

Title 11.88 Quick Reference Guide for GALs

AGENCY	WHY CONTACT THEM?	WHAT YOU WILL NEED TO ACCESS	SPECIAL NOTES
Banks/Financial Institutions/Investment Firms	Asset information	Certified copy of your Order Appointing GAL. The AIP's date of birth and Social Security number may be required.	Call ahead for a lobby appointment if hours are restricted due to Covid19.
DSHS – Adult Protective Services Public Disclosure* Contact: Lisa Hudgins Lisa.hudgins@dshs.wa.gov DSHS Home & Community Services Public Records Disclosure Contact: Kathy Frey Kathy.frey@dshs.wa.gov	Information regarding contacts with the AIP for neglect/self-neglect/abuse/exploitation AND/OR adverse/disqualifying administrative findings for potential lay guardians. Ask for ACES client number for your report.	Copy of your Order Appointing GAL. If the State is not the Petitioner, you will need specific language to access DSHS records. If seeking information for a proposed lay guardian you will also need a signed authorization for release of information from the lay guardian candidate.	Provide date(s) of birth and/or Social Security number(s) in your requests for information to ensure proper identification of persons and their records.
Department of Children Youth and Families (formerly Background Check Central Unit) Dcyf.publicdisclosure@dcyf.wa.gov	Contact them for adverse/disqualifying administrative findings for potential lay guardians.	Same as for DSHS Adult Protective Services requests.	Advise the office of your deadlines for expedited handling of your request.
Medical Providers**	To obtain the required Medical/Psychological Report and additional information on your AIP's history and needs.	Copy of your Order Appointing GAL.	Not all medical providers use the same electronic records system. WHY THIS

			<p>MATTERS: Inability to access hospital records from all providers may impede information for treatment needed or alert medical providers to medication allergies or adverse reactions. Also, in-home or contracted therapy service providers often do not have access to PCP/specialists/doctor or hospital records (including medications) and the home-based providers use their own system(s) which the physicians do not have access to despite their shared patient and treatment plan.</p> <p>If you have a specific need to speak with the medical provider, identify yourself as the patient's GAL, provide a copy of the Order Appointing Guardian ad Litem, request a call and give your best call</p>
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			back number. Physicians, especially specialists, are good at calling back. They sometimes will do this early in their shift or after hours. Leave a good call-back number for afterhours or weekends, especially if your AIP is in hospital.
Judicial Information Systems (JIS)	Index of court cases, including Municipal, District and Superior Court cases (pre-Odyssey). Also search Odyssey as indices may not be complete.	Free ~ Name or case number will be needed for your search.	If you are researching your AIP or a prospective lay guardian, also check any criminal files for pre-release or pre-sentencing reports which will often contain NCIC criminal history information. **
ODYSSEY	Index of court cases for a majority of counties in Washington. Also search JIS as indices may not be complete.	Free ~ Name or case number will be needed for your search.	If you are researching a prospective lay guardian, check for criminal cases and review any pre-release criminal history for that person. Pre-release investigators have access to NCIC criminal records in all states.

<p align="center">PACER</p> <p align="center">Pacer.login.uscourts.gov</p>	<p>Used by some state court jurisdictions, federal courts and helpful for bankruptcy listings.</p>	<p>Establish a free account.</p>	<p>Free to view information. Limited free print pages and a nominal quarterly charge for overage.</p>
<p align="center">Residential Care Services</p> <p align="center">www.dshs.wa.gov</p> <p align="center">800.562.6078</p>	<p>Licensing and oversight agency for adult family homes, skilled nursing facilities, intermediate care and nursing homes for individuals with intellectual disabilities. Call in complaints for neglect, abuse or deficient care of your resident to ensure their health and safety in the facility.</p>	<p>Anyone can report. Telling them you are the GAL speeds a response.</p>	<p>RCS investigator will get back to you, if requested.</p>
<p align="center">Social Security Administration 714 N. Ironbridge Way, Ste 100 Spokane, WA 99202</p> <p align="center">https://www.ssa.gov</p> <p align="center">Tel: 509.866.331.5532 Fax: 509.353.2109</p>	<p>To report potential identity theft or misuse of the AIP's funds, and request protective measures.</p> <p>See selected SSA contact information sheet.</p>	<p>Certified copy of your Order Appointing GAL. The AIP's date of birth and Social Security number may be required.</p>	<p>It is sometimes difficult to get a response. If really needed, request an appointment via their website.</p>
<p align="center">Washington State Patrol – WATCH***</p> <p align="center">www.wsp.wa.gov</p>	<p>Request criminal conviction history.</p>	<p>Establish a free account and pay with a credit card.</p>	<p>Have your lay guardian candidate obtain this. If your candidate has not resided in Washington for long, have them obtain a certified conviction history from the state police of their prior home state.</p>

*** Request specific access language for APS requests in non-APS filed cases such as:**

The Court also ORDERS:

Because DSHS/Adult Protective Services/Home & Community Services and/or Department of Children, Youth and Families is/are not a party or petitioner in this case, the Public Disclosure Coordinator from Adult Protective Services requests an Order consistent with the law and their agency rules to allow its office to release confidential Adult Protective Services records to the Guardian ad Litem in this matter. These records from the named state agencies, if any, are material to the Guardian ad Litem's investigation and should be reviewed by the Guardian ad Litem. Disclosure of confidential Adult Protective Services/Home & Community Services/Department of Children, Youth and Families records is essential to the investigation of the court appointed Guardian ad Litem and in the best interests of the Respondent and facilitates the Guardian ad Litem's duties and responsibilities herein.

****If your AIP is/has been a patient at Eastern State Hospital, criminal conviction history information may be contained in their records if a forensic competency evaluation has been done. Ask medical records to review the hardcopy file; this may require an appointment. ESH may not re-disclose a copy of the NCIC record as this data base is usually restricted to law enforcement and other authorized agencies.**

*****Spokane County does not reimburse for this expense. Other Counties may and do. Check with your Court Administrator for reimbursement rules. (In Spokane, LWakefield@spokanecounty.org.)**