

Intake Checklist for patients with OPA Appointed Guardians (aged 65+)

Has a discussion been held with the person about their will and preferences? <i>Please provide Guardian with written summary. Date of discussion:</i>	Yes	No
If will and preferences can not be obtained, has believed will and preferences been explored? <i>Please provide Guardian with written details. Date of discussion:</i>	Yes	No
Are there conflicting views on the proposed decision? (i.e. interested parties/family) <i>Please provide Guardian with written details.</i>	Yes	No
Does the person live alone? <i>Please provide Guardian with written details.</i>	Yes	No
Does the person live in their own home? <i>Please provide Guardian with written details.</i>	Yes	No
Does the person live in private rental? <i>Please provide Guardian with written details.</i>	Yes	No
Does the person live in public housing/community housing? <i>Please provide Guardian with written details.</i>	Yes	No
Does the person live in supported accommodation? <i>Please provide Guardian with written details.</i>	Yes	No
Does the person have INFORMAL home and living supports? <i>Please provide Guardian with written details.</i>	Yes	No
Does the person have FORMAL home and living supports? <i>Please provide Guardian with written report from provider.</i>	Yes	No
How are the supports funded? (Please tick) <input type="checkbox"/> HCP <input type="checkbox"/> Self-funded <input type="checkbox"/> GEM at home <input type="checkbox"/> Home based TCP <input type="checkbox"/> Other (please provide details)		
Has a discussion been held with the person about the proposed decision? <i>Please provide Guardian with written details. Date of discussion:</i>	Yes	No
Is the person agreeable to the proposed decision? <i>Please provide Guardian with written details.</i>	Yes	No
Have less restrictive options been explored? (i.e. trial at home with services) <i>Please provide Guardian with written details.</i>	Yes	No
Has the decision been discussed with the administrator? <i>Please provide Guardian with written details. Date of discussion:</i>	Yes	No
Does the person's financial status support the proposed decision? <i>Please provide Guardian with written details if available.</i>	Yes	No

If available, please provide the following reports (Please tick)	
<input type="checkbox"/> Care summary	<input type="checkbox"/> Neuropsychology report
<input type="checkbox"/> OT functional capacity assessment	<input type="checkbox"/> Social worker
<input type="checkbox"/> OT home visit conducted	<input type="checkbox"/> Current ACAS?
<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Other relevant reports



