

Does your adult client need an NSA Representative? Checklist For AAG Authorization

If your adult client does not want an NSA representative, requests to be his/her own NSA or an NSA representative cannot be found, answer the following statements before consulting an AAG. **(Note: If you are unsure about the answer, check the "No" box).**

CLIENT NAME		DDA NUMBER
CRM NAME	REGION	TELEPHONE NUMBER

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. The client can read. | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, skip to question 2. | | |
| a) The client can determine that a letter is addressed to him/her. | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, skip to question 1c. | | |
| b) The client is unable to personally determine that a letter is addressed to him/her, but you are reasonably sure there is someone in the household or in his/her life who will notify the client that he/she has received a letter. | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, the client needs an NSA representative. | | |
| c) You are reasonably sure that the client will seek assistance from someone to read the letter to him/her. | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, the client needs an NSA representative. | | |
| d) You can be reasonably sure that the client will understand the letter if it is read to him/her. | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, the client needs an NSA representative. | | |
| 2. The client's cognitive and decision making abilities are unimpaired by mental illness and/or mental retardation. | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, the client's cognitive and/or decision-making abilities <u>are</u> impaired and the client needs an NSA representative. | | |
| 3. The client is cognitively able and responsible to manage his/her own day-to-day affairs without assistance. | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, the client needs an NSA representative. | | |

SCORING RESULTS:

- **"YES" answers:** If all questions have "yes" answers, contact the DDA Assistant Attorney General for a decision to allow the client to act as his or her own representative.
- **"NO" answers:** If you answered "No" to any of the questions, but believe the client is able to act as his/her own representative, you contact the AAG for a decision after consultation with a supervisor. If you believe the client is not able to represent him/herself you contact the AAG for a decision.
- When advocating with the AAG that the client be able to act as his or her own representative, be prepared to provide one or more concrete examples of when the client has shown the ability to understand information and then to act appropriately in his/her interest.

Client is approved not approved by AAG to act as his/her own representative. _____ on _____

AAG NAME DATE

CASE MANAGER/SUPERVISOR	DATE
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INSTRUCTIONS

Does your adult client need an NSA Representative?

Checklist For AAG Authorization

When is form 14-491 submitted?

Form DSHS 14-491 checklist is completed by a DDA case manager or DDA supervisor and submitted to the AAG whenever an adult client with no guardian does not have an NSA because no NSA can be found (e.g. client is unwilling or unable to identify an NSA), or the client requests to be his/her own NSA.

Remember:

If the client requests to be his/her own NSA then the request must be in writing per WAC 388-825-102 (What if I do not want my notices and correspondence sent to anyone else?). This means you must have both the client's written request and submit form 14-491. If DDA receives a client's written request then the DDA case manager or DDA supervisor must submit the 14-491 for an AAG decision.

How do I complete form DSHS 14-491?

Answer each question as needed by checking the appropriate check box. The case manager or supervisor should type his/her name in the appropriate text box at the bottom of the form and also type the date the request is submitted. Then the case manager or supervisor should e-mail the request to the AAG with the form as an attachment. Write an e-mail subject line that clearly tells the AAG you are submitting the NSA Representative checklist.

What do I do if the AAG returns form DSHS 14-491 checked as "approved" or "not approved" but the AAG has not typed his/her name or has not dated it?

Forward the e-mail with the incomplete attachment back to the AAG and request that he/she include his/her name and/or date.

Must form DSHS 14-491 be submitted to the AAG annually?

Form DSHS 14-491 does not need to be re-submitted unless the client's circumstances have changed. The CM and/or supervisor must contact the AAG if in their professional judgment the client is no longer capable of acting as his/her own NSA. The AAG will take your information (examples of why you believe the client has not fulfilled the NSA duties) and will make a new determination.

Where do I document that form DSHS 14-491 has been approved or denied, by the AAG?

This is documented in two places. The completed form DSHS 14-491 documenting the AAG's approval or denial must be filed in the Legal Section of the client's file. You must also write an SER to document the AAG's decision.