



MCA and DoLS Electronic System Guide

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1. What do each of the DoLS forms mean? *(Page 2)*
2. Where to find document templates? *(Page 3)*
3. How to upload DoLS Form 1 *(Page 4)*
4. a) How to upload Form 3, 4 & 5 *(Pages 5 & 6)*
b) Chasing up an outstanding application *(Page 6)*
5. Uploading a capacity assessment, best interests assessment or advanced decision *(Page 7)*
6. Court Appointed Deputy /Lasting Power of Attorney / IMCA *(Page 8)*
7. How to view documents that have already been uploaded:
 - a) Viewing previous capacity assessments or best interests assessments *(Pages 9-10)*
 - b) Viewing any of the DoLS authorisation forms *(Page 11)*
8. Completing Capacity to Consent Assessments *(Page 12)*
9. Completing formal capacity assessments and best interest decisions *(Page 16)*

1. What do each of the DoLS forms mean? E.g. Form 1, 2, 3, 4 & 5.

Form 1: standard and urgent request

This is the form that is initially sent when a DoLS request is first sent off.

Form 2: further authorisation request

This is the renewal form that is sent when the old application is coming to an end.

Form 3: Best interests assessments combined assessments

This form is filled in by the best interest's assessor (this may be a social worker), after their assessment of the patient. This will be sent in to us with form 4 and 5, once the application has been approved.

Form 4: mental capacity, mental health and eligibility capacity assessments

This form is filled in by the eligibility assessor (usually a medical doctor), after their assessment of the patient. This will be sent in to us with form 3 and 5, once the application has been approved.

Form 5: standard authorisation granted

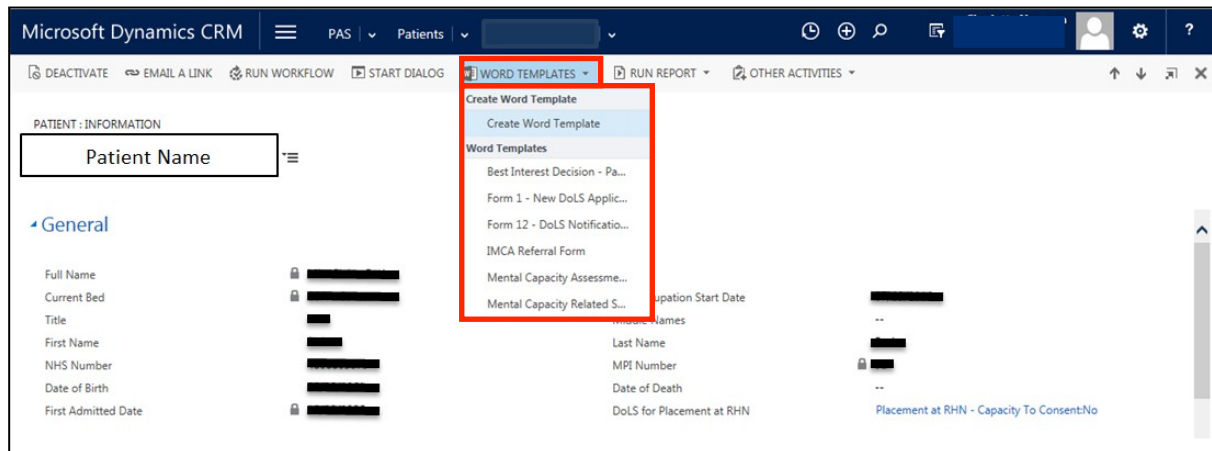
This form is filled in by Supervisory Body based on the two assessments. This will be sent in to us with form 3 and 4, once the application has been approved. This is the overall approval for a deprivation of liberty.

Form 6: standard authorisation not granted

This form is sent to us when the authorisation has not been granted, often because the assessor(s) believed the patient does have capacity to consent to being here.

2. Where to find document templates?

Opening page of patients DoLS system > Word Templates > Word Templates are listed below.