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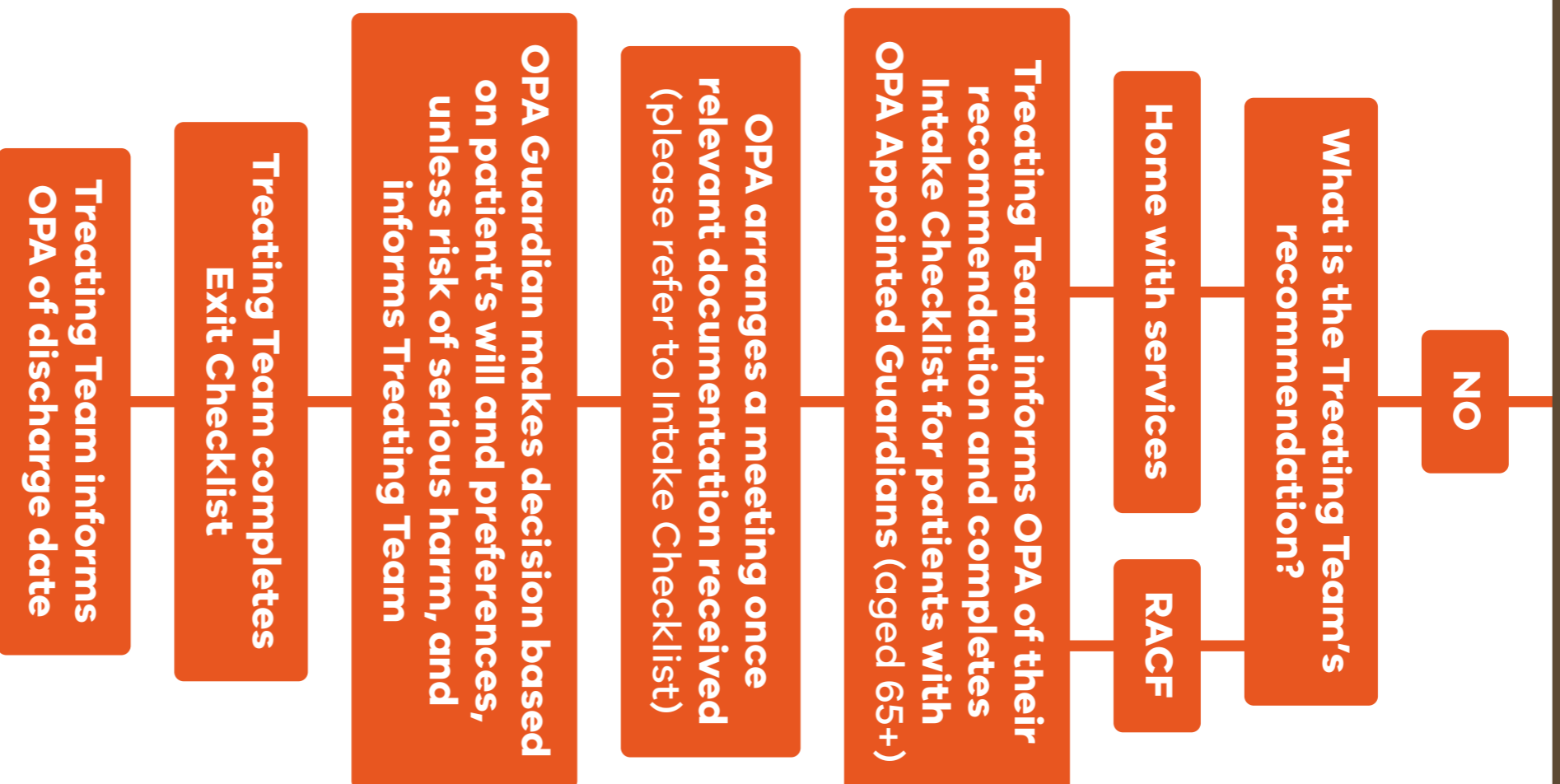
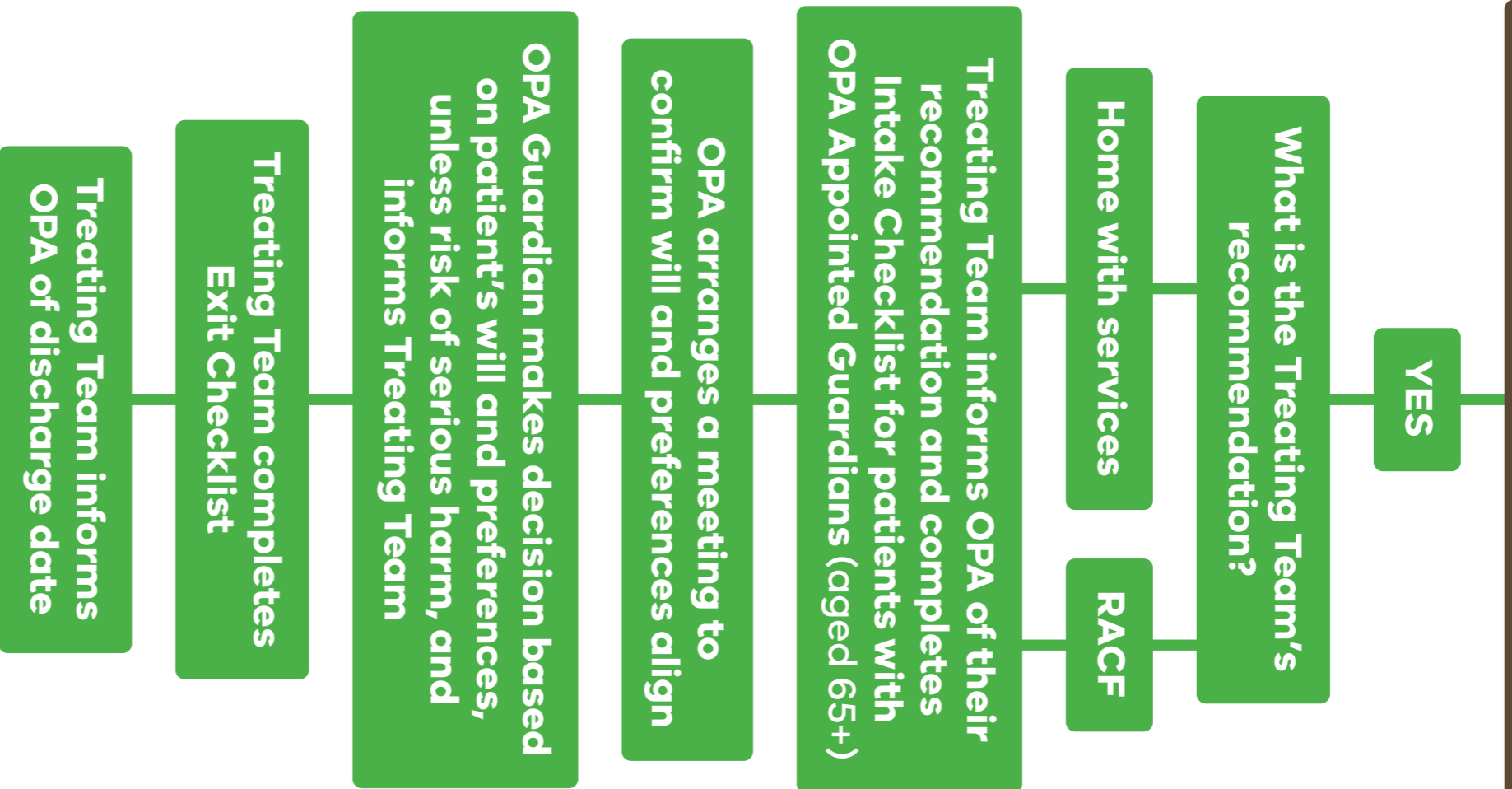
Hospital protocols for patients with OPA Appointed Guardians

