**Policy Statement:**

Division of Guardianship files an annual report to the court as required by KRS 387.670. The report includes recommendations to the court if guardianship services need to continue and if there are any available family members to serve as the guardian or limited guardian.

**Legal Authority:**

* [KRS 387.670 Annual report of guardian](http://www.lrc.ky.gov/Statutes/statute.aspx?id=36057)
* [910 KAR 2:040 Section 2. Annual Court Report](http://www.lrc.ky.gov/kar/910/002/040.htm)

**Procedure:**

1. In order to complete the annual report the Guardianship Social Service Worker (GSSW) shall:
2. Visit the individual under guardianship to assess current physical condition and needs as follows:
	1. If in a supervised setting the visit occurs not more than 45 days prior to completing the annual report, or
	2. If in an unsupervised setting, the visit occurs not more than 30 days prior to completing the annual report.
3. Review the individual’s records that are maintained by the residential provider
	1. Obtain current & historical status information needed to complete the annual review and court report;
	2. Obtain a current photo of client surroundings and any assets purchase since the last annual report of $100.00 or more;
	3. Obtain a current MAR/med list;
	4. Obtain the current POC;
	5. Obtain any rights restrictions; and
	6. Address voter status as needed.
4. Consult with the care provider concerning the individual’s care;
5. Complete the report in KYGFIS, including the recommendation for continued Guardianship;
6. Upload health records, photos, POC, Med list, and Restrictions to corresponding events in KYGFIS;
7. Update diagnosis list, contacts, and face sheet;
8. Update contacts and verify existing contacts are still accurate, if contacts are incorrect request family search;
9. Review budget, submit revised budget if changes are needed; and
10. Review individual under guardianship’s fiduciary account, if needed arrange for purchase or request burial or trust.
11. The GSSW shall prepare the annual report on the current personal status and includes the following information:
12. The individual’s current mental, physical, and social condition;
13. A summary of the medical, social, educational, and other professional services received by the individual;
14. A recommendation as to the need for continued Guardianship services; and

(d) An outline of the guardian’s visits with and activities on behalf of the individual.

1. If required by GFSOS utilize the annual review and court tip sheet.
2. The GSSW shall alert the GFSOS, by email, when the annual report process, is completed.
3. The GFSOS or designee shall:
4. Review and approve the annual report, any issues found shall be addressed during the monthly case consultation
5. Print, sign and have notarized the annual report;
6. Update the KYGFIS scheduling system with the submission date and next annual “due to the court date”;
7. Ensure that a signed and notarized copy of the annual report as sent to the court is scanned and attached using Event Type “Court Report Annual” and Subject as “Annual and current year”, example “Annual 2021”.
8. Ensure that any court approval of the annual report is scanned and attached to the same event in KYGFIS; and
9. Maintain the KYGFIS scheduling system that ensures the timely filing of annual reports in District Court for each Guardianship individual.
10. The GFSOS or designee shall submit the annual report on the individual’s personal status to the Court having jurisdiction on or before the first day of the appointment anniversary month each year following. (e.g. If May 15, 2020 is the appointment date, then the Annual Report is due to the court on May 1, 2021.)