



CABINET FOR HEALTH
AND FAMILY SERVICES

GUARDIANSHIP TRUST FUND

USER GUIDE DOCUMENT

RELEASE 1.1

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Prepared For:

Department for Community Based Services
Division of Administration and Financial Management
Cabinet of Health & Family Services

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Document Revision History			
Version	Date	Changes	Updated By
1.0	2/20/2025	Original User Guide	Jimmie Patterson

1. PROJECT SUMMARY

1.1. Overview

The Cabinet for Health and Family Services (CHFS) is the guardian for individuals adjudicated by district courts to be under guardianship of the state. The Department for Community Based Services (DCBS), under CHFS, manages the personal and financial affairs of these individuals under guardianship, and acts as an advocate to guarantee that the basic civil and human rights of each individual are reserved and protected.

This application automates the Guardianship Grant approval process, beginning from receiving the request for grant to approval/disbursement of the grant.

2. APPLICATION

2.1. Guardianship Request Form

DCBS guardianship staff will receive grant requests from the individuals under guardianship, enter the request, and then the request will flow through the approval process. A staff member from DCBS will receive the request from a prospective grant recipient, enter required information into the proposed system, and trigger the approval process.

<https://sp13internal.chfsinet.ky.gov/sites/DAIL/gtf/SitePages/Home.aspx>

Guardianship Trust Fund Tracking - New Item

EDIT PAGE

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Save Cancel

Last name *

Name of individual under guardianship

First name

Middle initial

Division *

Appointment date *

August 2022

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Today is Friday, August 19, 2022

Appointment type *

Guardianship only
Conservatorship only
Limited/Emergency
Full Guardian/Conservator

Temporary housing needed?

Yes
No

Eviction notice received?

Yes, attached
No
N/A

Abuse/ neglect/ exploitation?

Yes
No

Emergency personal needs?

Yes
No
N/A

Emergency personal needs?

Yes
No
N/A

Commented [CT1]: In the Division drop down, Finance and Administration needs to be changed to Administration and Financial Management.

Commented [JP2R1]: This will require a change to SharePoint application drop down listing.

List personal needs

If question 9 is yes, please list personal items needed including costs.

Medical supplies/services needed? Yes No N/A
 Individual under guardianship need medical supplies, medication or medical attention not covered by Medicaid or other insurance?

Cost of medical supplies/services

Burial/cremation needed? Yes No
 If all conditions below apply, select Yes, enter burial/cremation cost and attach KYGFIS confirmation statement from county officials.
 If all conditions below do not apply, select No. Burial/cremation costs cannot be approved.

- * Individual was under guardianship 6 months or longer prior to death.
- * Individual had no burial or life insurance policy
- * Individual's family unable to pay full burial/cremation costs. Include KYGFIS confirmation statement from family.
- * County where death occurred has no indigent burial funds.

Guardianship Trust Fund necessary? Yes No
 Are there funds from the Guardianship Trust Fund required to ensure the health, safety and well-being of the individual under guardianship if no other funds are available or accessible in a timely manner?

Costs, steps taken to obtain other resources

List cost breakdown along with other steps taken to obtain other resources.

Request Total *
 Total of all costs for this request.

Check address *
 Provide address to which trust fund check should be mailed.

Payable to *
 Name of person to whom check should be issued.

Submit to Branch Manager
 Check the box when you have all the fields completed and are ready to submit the request to your Branch Manager.