You will be able to find:

- **The 'Best Interest Decision' template** – To be filled in to document formal best interest decisions and meetings
- **Form 1 DoLS application** – the request for standard and urgent authorisation
- **Form 12 application** – Notification of Death whilst under DoLS
- **IMCA referral form** – The Voiceability referral form that should be used when applying for an IMCA for a patient/resident who is from the borough of Wandsworth
- **Mental Capacity Assessment template** – To be filled in if a capacity assessment has taken place
- **Mental Capacity Related Summary Sheet** – A summary sheet that will automatically be filled in, and should be placed at the front of a patients unified patient record (blue paper) file
- **Note: Form 2** is found under word templates when in the patients DoLS record

3. How to upload the Form 1

- Scroll down to the section that states 'Deprivation of Liberty Safeguards'
- Find the appropriate date (usually the latest date) for the application you are completing (a new line will automatically be created one month before the current application runs out).
- If there is no date (as pictured below), choose the blank option as this will be for the new application.
- Double click on the appropriate line

Decisions & Meetings							
Deprivation Of Liberty Safeguards							
Full Name (Patient)	Description	Has Capacity to Consen...	Date sent to Local Auth...	Expiry Date ↑	Result of Local Aut...	Local Authority	Conditions of Approval
██████████	Placement at RHN	No	12/09/2014	01/07/2017	Approved	Westminster	No conditions
██████████	Placement at RHN	No				Westminster	

- It will take you to a new page – it is likely that there will be no information on the page at this point.
- Click on the notes section, attach the relevant document and clearly title it (e.g. Patient initials – Form 101.02.17).
- Update the date the form was sent to the local authority and other details such as the Local Authority (by typing in the first few letters and selecting the magnifying glass).
- Always save the page before you exit!

Microsoft Dynamics CRM PAS Deprivation Of Liber... Placement at RHN ...

+ NEW DEACTIVATE EMAIL A LINK RUN WORKFLOW START DIALOG WORD TEMPLATES RUN REPORT OTHER ACTIVITIES

DEPRIVATION OF LIBERTY SAFEGUARD : INFORMATION
Placement at RHN - Capacity To Consent:No

General

Patient * ██████████ Has Capacity to Consent to this Decision * No

Description * Placement at RHN

Local Authority Westminster

Relevant Person's Representative (RPR) ██████████

Valid From Date 02/07/2017

Best Interests Assessor Visited Date --

Conditions of Approval --

Date sent to Local Authority --

Result of Local Authority Review --

Expiry Date --

Eligibility Assessor Visited Date --

Number of Attached Documents --

Evidence (You must save before you can start attaching documents)

Note Text

ACTIVITIES NOTES

Title

Attach Done

No Notes found.

Active

Save

4. a) How to upload form 3, 4 & 5

- Go to the section where it states 'Deprivation of liberty Safeguards'
- Find the appropriate date for the application you are completing (usually the date that was filled in when uploading the form 1).
- Double click the appropriate line

Decisions & Meetings							
Deprivation Of Liberty Safeguards							
Full Name (Patient)	Description	Has Capacity to Consen...	Date sent to Local Auth...	Expiry Date ↑	Result of Local Aut...	Local Authority	Conditions of Approval
██████████	Placement at RHN	No	12/04/2017				
██████████	Placement at RHN	No	03/11/2016	23/04/2017	Approved	Lambeth	Monthly monitoring form
██████████	Placement at RHN	No	02/03/2016	04/12/2016	Approved	Lambeth	Monthly monitoring form to be completed

- Firstly upload the form 3, 4 and 5 and any covering letters. These should be uploaded separately into the notes section, and clearly labelled in the title as to which form is which. Select 'Approved' under Result of Local Authority Review.
- The 'Valid from date' and 'Expiry Date' should be filled in. These dates can be found on the **first page of the form 5**, and usually on the covering letter.
- The 'Best Interests Assessor Visited Date' should be filled in. This is often mentioned in the **comments section in the form 3**, or may be noted in the patient's notes when the assessor came to visit. If this cannot be found, the date at the end of the form can be used.
- The 'Eligibility Assessor Visited Date' should be filled in. This is often mentioned in the **comments section in the form 4**, or may be noted in the patient's notes when the assessor came to visit. If this cannot be found, the date at the end of the form can be used.
- The 'Conditions of approval' section should be filled in. In the **first few pages of the form 5**, there will be a section detailing any conditions the authorisation is subject to. There will not always be conditions.

