

D1 DoLS

(Process for completing COP Dol application community services only)

COMPLETE COP 3(CAPACITY ASSESSMENT)

- Visit and carry out an assessment with the person who wishes to use our service.
- Send the completed document to the legal team.

COMPLETE COP 10 (Application to authorise a deprivation of liberty)

- Prior to the deputy order or POA documents are required:

ANNEX A (Evidence in support of application)

- Medical diagnosis letter either from the GP or local CTPLD required.
- Care Plan required from the provider.

ANNEX B (Consultation with people with an interest in the application)

- Gain views of people as specified in Annex B.
- Establish those willing to act as Litigation Friend or Rule 3A Representative.
- Evidence their ability to carry out this role.
- (Legal are suggesting that they also complete a COP 24 about the care / accommodation).
- SW will also need to complete a COP 24 to additionally evidence person's suitability to act in this role.

Annex C (Consultation with client in support of an application)

- Establish if a family member or close friend can carry out this role.
- If not establish if an IMCA can be commissioned to carry out this role.
- If no one else is available the allocated Social Worker can carry out this role.
- If family member they may require support to do this and explanation.

Send the completed forms, support plans, medical letter and any other orders to the legal team.

Complete the record of best interest discussion - Consult with all relevant parties on Best Interests of the client in this regard.

Send to the legal team.

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	✓	X	X	✓	✓	X	✓

Version: New Date: 12/03/24