2.2. Document Upload



2.3. Field Descriptions

#	Description	Data Type	Comment
1	Last Name *	Text	Last name of Client
2	First Name *	Text	First name of Client
3	Middle Initial	Text	Middle Initial of Client
4	Division *	Dropdown	DCBS User entering data should select the area they are assigned to. This selection will determine which BM will need to approve.
5	Appointment Date *	Date	Choose date
6	Appointment Type *	Dropdown	Choose one from Selection
7	Temporary Housing Needed?	Dropdown	Choose Yes; No
8	Eviction Notice Received?	Dropdown	Choose Yes; No; N/A
9	Abuse/neglect, exploitations?	Dropdown	Choose Yes; No
10	Emergency personal needs?	Dropdown	Choose Yes; No; N/A
11	List personal needs	Text	
12	Medical supplies/services needed?	Dropdown	Choose Yes; No; N/A
13	Costs of medical supplies/services	Text	
14	Burial/cremation needed?	Dropdown	Choose Yes; No
15	Guardianship Trust Fund necessary?	Dropdown	Choose Yes; No
16	Costs and steps taken to obtain other resources	Text	
17	Request Total *	Numeric	Enter Total amount of Request
18	Check Address *	Text	Enter the address of where the check should be mailed
19	Payable To *	Text	Enter the name of the person to whom the check should be issued to
20	Submit to Manager	Checkbox	Check the box when you have all the fields completed and ready for Branch manager approval

* Required fields

2.4. Workflow Approval Screen

- Status and Comment, in addition to fields listed in Section 3.1.
- Status dropdown values: Saved, Submitted, In-Progress, Pending, Rejected & Approved.

SharePoint | Guardianship Trust Fund Tracking | CHFS Internal | SharePoint Training | Search this site

Workflow task

Home | Guardianship Trust Fund Tracking | Site Contents

Use this page to respond to a workflow task. [Learn about requiring approval.](#)

Outcome *
Select an outcome for this task.

Approve
 Reject
 Requires Revision

Comment
Use this field to enter any comments regarding this task.

OK Cancel

2.5. Workflow Grid View

SharePoint | Guardianship Trust Fund Tracking | CHFS Internal | SharePoint Training | Search this site

Guardianship Trust Fund Tracking

Home | Guardianship Trust Fund Tracking | Site Contents

new item

ID	Division	Last name	First name	Middle initial	Status	Appointment date	Appointment type	Burial/cremation needed?	Medical supplies/services needed?	Temporary housing needed?
* Division : Finance and Administration (2)										
* Status : (2)										
3	Finance and Administration	Smith	...	Dandan		6/04/2022	Conservatorship only	Individual had no burial or life insurance policy	Yes	No
2	Finance and Administration	Huff	...	Puff		6/10/2022	Conservatorship only	County where death occurred has no indigent burial funds. Include KYGFS confirmation statement from county officials.	Yes	No
* Division : Guardianship (4)										
* Status : (2)										
4	Guardianship	Howan	...	Jovan		6/27/2022	Conservatorship only	County where death occurred has no indigent burial funds. Include KYGFS confirmation statement from county officials.	Yes	Yes
1	Guardianship	Jenkins	...	Henkin		6/8/2022	Guardianship only	Individual was under guardianship 6 months or longer prior to death	Yes	Yes
* Status : In-Progress (1)										
13	Guardianship	Stephens	...	Melissa	In-Progress	7/27/2022	Limited/Emergency	Individual was under guardianship 6 months or longer prior to death	No	Yes
* Status : Rejected (1)										
12	Guardianship	Heilig	...	Chad	Rejected	7/22/2022	Limited/Emergency			

2.6. Approval Process

The Request creator fills in the form and submits.

1. If the Division is **Guardianship**
 - a. System generates an email notification and routes the request to **Branch Manager**.

