

**17—22.9(231E,633) Case records.**

**22.9(1)** A case record must be established for each consumer. At a minimum, the case record must contain:

- a.* Copies of the assessments, medical records, and updates, if any;
- b.* A separate financial management folder containing an inventory, an individual financial management plan, a record of all financial transactions made on behalf of the consumer by the public guardian, copies of receipts for all expenditures made by the public guardian on behalf of the consumer, and copies of all other documents pertaining to the consumer's financial situation as required by the state office;
- c.* Itemized statements of costs incurred in the provision of services for which the public guardian received court-authorized reimbursement directly from the consumer's estate; and
- d.* Other information as required by the state office.

**22.9(2)** All case records maintained by the public guardian shall be confidential as provided in Iowa Code section 231E.4(6) "g."

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