Microsoft Dynamics CRM PAS Deprivation Of Liber... Placement at RHN ...

+ NEW DEACTIVATE EMAIL A LINK RUN WORKFLOW START DIALOG WORD TEMPLATES RUN REPORT OTHER ACTIVITIES

DEPRIVATION OF LIBERTY SAFEGUARD : INFORMATION

Placement at RHN - Capacity To Consent:No

Patient*	██████████	Has Capacity to Consent to this Decision*	No
Description*	Placement at RHN		
Local Authority	Lambeth	Date sent to Local Authority	12/04/2017
Relevant Person's Representative (RPR)	██████████	Result of Local Authority Review	Approved
Valid From Date	05/05/2017	Expiry Date	04/08/2017
Best Interests Assessor Visited Date	25/04/2017	Eligibility Assessor Visited Date	17/04/2017
		Number of Attached Documents	2

Conditions of Approval The managing authority to complete Lambeth DOLS standard authorisation monitoring form on or around the 15th of each month in order to ascertain whether the authorisation remains necessary/relevant

◀ Evidence (You must save before you can start attaching documents)

Note Text ACTIVITIES NOTES

Enter a note

Active

Save

- The Relevant Persons Representative (RPR) also needs to be detailed online. Details of this can be found towards the end of the form 5 (as pictured below).

APPOINTMENT OF A REPRESENTATIVE - 1 st copy to be retained by representative	
Details of the person to be appointed The Supervisory Body appoints the person named below to represent the relevant person, in so doing it confirms that they meet the eligibility requirements of the Deprivation of Liberty Safeguards provisions of the Mental Capacity Act 2005. This person was identified as representative by:	
The Relevant Person	
The Best Interests Assessor	
The Best Interests Assessor indicated that they were not able to select an eligible person as representative. It is therefore necessary for the Supervisory Body to select a representative for this person.	
Full name of Relevant Person's Representative	
Address	POHWER PO Box 14043 Birmingham B6 9BI
Telephone	
Email	@pohwer.net
Relationship to Relevant Person	
This appointment lasts for the same period as the Standard Authorisation to which it relates.	

March 2015 – V4 - Final Deprivation of Liberty Safeguards Form 5
Standard Authorisation Granted Page 4 of 5

- Save the document before closing the page.

b) Chasing up an outstanding application

Please note:

- If you are chasing up an outstanding application, please document this in the notes of the application. If any emails are sent, or any correspondence is made, please note this down, and copy and paste sections of emails if necessary.

← Evidence (You must save before you can start attaching documents)

Note Text

ACTIVITIES NOTES

Enter a note

Telephone call received from ████████ DoLS team. Currently waiting for list of assessors who are used by ████████ DoLS team. Plan to instruct local assessors to visit once they have these details.

██████████ 03/05/2017 14:15:08

Telephone call to ████████ DoLS team. Several attempts to contact the team. I have left a message highlighting that ████████ has not been assessed and requesting a call back.

██████████ 28/04/2017 16:30:57

5. Uploading a capacity assessment, best interests assessment or advanced decision.

- Go to the section where there is the subheading 'Formal Capacity Assessments' (or Best interests/Advanced decision as relevant).
- If there is nothing under this section, then a new document should be created by clicking on the '+' sign. This will open up a new window.

