

<b>1: The Issue</b>	
<i>Questions used to thoroughly understand the issue.</i>	<i>Answers to each question.</i>
What is the concern?	
What is the history of the issue?	
Is this problem acute? Chronic? Critical? Emergent?	
What interventions or solutions are being considered?	
Who, what, and where do the solution recommendations come from?	
What are the risks of this solutions at this time?	
What are the benefits?	
What are the risks of not taking action?	
Other points or ideas that help to understand the issue.	
For Medical Concerns: 2nd Opinion Provider, Assessment + Recommendation	
For Medical Concerns: 3rd Opinion Provider, Assessment + Recommendation	

<b>2: The Adult's Preferences</b>	
<i>Questions used to identify preferences related to the issue.</i>	<i>Answers to each question.</i>
Has the adult expressed preferences about this issue?	
What is the adult's preference?	
What is the adult's level of understanding of the issue?	
In discussion of risks, benefits and consequences, what does the adult say?	
Are there any conflicts with "Bill of Rights?"	

**3: Quality of Life**

<i>Question used to determine if/how adults QOL will be impacted.</i>	<i>Answers to each question.</i>
How does the adult rate their current quality of life?	
What are the adult's quality of life goals?	
How will the proposed interventions impact quality of life or goals?	
How will not taking action impact quality of life?	

<b>4: Contextual Factors</b>	
<i>Uncover cultural, family, finances, legal, institutional rules.</i>	<i>Answers to each question.</i>
How might family issues impact the decision?	
What institutional issues or rules might influence the decision?	
Are there financial or economic factors?	
Are there religious or cultural factors?	
Are there legal issues that support or oppose this decision?	
What liabilities or consequences might the guardian face as a result of this issue?	
Are there any special circumstances to document?	

**5: Ethical Principles Associated with this Issue**

<i>Which ones are considerations in this decision?</i>	<i>Questions</i>	<i>Your Answers</i>
1. Preserve adult's dignity	How does this issue impact the adult's dignity and will the proposed solution be better or worse?	
2. Create safe, secure environment	Is there a change in environment? If so, how do I know it is safe and secure?	
3. Understand needs, values + goals	Have I explored the issue well enough to understand the adult's needs, values or goals?	
4. Support growth and achievement of goals	Does this issue impact growth and goal achievement? If so, how?	
5. Select least restrictive alternatives	Does the principle of least restrictive alternatives apply? If so, how?	
6. Maximize independence	Is the adult's independence impacted? If so, how?	
7. Comply with laws + court order	Are there any laws to be considered as part of this decision? If so, what?	
8. Seek termination or limitation of guardianship, if capacity regained	Are limitations or termination of the guardianship relevant actions to be considered as part of this issue?	
9. Beneficence	How am I demonstrating beneficence?	
10. Non-Malevolence	How am I demonstrating non-malevolence?	
11. Best Interest	Does this decision call for the principle of best interest? Why?	
12. Substituted judgment	Does this decision call for the principle of substituted judgment? Why?	
13. Informed consent	Do I understand the risks and benefits of this decision thoroughly enough to give consent or non-consent?	
14. Justice	Are there issues regarding scarce medical resources?	
15. Detailed accounting	Is money involved? If so, how will I track it?	

**5: Ethical Principles Associated with this Issue**

16. No commingling of funds	Is money involved? If so, am I taking care to keep a separate account and accounting?	
17. No financial benefit to conservator	Is there a conflict of interest (or the appearance of COI) in any way?	
18. No estate planning nor asset sales without court approval	Are estate planning or asset sales required for this decision? If so, do I have the authority?	
19. Involve adult in decisions	Am I able to involve the adult in this decision? If not, why?	
20. Strict confidentiality	Does confidentiality need to be broken in order to provide a solution? If so, why?	
21. Documented support for every decision	Do I have the information I need to thoroughly document my decision?	

**6: Summary of Information, Conclusions, Decisions**

<i>What do we know as result of this decision-making process?</i>	<i>Answers to each question.</i>
Is action needed?	
What action should be taken?	
Why?	
When?	
Is the adult's preference being respected? If not, why?	
Which ethical principles have been considered?	
What concerns or consequences must be prepared for?	
Are there any conflicts with "Bill of Rights?"	