



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**MAN5800
03-26-2021
03-26-2023**

5800 PUBLIC GUARDIANSHIP MANUAL TABLE OF CONTENTS

Chapter	Section	Subject
1000	OVERVIEW	
	1001	Introduction
	1002	Appointment and Authority
2000	PROGRAM OPERATIONS	
	2006	Field Safety
	2007	Confidentiality
	2008	Special Assistant Attorney General (SAAG)
3000	CASE MANAGEMENT	
	3001	Client Notification Letter
	3004	Important Provisions in Guardianship Law
	3012	Universal Guardianship Roles
	3013	Universal Guardianship Roles in Case Management
	3021	Monthly Contacts
	3032	Case Planning
	3037	Chart Review
	3060	Documentation Standards

3064	Signature Format
3066	Guardianship Changes
4000	SAFETY OF THE PERSON UNDER GUARDIANSHIP
4001	Rights of the Ward
4002	Responsibilities of Guardian During a Natural Disaster or National Crisis
4006	Critical Incident Reporting
4050	PROBATE COURT
4056	Personal Status Reports
5000	GUARDIANSHIP
5015	Temporary Guardianship
5050	HEALTH AND MEDICAL CARE
5053	Medical Consent
5055	Medical Consent: Special Situations and Guidelines
6000	MENTAL AND BEHAVIORAL HEALTH
6007	Inpatient Hospitalization
6010	Refusal of Psychotropic Medications

6050 RESIDENCE AND PLACEMENT	
6060	Placement in Long-Term Care Facilities
7000 INCOME AND RESOURCES OF THE PERSON UNDER GUARDIANSHIP	
7025	Emergency Relocation Funds (ERF)
8000	RESERVED
9000 END OF LIFE AND DYING	
9001	Death of a Ward
9050 END OF GUARDIANSHIP	
9055	Terminating Guardianship
9056	Transfer of Guardianship

APPENDICES	
Appendix A	Manual Cover Letters
Appendix B	Forms and Templates
Appendix C	Definitions
Appendix D	Policy Waivers