



DEPARTMENT OF ALCOHOL & DRUG SERVICES POLICIES & PROCEDURES MANUAL

Section 76 Page 1

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SUBJECT: **CONSERVED CLIENTS**

Policy

Some DADS clients have been determined to be unable to take care of their personal affairs and have been placed under the conservatorship of a court-appointed-representative ("conservator"). Conservators are authorized to make important decisions for individuals and may sign documents on behalf of a client. It is DADS policy to ensure that the rights of "conserved" individuals are protected, that they are treated with respect, and that they are informed of decisions being made on their behalf. It is essential that steps be followed to ensure client confidentiality to the greatest extent possible.

Procedure

If a client is identified as having a "conservator," a copy of the conservatorship papers must be included in the client's chart. In the event that it is believed that a client has a conservator, but no documentation has been received, "consent to release" information must be signed by the client, authorizing the clinician to contact the Public Guardian's Office to verify guardianship. If a conservator has authority to sign treatment documents, all documents that ordinarily would be signed by the client, must be signed by the conservator. A clinical decision may be made to have the client also sign treatment documents or to receive copies of the documents signed by the conservator.