**Letter of Delegation:** To a Delegated Case Manager by the Public Guardian and Trustee of Manitoba for a client subject to Committeeship Status

***Date***

Delegated Case Manager-***Name***

***Address Line 1***

***Address Line 2***

Dear Name (Delegated Case Manager):

Re: ***Clients Name***- Public Trustee File # ***Number***:

***Adult Services Administrator name: Click or tap here to enter text.***

***Contact Information: Mailing address Click or tap here to enter text.***

***Phone number: (work)* Click or tap here to enter text.**

Please find attached a Letter of Delegation and assignment as the client’s Delegated Case Manager from the Public Guardian and Trustee of Manitoba. As the Delegated Case Manager:

* Complete the Care Plan/Annual Review within the format and timeline defined by the Public Guardian and Trustee of Manitoba regarding ***Clients Name***, who is currently receiving services within your program.
* Submit the completed care plan to the Mental Health Administrative Assistant **name of admin**, who will forward same to the Adult Services Administrator.

The client’s health record must be flagged to indicate they are subject to Committeeship Status under the Public Guardian and Trustee of Manitoba. Preference is given to flagging electronic client health records when such exist within the specific site or program area.

Flagging a client health record includes:

* Noting that the address of the client under the PGT is changed to 155 Carlton, Winnipeg, MB, on the client’s MB Health card by the PGT Office as a further flag and indication to health care providers that this client is under the PGT.
* Completing and communicating the client’s contact information and section within the client’s health record, kardex and care plan, noting PGT Committeeship status, along with any proxy, nearest relative and primary contact.
* Documenting within the client health record, kardex and care plan the PGT status, name and contact information of the assigned Delegated Case Manager and PGT Adult Services Administrator.
* Documenting within the client health record, kardex and care plan to support safe care any client specific care requirements such as the need for accompaniment to appointments to facilitate information transfer or other required care needs.

As the Delegated Case Manager, you are responsible to communicate the client’s Committeeship Status and emphasizing same during any transfer of care or information transfer during care transitions to inform other health care providers such as primary care providers, fee for service physicians, dentists, and other service providers who are actively involved in this client’s care. The client’s vulnerability given Committee Status, and individualized needs for safe care are also communicated. The names and contact information for the Public Guardian and Trustee’s Adult Services Administrator and Delegated Case Manager are provided within information transfer.

Ensure that you are aware of your responsibilities and limited authority as Delegated Case Manager in providing case management and regular supervision for this client, at minimum every three months and more frequently as required. It is expected that you will involve the client, their family and natural supports as identified by the client in care planning and decision making whenever possible, as well as a collaborative approach between primary care providers including fee for service physicians and all service providers involved in providing care to this client.

It is expected that you will communicate and consult regularly with the PGT Adult Services Administrator in meeting this client’s needs, while gaining a clear understanding of each other’s respective roles, responsibilities and authority.

If this client is no longer in your care or will be transferred to an alternate facility, or should you have any questions, you are responsible to advise the Mental Health Administrative Assistant ***name of admin***, **phone number** or ***email***.

Sincerely,

Regional Director-Mental Health & Spiritual Care

(Responsible for assigning a Delegated Case Manager within Southern Health-Santé Sud for the Public Guardian and Trustee of Manitoba)

cc Adult Services Administrator