Date ↑	Purpose of Capacity Assessment	Outcome of Assessment	Patient	Number of At...
06/04/2016	Capacity to consent to placement	Lack capacity	[REDACTED]	1

- Fill in 'Purpose of Capacity Assessment' and the outcome of the assessment
- Add the date the assessment was carried out
- If the assessment had a set review date, note this down here
- Save the document. You can now upload the assessment
- Upload and clearly title the document. For advice on where to find the 'Mental Capacity Assessment' template, see section 2 of this guide (page 3).
- What you type in the 'Purpose of Capacity Assessment' and 'Outcome of Assessment' appears on the Summary sheet that goes in the paper notes. Similarly for best interest decision etc.

Microsoft Dynamics CRM | PAS | Patients | Formal Capacity Ass... | Search CRM data

FORMAL CAPACITY ASSESSMENT : INFORMATION

Formal Capacity Assessment 13/02/2016 00:00:00

General

Purpose of Capacity Assessment	Capacity to consent to placement
Outcome of Assessment	Lacks capacity
Patient *	[REDACTED]
Date	13/02/2016
Review Date	13/02/2017
Number of Attached Documents	1

Evidence (You must save before you can start attaching documents)

Active

Save

6. Court Appointed Deputy /Lasting Power of Attorney /IMCA.

- IMCA – Independent Mental Capacity Advocate
- Lasting Power of Attorney (LPA) - a legal document that lets the patient appoint one or more people (known as 'attorneys') to help make decisions or to make decisions on their behalf. An LPA is appointed if one has capacity, or if this decision was made before capacity was lost.
- Court Appointed Deputy (CAD) - A person, authorised by the Court of Protection to make decisions on someone's behalf, if they lack the mental capacity to be able to do so themselves.

← Mental Capacity Related

Contacts (Please enter details in patient contact section below)

Has an Application for an IMCA been made? No

Get the appropriate IMCA form by going to this site: <http://www.scie.org.uk/mca/imca/find>

Does the Patient have an IMCA ⁺ No

Has the Patient got a Lasting Power of Attorn ⁺ No

Has the Patient got a Court Appointed Deput ⁺ No

- If a patients has any one of the above, ensure you switch the answer to 'yes'.
- To find the appropriate IMCA referral form use the link.
- Upload the appropriate document under the relevant person - Scroll to the bottom of the document and you will find the appropriate relative. Double click on the line.
- Add what their 'Mental Capacity Advocation Role' is.
- If the document has multiple people assigned to it, upload it under 'other patient notes' right at the bottom.
- If patient has an IMCA, there will be space to add their details under the above section.
- Always save the page.

← Patient Contacts

Emergency Contact [REDACTED] Next of Kin [REDACTED] + [REDACTED]

Full Name ↑	Relationship	Mental Capacity Advocation Role...	Address Town...	Phone
[REDACTED]	Father	Court Appointed Deputy (Property...		
Ms Sam Lewis	Sister			

Admin

File Path [REDACTED]

← Other Patient Notes

Note Text

ACTIVITIES NOTES

Title

[REDACTED]

Attach Done

No Notes found.

7. Court Appointed Deputy /Lasting Power of Attorney /IMCA

a) Viewing previous capacity assessments or best interests assessments

Date...	Current Bed	MFS Number	Ward (Current Bed)	Has Capacity to Consent to this Decision (DoLS for Place...	Result of Local Authority Review (DoLS...
	Chatsworth		Chatsworth	No	
	Evitt		Evitt	No	Approved
	Evitt		Evitt	No	
	Evitt		Evitt	No	Approved
	- Glyn		Glyn	No	
	Andrew Reed		Andrew Reed	No	
	Evitt		Evitt	No	Approved
	Cifden		Cifden	No	
	Cifden		Cifden	No	
	- Hunter		Hunter	No	Approved
	Chatsworth		Chatsworth	No	Approved
	Chatsworth		Chatsworth	Yes	
	4 - Devonsh...		Devonshire	Not Yet Answered	
	- Wellesley		Wellesley	No	Approved
	- Hunter		Hunter	No	Approved
	Chatsworth		Chatsworth	No	Approved
	Chatsworth		Chatsworth	Yes	
	Chatsworth		Chatsworth	No	Approved
	- Wolfson		Wolfson	No	Approved
	120 - Drapers		Drapers	No	

