



COLORADO OFFICE OF PUBLIC GUARDIANSHIP—REFERRAL CHECKLIST

Website: www.Colorado-OPG.org
Phone: 720-552-5215

Please use this checklist as a guide to gather appropriate documentation to complete your referral to the Colorado Office of Public Guardianship.

DEMOGRAPHICS

- Name of Alleged Incapacitated Person (AIP)
- Date of birth (Must be 21 or older)
- Address
- Social Security Number
- County of residency
- Race/Ethnicity
- Gender
- Veteran Status
- Confirmation of no pending guardianship proceedings by Adult Protective Services

INCOME AND ASSETS INFORMATION

- AIP income sources – Employment, SSI, SSDI, Private retirement, Any other earned income, etc.
- Owner of real property and address
- Owner of a vehicle and vehicle description (Make/Model/Year/Color)
- Credit Card and Bank Accounts/Statements
- Trust/Annuities
- Life Insurance/Burial Insurance

INCAPACITY INFORMATION

- Diagnoses (Primary/Secondary & Additional)
- Attach medical records, psychological, and neuropsychological evaluations to support diagnoses
- Provide a description of how these diagnoses limit the AIP and deems them as incapacitated
- History of Substance Abuse

BENEFITS INFORMATION

- Name and contact information of AIP's Caseworker (Long-term care, Medicaid/Medicare, Veteran's Association, Adult Protection, etc.)
- Active/Denied Food stamps
- Active/Denied Medicaid
- Active/Denied Medicare
- Social Security Administration (SSA) benefits
- SSA Representative Payee contact information
- Veteran's Administration (VA) benefits
- VA Fiduciary contact information
- Aid to the Aged, Blind, and Disabled (AABD)

COLORADO OFFICE OF PUBLIC GUARDIANSHIP—REFERRAL CHECKLIST

FAMILY AND SUPPORT CONTACT INFORMATION

- Name and contact information of all known family members
- Specific steps taken to contact each family member and to assess appropriateness
- Name and contact information of known interested friends
- Steps taken to contact each interested friend and to assess appropriateness

ATTACHMENTS

- Proposed Petition
- Evaluations and medical documentation
- Income documentation (Employment, SSI, SSDI, Private retirement, any other earned income, etc.)
- Banks statements and Credit card statements
- Letter from SSA approving the Representative Payee

PENDING CRIMINAL OR OTHER PROCEEDINGS

- Criminal charges and outstanding warrants
- Child Custody, Divorce, Child support
- Immigration
- Please include case identification information, including county and case number, and upcoming hearing, if applicable

REFERRAL PROCESS—PLEASE NOTE THAT REFERRING PARTY IS RESPONSIBLE FOR OBTAINING LEGAL COUNSEL TO FILE THE PETITION FOR GUARDIANSHIP WITH THE APPROPRIATE COURT

- A referring party is required to Register on the CO OPG website. Once registered, the referring party can Complete a Referral on the Colorado OPG website.
- A complete referral will allow the Colorado OPG to determine if the alleged incapacitated person (AIP) meets the statutory requirements of the OPG. If the referral meets the Colorado OPG eligibility requirements AND the Colorado OPG has the caseload capability, the Colorado OPG will file, or provide, an Acceptance of Appointment with the Denver Probate Court.
- A referral will not be considered complete until all information is adequately provided. The Colorado OPG will notify the referring party that the information was received and if it is considered complete or incomplete. The Colorado OPG may contact the referring party for clarifying information.
- An incomplete referral will not be considered. The referring party has 30 days to complete and update the referral. At 30 days, the referral will automatically be closed and the Colorado OPG will not notify the referring party. A new referral will need to be completed if the party wishes to nominate the OPG.