

The *Overview of Protective Supervision* is a tool that is useful for reviewing the steps you have taken over the past year to ensure the welfare of the person under your protection. It is also an excellent way to update the tutorship council.

The overview contains five sections:

1. Material needs and daily needs
2. Living environment
3. Health needs
4. Social needs
5. Upholding and exercising rights, and respecting the autonomy of the protected person

In each section, you can write about these different areas of concern. Feel free to use additional sheets of paper if you need to provide more detailed explanations. Attach them to the overview form and submit everything to the tutorship council.

Section 1 : Material needs and daily needs

Ask yourself if the daily needs of the person under your protection are being met in a satisfactory manner, and in a way that respects their integrity, dignity, and security. Pay particular attention to his or her material needs (clothing, furniture, technical aids, etc.). Try to find out whether the person is eating properly and getting adequate personal care (hygiene, clothing). Check that they have enough money to cover their personal expenses. Verify that the person has access to a means of transport that enables them to easily get around and carry out their daily activities. Write your comments in the column marked "*Your Observations*".

You yourself are not responsible for providing services to the person under your protection, but you must ensure that they receive them, for instance, by asking someone close to the person to make certain purchases for them, asking the CLSC to intervene when necessary, or, if necessary, hiring a legal advisor.

In the "*Actions Taken or To Be Taken*" column, write down what steps you took in the past year to change the situation if some of the person's needs were not being met and what you intend to do in this respect.

For more information about ways to ensure the welfare of the protected person, see part 2.2 of section C on how to protect someone under tutorship/curatorship, on page 5.

Section 2 : Living environment

Write what you have done to ensure that the living environment of the person under your protection is safe and meets their different needs. For example, perhaps some furniture items need to be replaced with others that are more adapted to the person's physical condition; or their home needs to be laid out differently so that they can continue living there. If the person is living in a care facility, you can speak regularly with staff, the person's nurse, or other practitioner to confirm that this environment is still meeting the person's needs. Also, indicate in the column entitled "*Your Observations*" if the person under your protection has expressed any wishes concerning their living environment (adaptations, home help, new furniture, moving, etc.).

You are not obligated to house the protected person yourself, but it's important that their residence corresponds to their needs and wishes, and, of course, financial means. If their living environment is not satisfactory, note down the changes that might be made under "*Actions Taken or To Be Taken*". For instance, you can contact the healthcare network with a view to their eventual move into an environment that is better adapted to their condition, or apply to the CLSC for home support services.

Section 3 : Health needs

Here, you can write about health care services received by the person under your protection (medical appointments, administration of drugs, home support services, etc.). You can also note information in the "*Your Observations*" column, for instance, whether the person has access to a family doctor. We also suggest that you indicate whether the person is capable of consenting to care or if you had to make a medical decision in their name.

For more information about consent to care, see part 3 of section C on how to protect someone under tutorship/curatorship, on page 11.

If the person under your protection requires more care than they are currently receiving, write the steps you have taken to obtain them in the "*Actions taken or to be taken*" column.

Section 4 : Social needs

In the "*Your Observations*" column write what the protected person does to socialize and participate in activities that match their interests and needs. Record any opportunities that the person may have to maintain, in accordance with their capacities, healthy interpersonal relations and be socially active in order to avoid isolation.

In the "*Actions Taken or To Be Taken*" column you can add information about what you plan to do to facilitate the protected person's participation in community, educational, work, or recreational activities.

It may be that the person does not wish, or is unable to take part in such activities. You don't have to make the person do these things, simply provide them with a chance to do so, to the extent they are capable and want to do it.

Section 5 : Upholding and exercising rights, and respecting the autonomy of the protected person

The last section is where you report on how the person under your protection is using and developing their capacities. You can report about whether they have exercised the rights they are still entitled to exercise. For example, they can still vote in federal elections and consent to proposed treatments if they understand the consequences of the treatment.

You can also describe how you enable them to participate in the decisions concerning their protection, when this is possible, and how you have taken their values into account before making a decision on their behalf.

For more information about the use and development of the protected person's capacities, see part 4 of section C on how to protect someone under tutorship/curatorship, on page 15.

Last, in this section, you can note whether you have hired a legal advisor (notary or lawyer) to defend the rights of the person under your protection.