"/> Obtain new psychiatric provider			
<input type="checkbox"/> Visiting physician, if appropriate			
<input type="checkbox"/> Other			
<input checked="" type="checkbox"/> Advance Care Planning			
<input type="checkbox"/> Not appropriate for current situation			
<input type="checkbox"/> Decide DNR status			
<input type="checkbox"/> Funeral arrangements are in place			
<input type="checkbox"/> Arrange funeral/burial plans			
<input type="checkbox"/> Other			
<input checked="" type="checkbox"/> Collaborate with Community Providers			
<input type="checkbox"/> No community agencies involved			
<input type="checkbox"/> Mental health case manager			
<input type="checkbox"/> DD case manager			
<input type="checkbox"/> Waiver case manager			
<input type="checkbox"/> Senior Options case manager			
<input type="checkbox"/> Home Health agency			

<input type="checkbox"/> VA			
<input type="checkbox"/> APS			
<input type="checkbox"/> Other			
<input checked="" type="checkbox"/> Develop Relationship with Client			
<input type="checkbox"/> Quarterly visits			
<input type="checkbox"/> Monthly visits			
<input type="checkbox"/> Initiate and maintain contact with family or other informal contacts, as needed			
<input type="checkbox"/> Client is unable to communicate			
<input type="checkbox"/> Other			
Did client participate in service plan and/or plan was reviewed with client?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

Quarterly Reporting Requirements for Social Workers

- Review Client Service Plan with client/family/other informal supports
- Complete quarterly review of client's case with SW Supervisor (Client Service Plan and Care Plan to be reviewed along with any ongoing issues and/or concerns)
- Minimum visitation requirement completed (at least one visit in the past quarter)
- All documentation is up to date
- Less restrictive alternatives are reviewed

Annual Reporting Requirements for Social Workers

- Annual Guardian's Report
- Statement of Expert Evaluation
- Client Service Plan
- Client Care Plan
- Documentation must be filed with Probate Court at least 5 days prior to annual due date
- Complete assessment and update with any changes
- Review NGA Standards Audit Tool with SW Supervisor