PSEM-18-02

December 20, 2017

**MEMORANDUM FOR DIVISION OF SENIOR & DISABILITY SERVICES ADULT PROTECTIVE SERVICES STAFF**

From: Kathryn Sharp Sapp, Bureau Chief 

Division of Senior and Disability Services

Adult Protective Services Policy Unit

Subject: Consulting with Office of General Counsel Regarding Guardianship/Conservatorship

Effective immediately, Adult Protective Services (APS) staff need to contact APS Policy Unit prior to contacting Office of General Counsel (OGC) regarding referrals for guardianship and/or conservatorship. When APS staff want to recommend guardianship and/or conservatorship, staff must contact the APS Policy Unit via email at [APSPolicy@health.mo.gov](mailto:APSPolicy@health.mo.gov). The APS Policy Unit will work with you to ensure all necessary information is included and will get back with you.

This change is due to a current shortage of attorneys in OGC, requiring us to be diligent in ensuring all information is included in the packet prior to submitting it to OGC for review. It is important that only those cases with sufficient case history, documentation, and with all alternate efforts explored be referred.

All questions should be cleared through normal supervisory channels and directed to Amanda Veltrop at [APSPolicy@health.mo.gov](mailto:APSPolicy@health.mo.gov) or by calling 573-526-5391.

KSS/av