- Search for the patient – either through the search bar on the right, or through the ward name on the left. Click on the patient name.
- Scroll down to the appropriate section – either Capacity Assessments/Best Interest decisions.
- Double click on the appropriate line

Patient Name

Decisions & Meetings

Deprivation Of Liberty Safeguards

Full Name (Patient)	Description	Has Capacity to Consen...	Date sent to Local Auth...	Expiry Date ↑	Result of Local Aut...	Local Authority	Conditions of Approval
[REDACTED]	Placement at RHN	No	19/10/2016			[REDACTED]	

Formal Capacity Assessments

Date ↑	Purpose of Capacity Assessment	Outcome of Assessment	Patient	Number of At...
	To assess whether [REDACTED] has t...	[REDACTED] does not have capacity f...	[REDACTED]	1

Best Interest Decisions

Date ↑	Review Date	Patient	Outcome of Best Interes...	Description of Best Inter...	Number of At...
23/01/2017		[REDACTED]	It is in [REDACTED] best in...	use of seatbelt when sitt...	

- You will be taken to a new page that describes the appropriate Capacity Assessment/Best Interests Decision.
- There will be a description of the Capacity Assessment/Best Interests Decision at the top of the page, and the outcome summary below.
- The [appropriate document](#) will be saved at the bottom of the page, and any further notes should be added on the same page.

NEW DEACTIVATE EMAIL A LINK RUN WORKFLOW START DIALOG WORD TEMPLATES RUN REPORT

FORMAL CAPACITY ASSESSMENT : INFORMATION

New Formal Capacity Assessment

General

Purpose of Capacity Assessment To assess whether [REDACTED] has the capacity to decide whether to sit in his chair without a seatbelt

Outcome of Assessment [REDACTED] does not have capacity for the above decision

Patient* [REDACTED]

Date 28/11/2016

Review Date --

Number of Attached Documents 1

[REDACTED]

Evidence (You must save before you can start attaching documents)

Note Text

NOTES

Enter a note

Best interest documentation re: seatbelt complete - awaiting doctors signature
[REDACTED] - 23/01/2017 15:22:12

Capacity assessment for whether [REDACTED] able to understand the risks involved with choosing not to wear a seatbelt when in wheelchair
Mental Capacity Assessment Seatbelt 28.11.16.docx
[REDACTED] - 03/01/2017 10:56:22

Active

b) Viewing any of the DoLS authorisation forms

- To view any DoLS authorisation forms, scroll down to the 'Deprivation of Liberty Safeguards' section, and double click this line. There may be more than one line, which would suggest multiple applications have been made. Choose the most appropriate line for the date you are looking for.

Decisions & Meetings							
Deprivation Of Liberty Safeguards							
Full Name (Patient)	Description	Has Capacity to Consen	Date sent to Local Auth	Expiry Date	Result of Local Aut...	Local Authority	Conditions of Approval
[REDACTED]	Placement at RHN	No	19/10/2016			[REDACTED]	

- It will open up a new page where all the authorisation forms and any notes will be displayed at the bottom.

DEPRIVATION OF LIBERTY SAFEGUARD : INFORMATION

Placement at RHN - Capacity To Consent:No

SCHEM

Patient *	[REDACTED]	Has Capacity to Consent to this Decision *	No
Description *	Placement at RHN		
Local Authority	Lewisham	Date sent to Local Authority	--
Relevant Person's Representative (RPR)	[REDACTED]	Result of Local Authority Review	Approved
Valid From Date	13/12/2016	Expiry Date	14/12/2017
Best Interests Assessor Visited Date	--	Eligibility Assessor Visited Date	--
Conditions of Approval	Form 2 to be submitted 4 weeks prior to DoLS expiry date		
		Number of Attached Documents	3

◀ Evidence (You must save before you can start attaching documents)

