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| Name of Policy: Guardianship Policy Number: 3364-131-35 Department: Outcome Management Approving Officer: Associate Vice President/ Associate Executive Director Responsible Agent: Manager, Outcome Management Scope: The University of Toledo Medical Center |  THE UNIVERSITY OF TOLEDO 1872 |
| <input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy | Effective Date: 4/1/2009 Initial Effective Date: 4/1/2009 <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy |

(A) Policy Statement

Patients that lack the ability to properly administer their own affairs or make health care decisions because of age, physical status, intellectual capacity or adverse health event will be assigned to Outcome Management for assessment and care coordination. Efforts will be made to protect the rights of the patient and identify existing Advance Directive documentation. If competency is questionable, appropriate measures including the physician statement of incapacity, location of family or interested parties and appropriate community agencies will be identified to address guardianship needs.

(B) Purpose of Policy

Patients admitted to the hospital that are not able to manage their own affairs and health care management and who do not have an appropriate surrogate decision maker will be referred to appropriate resources to facilitate and secure legal guardianship.

(C) Procedure

1. The Social Work Needs Assessment form will be completed to determine base line information. Family member or interested parties will be determined and educated on guardianship needs.
2. If family or interested others are not identified, willing or able to apply for guardianship, Ohio patients *sixty years of age or older* will be referred to their county Adult Protective Services.
3. If family or interested others are not identified, willing or able to apply for guardianship for Ohio patients *under the age of sixty*, further assessment will determine if they are clients of support agencies such as Mental Retardation Developmental Disabilities or the Mental Health Board. These agencies will be contacted and explored to determine if internal resource are available to assist with the case needs.
4. Other Community resources including Probate Court, Toledo Bar Pro Bono Services, the Toledo Bar referral program, Lutheran Social Services Volunteer Guardianship and Advocacy and Protective Services Inc. will be explored for potential assistance or solutions for the patient *under sixty years of age* in need of guardianship assignment.
5. In cases where needs can not be met through above efforts, the Risk Management Department will be consulted for further intervention consultation.

