

Due Diligence Checklist:

SEARCH ACTIVITIES	COMPLETED (If Applicable)
Communicated with known family members or friends to inquire as to interest in serving.	
Communicated with any known neighbors to identify potential family members or friends who may be interested in serving.	
Communicated with any known probation or correctional officers involved with client to identify potential family members, friends, or emergency contacts who may be interested in serving.	
Communicated with known care providers to identify potential family members or emergency contacts who may be interested in serving.	
Communicated with known specialty providers or clinics to identify potential family members or emergency contacts who may be interested in serving.	
Communicated with known pharmacies to identify potential emergency contacts who may be interested in serving.	
Communicated with any known churches or religious affiliates to identify potential family members or friends who may be interested in serving.	
Communicated with last and historic (within last 5 years) landlords or previous caregivers to identify potential family members, friends, or emergency contacts who may be interested in serving.	
Completed CPG ListServe inquiry through the Office of Public Guardianship (OPG) intake process to identify potential certified professional guardian/conservator who may be interested in serving. This process is completed by: Completing the OPG Referral Form: OPG FRM Referral Fill in Form.pdf (wa.gov) Emailing the completed form to Guardianshipprogram@courts.wa.gov (or as instructed on referral form)	
Upon receipt of form, Administrative Law Clerk staff will send a brief case description to the statewide Certified Professional Guardian & Conservator ListServe with instructed for interested CPGs to contact you directly. This search is required to provide judicial timeframe of 14 business days (excluding Saturdays, Sundays, and state holidays).	
If upon the lapse of the judicial timeframe requirement, no interested guardians have been identified, a referral to the HCS Guardianship Pilot Program is warranted using referral form DSHS Hospital CPG/Conservatorship Request Form .	