

# BCPSLS re:act SPG

Submit a request for the Public Guardian & Trustee (PGT) to become the Statutory Property Guardian (SPG) by logging into BCPSLS re:act through your Health Authority intranet page.

## Report:

1. Enter the affected adult's name and demographics
2. Describe the reason for initiating the report
3. Enter your information as the BCPSLS reporter
4. Choose your Health Authority
5. Click "Submit".

## Investigate:

### Reference, names & links

1. Change the approval status to "Assessment", click "Save".
2. In the "Designated agency, QHCP & HAD information" section choose the facility and program which will be involved in the investigation, and click "Save".
3. Click on the "Affected adult" ID number to open the contact form and review the details. Click on "Check for matching contacts." If you locate an exact match (name and demographics), click "Choose" and "Create new link." If a match is not found, click "Cancel," change the approval status to "Approved" and click "Save." If you search for this person again for a future record, their name will be an approved contact.
4. If there are other "People involved in the SPG process," follow the same process to "Check for matching contacts as you did for the "Affected adult". Or, if you have identified further people and you need to add them to the record, such as PGT or SPG coordinator, click on "Create a new Contact link" enter their information and follow the same process to approve them.

## Notes

1. Click on "Notes" to view the initial reason for the SPG report.
2. In the "Process notes" field add any notes prior to the formal assessment and click "Save".

## SPG assessment

1. Choose the "Assessment process" order.
2. Select the QHCP from the dropdown list in "Reference, names & links" and click "Save."
3. Return to "SPG assessment" and complete all the fields of the assessment, and click "Save."

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## HAD review

1. Choose the "HAD review" process order.
2. Select the HAD from the dropdown list in "Reference, names & links" and click "Save."
3. Return to the "HAD review" page and complete all the fields of the HAD review, and click "Save".

## Email feedback

1. How to use email feedback:
  - a. Click on the dropdown list of staff and contacts attached to this record and choose the appropriate contact from the list, double click on the contact to add.
  - b. To send information to someone in your Health Authority who is a Handler, click on the dropdown list and select as many users as required (double click to add).
  - c. To add "Additional recipients" to an email, type their email address in the field provided.
  - d. Scroll down to the "Body of message" text box and enter your message.
  - e. Select any attachments if required by using the drop down box and double click on the attachment to add.
  - f. Click "Send message". An email history will be maintained at the bottom of the "Email feedback" page for your reference.

## Ending PGT authority

1. If you are ending PGT authority, complete all fields on this page and click "Save"

## Documents & templates

1. To attach a new document such as a "PGT Functional Assessment" or "Support & Assistance Order" click "Attach a new document" and link to the document you wish to add. Include a brief description of the attachment. Click on "Attach this file" and choose the file from your computer. Click "Save."

## Closing the SPG

1. Once you have completed your review and follow-up and you are ready to give the record the "Closed" status, return to the "Reference, name & links" page. Change the "Approval status" to "Closed" and click "Save."