- Set Status to **In Progress**
 - b. If approved by **Branch Manager**
 - System generates an email notification and routes the request to Guardianship Division Director.
 - If rejected by the **Branch Manager** send email notification to request creator with reason for rejection and change status to **Rejected**. Workflow ends.
 - c. If approved by **Guardianship Division Director**
 - System generates an email notification and routes the request to the **Administration and Financial Management Director**.
 - If rejected by the **Guardianship Division Director** send email notification to request creator with reason for rejection and change status to **Rejected**. Workflow ends.
 - d. If approved by the **Administration and Financial Management Director**
 - System generates an email notification and routes the request to Commissioner.
 - If rejected by the **Administration and Financial Management Director** send email notification to request creator with reason for rejection and change status to **Rejected**. Workflow ends.
 - e. If approved by **Commissioner**
 - System generates email notifications and routes to Coordinator and Branch Manager for processing and stored for record keeping purposes. Set status to Approved. Workflow ends.
 - If rejected by the **Commissioner**, a system generated email notification is sent to request creator with reason for rejection and change status to **Rejected**. Workflow ends.
- 2. If the Division is **Administration and Financial Management**
 - a. System generates an email notification and routes the request to **Branch Manager**.
 - Set Status to **In Progress**
 - b. If approved by **Branch Manager**
 - System generates an email notification and routes the request to **Administration and Financial Management Division Director**.
 - If rejected by the **Branch Manager**, a system generated email notification is sent to creator with reason for rejection and change status to **Rejected**. Workflow ends.
 - c. If approved by the **Administration and Financial Management Director**
 - System generates an email notification and routes the request to Guardianship Division Director.
 - If rejected by the **Administration and Financial Management Director**, a system generated email notification is sent to request creator with reason for rejection and change status to **Rejected**. Workflow ends.
 - d. If approved by **Guardianship Division Director**
 - System generates an email notification and routes the request to the Commissioner.
 - If rejected by the **Guardianship Division Director**, a system generated email notification is sent to request creator with reason for rejection and change status to **Rejected**. Workflow ends.
 - e. If approved by **Commissioner**
 - System generates an email notification and routes to Coordinator for processing and stored for record keeping purpose. Set status to Approved. Workflow ends.
 - If rejected by the **Commissioner**, a system generated email notification is sent to request creator with reason for rejection and change status to **Rejected**. Workflow ends.
- Division dropdown will determine which approval route the request will take.

- Each division will have its own request creators and approvers. However, creators may all be in the same user group.
- System will allow each requestor or approver to choose the next approver based on the division selected on item creation. Divisions are Guardianship and Administration and Financial Management.
- Request creator will choose which Branch Manager the request will be routed to if system presents more than one Branch Manager.
- Request approver Branch Manager will choose which Director and so on.
- If a request has a
 - Major deficiency, it will be rejected altogether & subsequently archived. The request creator will be required to submit a new request for approval of fund.
 - Minor deficiency, such as missing attachment or needs additional information, the request will be put into status of requires revision and sent back to request creator for corrective action and resubmission. The request will then follow the same approval route of Branch Manager → Division Directors → Commission → Coordinator.
- Any request, rejected at any stage, will end with status = **Rejected**. **Rejected** items will move into the Archived view when Created date = [Today] minus 365 (days). Rejected requests may not be edited and a new item must be created to resubmit a rejected request.
- i. Requests with Approved (Complete) status will move to the Archived view when Created date = [Today] minus 365 (days).

2.7. Access Matrix

Access level ↓	Guardianship					Administration and Financial Management				
	Requester	Branch Manager	Division Director	Commissioner	Coordinator	Requester	Branch Manager	Division Director	Commissioner	Coordinator
Create	√					√				
View	√	√	√	√	√	√	√	√	√	√
Edit	√					√				
Approve		√	√	√			√	√	√	
Print/Export			√		√			√		√

2.8. Email notifications

Request Review

1. **Recipient:** <Next approver or staff as selected by previous user.>
2. **Subject line:** **URGENT: Guardianship Trust Fund – Response required.**
3. **Content:** **Request** <Number>, **duly approved by** <previous approver/requestor>, **is ready for your review and approval.**
<Link to the SharePoint site>

Request Rejected

1. **Recipient:** <Request creator>
 2. **Subject line:** **URGENT: Guardianship Trust Fund – Response required.**
 3. **Content:** **Request** <Number> **has been rejected** <previous approver> **for the reason** <comment from comment box>.
<Link to the SharePoint site>
- Requester should select “Urgent” or “Non-urgent” from down before submitting a request.
 - Subject line of the email notification to recipient will be prefixed with “Urgent” or “Non-urgent” as selected by the requester.
 - If recipient does not take any action within:
 - 24 hours from the time email notification is sent, a follow-up email will be sent out. Subject line “2nd Request – Action Required”.
 - 72 hours from the time email notification is sent, a follow-up email will be sent out. “3rd Request – Action Required”.