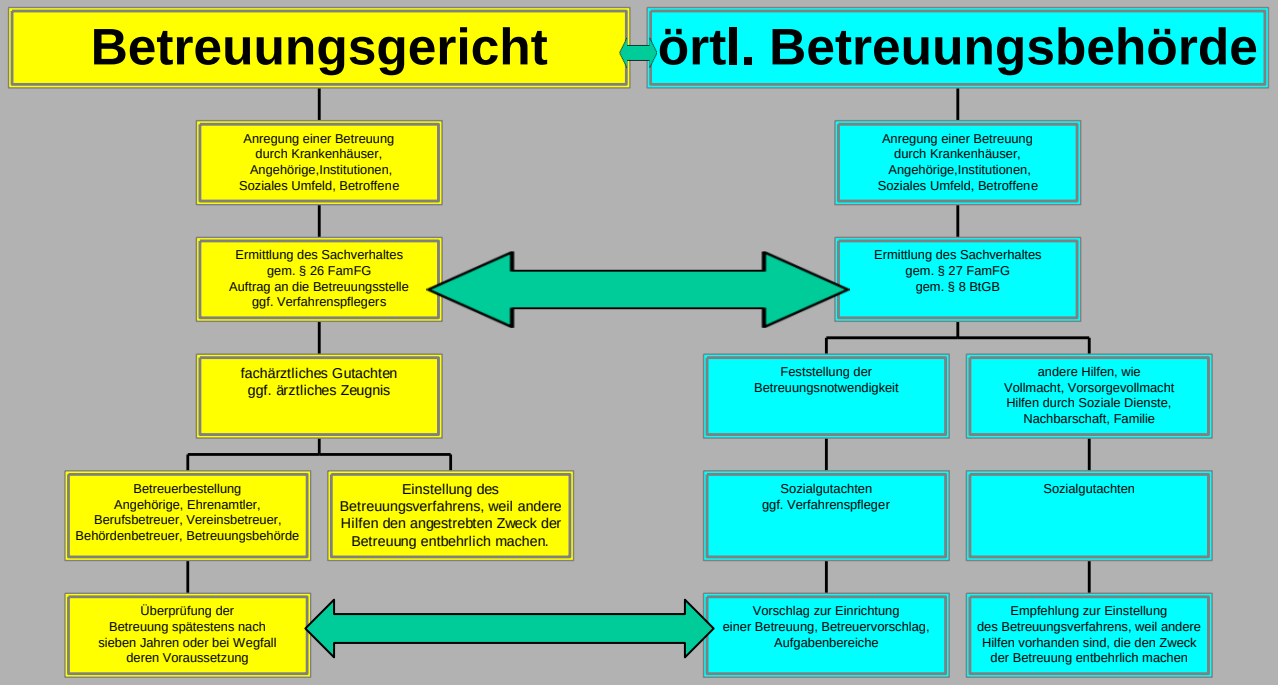Betreuungsverfahren