

#### IIM Assessment Request: Outside of Service Area

1. The Social Worker sends an email to the account holder's servicing region requesting that their Branch of Human Services conduct an assessment of the account holder.
2. The servicing region is responsible for working in coordination with their Branch of Human Services and agencies to ensure completion of the assessment and attainment of the required supporting documents (i.e., court order, medical/psychiatric evaluations, etc.).
3. Upon completion of the assessment, the Branch of Human Services of the servicing region ensures the assessment is complete and forwards recommendation to the OIC at the account holder's home agency with a cover memo requesting their review and action.
4. Based on the completed assessment, the OIC at the home agency makes a decision to restrict the account and issues the Notice of Intent to Restrict an IIM Account (Kennerly Letter) to the account holder and/or responsible person.
5. The OIC at the home agency ensures that the Office of the Special Trustee (OST), and the requesting and servicing office(s) receive copies of the Notice of Intent to Restrict an IIM Account.