

GUARDIAN OF THE PERSON OF A DISABLED PERSON



CHECKLIST

Thank you for agreeing to serve as a guardian. The court appointed you because you are the best person for the job. Remember, you are not alone. You are the court's partner in a guardianship. We hope that this checklist will get you off to a great start. Good luck!

You have been appointed Guardians of the Person for: _____

[Disabled Person's Name]

by the: _____

[Court's Name]

Important information about your case: _____

Case Number: _____

Date of Appointment: _____

Annual Report of Guardian of Disabled Person Due Date: _____

Court Contact: _____

Do the following as soon as possible after your appointment:

READ THE GUARDIANSHIP ORDER

Your powers and duties are laid out in the Guardianship Order. It is your responsibility to understand what the order says about what you can and cannot do as a guardian. The order is also proof that you have been appointed as guardian of the person and what authority you have.

VISIT THE DISABLED PERSON

See how the disabled person is doing and assess his or her needs, desires, concerns, strengths, and weaknesses. If possible, ask the disabled person about his or her needs, preferences, beliefs, and values. Understanding the disabled person's wishes will guide your decisions. If you are not able to communicate with the disabled person, look for wills, advance directives, and other documents created by the disabled person before he or she lost capacity. Those documents may give you an idea of how they would handle a particular situation.

Talk to family members, friends, and other people who interact with the disabled person. They may help you understand the disabled person's needs and preferences. They may also ensure

you that those around the disabled person have his or her best interests in mind. Create a schedule for how often you check-in with the disabled person's family members, friends, and service providers so you can monitor the disabled person's well-being and care.

DEVELOP A PLAN OF ACTION

Create a plan for how you are going to meet the identified needs of the disabled person. You are the coordinator and monitor of services for the disabled person. Evaluate and prioritize the actions and decisions you need to make. Notify health care professionals and other services providers of your appointment as guardian of the person. Set goals and timelines for necessary actions and decisions. If after creating a plan you believe that you will not be able to meet the disabled person's needs with the powers given to you in the court order, notify the court in writing. It may give you additional powers.

Become familiar with community resources. Maryland Access Point (MAP) is a statewide program that can connect you with resources for assistance with meals, housing, transportation, personal care, medical assistance, caregiver support, and more. Contact your local MAP office to discuss resources and options for your disabled person by visiting marylandaccesspoint.info/consumer/connect.php?mainmenu=Connect or calling 1-844-627-5465.

CREATE A PLAN FOR THE DISABLED PERSON'S PERSONAL NEEDS

Contact the guardian of the property, representative payee, or whoever is managing the disabled person's financial affairs. Coordinate a plan for how you will work together to meet and pay for the disabled person's food, housing, clothing, medical care, recreation, burial and funeral-related issues, and other needs.

CREATE A GUARDIANSHIP FILE

Create an electronic or paper system to keep documents related to the guardianship in one place. Include in the file court orders, reports filed with the court, contact information for important people, medical information (medical records, doctors, current medications, etc.), and a log of actions you take on behalf of the disabled person. This file will help you prepare reports to the court and to keep track of everything related to the guardianship.

RECOMMENDATIONS:

- Read closely the order appointing you as guardian. Understand what you can and cannot do.
- Contact an attorney or the Maryland Courts Self-Help Centers (410-260-1392 or mdcourts.gov/selfhelp) if you have questions or are not sure how to handle a particular situation.
- Learn about the disabled person's needs, preferences, beliefs, and values. Use this knowledge to inform decisions you make on behalf of the disabled person.
- Notify the disabled person's health care professionals and other service providers about your appointment as guardian.

- Visit the disabled person once a month or at least every three months to monitor his or her well-being and care.
- Notify the court if there is a significant change in the disabled person's condition or circumstances.
- Notify the court if your contact information changes.
- Get approval from the court before you:
 - o perform any action not authorized in the order appointing you as guardian;
 - o move the disabled person from one type of housing to another;
 - o commit the disabled person to a mental facility involuntarily; or
 - o start, stop, or withhold medical treatment that would involve a substantial risk to the life of the disabled person.
- Do not take any actions that are not authorized in the Guardianship Order. If you are unsure about whether you are authorized to take a particular action, ask for the court's permission in writing first.

