

The Role of the SAFE

Revised 4/26/04

1. Act as an Advocate for the Ward, and interact with the ward and other entities or agencies (these include the guardian or case manager, and may include the Ward's attorney, care providers, and others) in order to assure that the Ward receives appropriate care and treatment. The SAFE may act to aid the guardian to access information, explore options for the improvement of the Ward's life, or by providing additional visitations to the ward. The SAFE will be aware that it is not the SAFE who will make decisions for the Ward; the guardian will make decisions for the Ward, under the guidance of the Court.
2. Provide friendship and support to enhance the quality of life of the Ward.
3. Visit the Ward regularly.
4. Build a relationship of confidence and trust so that the Ward will feel comfortable in expressing concerns and anxieties without fear.
5. Become a voice of the Ward.
6. Act as eyes and ears of the Court.
7. Communicate with the guardian no less than monthly regarding the status of the Ward, unless the SAFE has been moved to the "abbreviated visitation" schedule, in which communication may be less frequent.
8. Work towards maintaining good communication with the guardian, caregiver, and relevant agencies, attempting to resolve concerns in a collaborative manner.
9. In the case of serious and irresolvable issues, the Advocate may appeal to the Court, with the guidance of the SAFE Case Manager or Director.
10. Gather information as to the needs and wishes of the elder and report these to the guardian, Court, and/or other agency as may be appropriate under the circumstances.
11. Be aware of and gather information about the adequacy and fulfillment of the care plan in relation to the elder's wishes and resources, and with respect to the health and medical status of the ward. Communicate about these to the guardian, and where appropriate, report these to the Court, and/or other agency as may be appropriate under the circumstances.
12. Bring any concerns regarding the placement, care, or treatment of the Ward to the attention of the guardian, and, where appropriate, to the care provider, attorneys, or the Court.
13. If the SAFE Advocate believes that the Ward has been subjected to abuse, neglect, isolation, or exploitation, the SAFE must make a report in accordance with N.R.S.200.5093.
14. The SAFE, upon presentation of the Order of Appointment, shall be permitted to inspect and/or copy any record relating to the Ward (see Order).
15. Maintain confidentiality.
16. Maintain Case notes and documentation, and keep the SAFE Office informed.
17. Submit a written report for all hearings and court proceedings relating to the case, and assure proper representation of the Ward at said hearings. Reports are to be submitted through the SAFE Case Manager. All legal parties shall receive copies, unless circumstances dictate otherwise.
18. In the written SAFE REPORT TO THE COURT, the Advocate has the opportunity in the different sections, to report the facts as observed, the Ward's wishes, comments and preferences (his or her "voice") the position or actions of others involved in the case as explained to the SAFE, but also, the Advocate's *own* considered concerns and recommendations which may differ from those of others cited in the report.
19. Is to be considered a party to the case.
20. Is to be included in the development of any significant agreement or plan entered into on behalf of the Ward.
21. Is to be notified of any hearings, staffings, investigations, depositions, settlement conferences, or other proceedings concerning the Ward that could create a change of status in the Ward's life or impact the Ward in any substantial way, except in an emergency situation.
22. Pursue other matters as directed by the Court.
23. Attend a minimum of 6 SAFE Volunteer Continuing Support and Training meetings per year.

Courtesies Guardians will offer SAFES

1. When the Guardian becomes aware of meetings related to the ward, she/he will notify the SAFE as soon as possible.
2. Whenever possible, Guardians will communicate with SAFES directly, using email, phone, or fax. Guardians will attempt to respond to any communication from the SAFE within two Court days. If the SAFE is not immediately available, the Guardian will leave the information with the SAFE office.
3. When a SAFE is appointed to a case, the Guardian will attempt to meet with the SAFE to inform her/him of the background, and make a tentative plan for proceeding.
4. The Guardian will inform the SAFE of any significant change in the ward's condition or circumstances, and significant needs or wishes expressed by the ward.
5. The Guardian will inform the SAFE of indications of any form of abuse, neglect, substandard care, and special needs not recognized in the care plan.
6. If the Guardian is suspicious of abuse, neglect, exploitation, or isolation, in any form, the Guardian will inform the SAFE, unless the SAFE is the party suspected of the abuse or neglect.
7. If a Guardian receives notice from a SAFE regarding deficiency in the care of a ward, or a safety hazard to the ward, she/he will make reasonable efforts to determine the merits of such concerns, and inform the SAFE of the outcome.
8. The Guardian will always be mindful that the SAFE has an obligation to report matters of significant concern regarding the Ward's well being and wishes to the Court.

Courtesies SAFES will offer Guardians

1. When the SAFE becomes aware of meetings related to the wards, she/he will notify the guardian as soon as possible.
2. Whenever possible, SAFES will communicate with guardians directly, using email, phone, or fax. SAFES will attempt to respond to any communication from the Guardian within two Court days
3. Upon being appointed to a case, the SAFE will attempt to contact the guardian to learn the background, and make a tentative plan for proceeding.
4. The SAFE will make a report to the Guardian monthly.
5. The SAFE will consult with the guardian regarding excursions or outings from the ward's residence.
6. The SAFE will report any change in the ward's condition or circumstances, and significant needs or wishes expressed by the ward or noticed by the SAFE.
7. The SAFE will inform the guardian of indications of any form of abuse, neglect, substandard care, and special needs not recognized in the care plan.
8. If the SAFE is suspicious of abuse, neglect, exploitation, or isolation, in any form, a report **must** be filed with EPS. The guardian will also be informed of such concerns, unless the guardian is the party suspected of the abuse or neglect.
9. If a SAFE notices a deficiency in the care of a ward, or a safety hazard to the ward, she/he will mention the problem to a responsible person at the facility and notify the guardian of the event in question.
10. If there is disagreement between the SAFE and others, before taking the matter to the Court for decision, we will extend every opportunity for discussion with guardians, family members, case managers, supervisors, or other responsible parties.
11. The SAFE will always be mindful that it is the guardian who is legally responsible for actions and decisions on behalf of the ward.