For PDF copies of these resources, go to:
publicadvocate.vic.gov.au



Process for patients with OPA Appointed Guardians

Does the Treating Team's recommendation align with the patient's will and preferences?



Exit Checklist for Treating Team once decision has been made

Is the patient returning to the community (home, family, SRS)?

- Community risk management plan completed, including agreed escalation points if and when required.
- Support worker roster has been established and confirmed.
- Any agreed equipment hire/purchase, home modifications completed.
- Financial arrangements in place: liaison with administrator (if relevant), patient has a functioning bank account and access to funds.
- Cleaning and preparation of the property organised (utilities connected, groceries, key lock).
- Relevant outpatient, community health, mental health referrals made.
- Patient linked to a GP, medications organised.
- Supports required for day of discharge organised (transport, staff support).
- Check patient has their bank card, medicare card, health care card etc.

Is the patient being discharged to residential aged care?

- Appropriate and available RACF vacancies presented to the guardian who then chooses a facility with the patient.
- Handover to the new facility completed.
- Confirmation of terms of tenure (respite, permanent), ensuring paperwork and financial arrangements have been made.
- Liaison with financial administrator (if relevant), patient has a functioning bank account and access to funds.
- Patient linked to a GP, medications organised.
- Check patient has their bank card, medicare card, health care card etc.
- Patient linked to a GP, medications organised.
- Arrangements have been made for the patient to have some of their belongings with them.
- Supports required for day of discharge organised (transport, staff support).

