

What is a Designated Representative

Pursuant to the adult foster care rules, a resident may appoint a designated representative. A designated representative often assumes many responsibilities and interacts with the resident and AFC home on a regular basis. The scope of the designated representative's authority is established in the AFC rules. In general, if a resident appoints a designated representative, it does not take away the resident's right to make his/her own decisions. **Limited exceptions may exist for court-appointed guardians and/or other persons acting with lawful authority.**

The following references to the AFC licensing rules better illustrate the possible role of a designated representative.

Participation in the admission process:

- provide necessary intake and health care information as well as facilitate receipt of a health care appraisal. Rule 400.1407(9) and 400.1422(1) (a) (iv).
- assist with the completion of a written assessment plan at the time of admission. Rule 400.1407(3) and 400.1413(1).
- review and approve a written resident care agreement at the time of admission and at least annually thereafter. Rule 400.1407(5) (6).

Receipt of notices from the licensee such as notice of:

- incident, accident, death, illness or absence. Rule 400.1416(4) and Rule 400.1417(1) (a) (3).
- discharge or emergency discharge. Rule 400.1407(12) (14) (15) (17).
- property remaining on the licensee's premises after discharge or death. Rule 400.1421(12).
- occurrence of fire and property damage of more than \$100. Rule 400.1426(13).
- use of repeated or prolonged crisis intervention. Rule 400.1414(4) (6).
- use of time-out. Rule 400.1413(4).
- use of chemical restraint. Rule 400.1415(5).

Receipt of documents if not contained in the Resident Care Agreement such as the:

- house guidelines. Rule 400.1407(10).
- fee policy. Rule 400.1407(11).
- resident rights. Rule 400.1409(1) (2).
- change of residency of resident and provide written consent if appropriate. Rule 400.1407(15).
- admission and discharge policies. Rule 400.1407(3) (5) (6) (9) (10) (11) (12) (14)(15)(17).

Handling of resident funds and valuables as required by rule 400.1421(1) (6) (7) (9) (11) (12).

Again, the designated representative generally has a limited scope of authority and may not violate in any way a resident's rights as protected by rule 400.1409(1).