

## Agency Service Coordination Manual

### 1.4a Public Guardian and Trustee (PGT) Participant Information Form

Agency Service Coordination Pilot Project PGT Participant Information Form	
<b>Date</b>	
<b>Participant Name</b>	
<b>Agency</b>	
<b>Agency Designate</b>	
<b>Adult Services Administrator</b>	
<b>PGT Authority</b>	Property <input type="checkbox"/> Personal Care <input type="checkbox"/> Committee <input type="checkbox"/>
<b>Expiry of Appointment</b>	
Area of Delegated Decision Making	
<input type="checkbox"/> Residential placement <input type="checkbox"/> Regular medical and dental care <input type="checkbox"/> Management of personal funds <input type="checkbox"/> Communication with support network <input type="checkbox"/> Other	<input type="checkbox"/> Day services placement <input type="checkbox"/> Planning of leisure time <input type="checkbox"/> Individual support services <input type="checkbox"/> Order of Apprehension <input type="checkbox"/> For Information Only
Describe the decision that needs to be made: (see attached Appendix) <ul style="list-style-type: none"> <li>•</li> </ul>	
Describe any information that is important for the CSW to know to make an informed decision: <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
Documents for Reference	
Additional Documents Attached: <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	

## APPENDIX

### Description of Decision

*The following questions may be used as prompts to guide the type information to provide when a decision needs to be made. Please note that this list is not exhaustive and not all questions will apply to every decision.*

1. Is the agency or other party contributing to the cost of the purchase? If so how much?
2. Has this type of item been purchased before? What happened to the last one?
3. Is the proposed expenditure for a shared item?
4. Is there staff benefit to the expenditure?
5. Is this expenditure/decision in line with the individual's goals as identified in the person centred plan?
6. Has a trip like this been taken before?
7. Has this been planned for in the financial plan?
8. Has any price comparison been done? Are quotes included?
9. Is there any reason why this request should not be approved?
10. Are there any safety concerns that influence this decision?