Note Text	ACTIVITIES	NOTES
	Form 2	
	Form 2.pdf	
	[REDACTED]	07/02/2017 11:18:46
	Form 3 and 4	
	FORM 4 - DOLS - [REDACTED] - 13122016.pdf	
	[REDACTED]	17/01/2017 10:36:49
	Form 5 approval. 15.12.16 - 14.12.17	
	FORM 5 - DOLS - [REDACTED] - 15122016.pdf	
	[REDACTED]	17/01/2017 10:36:02

Active

8. Completing Capacity to Consent Assessments

Every Patient that is admitted to the RHN has their capacity to consent to their placement assessed. To complete this assessment please follow the steps below. Open Internet Explorer and select MCA/DoLS (bottom left hand box).

1. From the **Current Patients** dropdown select your ward

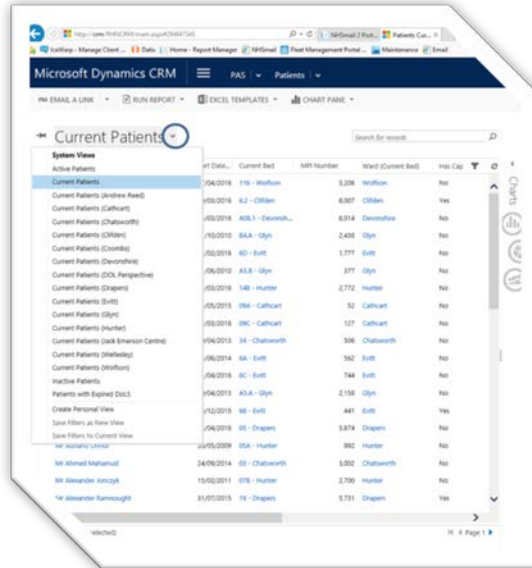


Figure 1

2. This will bring up the current list of patients on the ward.

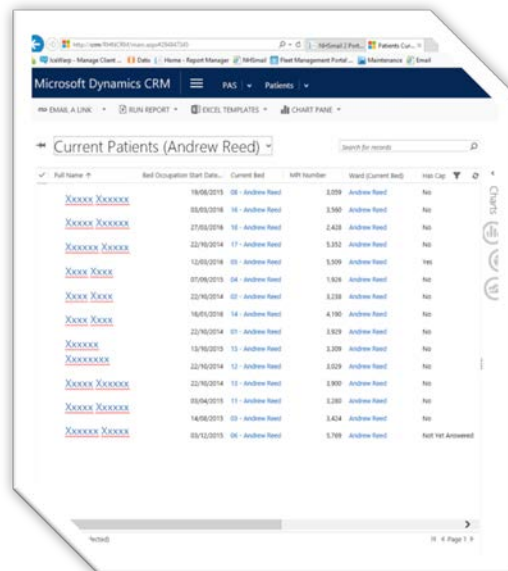


Figure 2

3. Click on patient name to select the patient and click on **Start Dialogue** from the toolbar

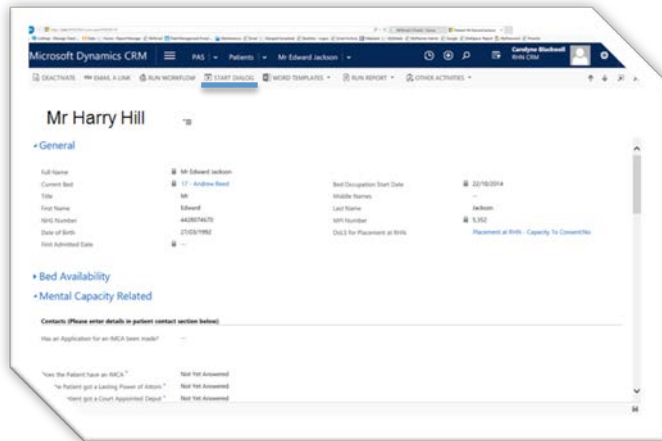


Figure 3

4. In the Look Up Record window select **Add** to launch the Capacity to Consent form

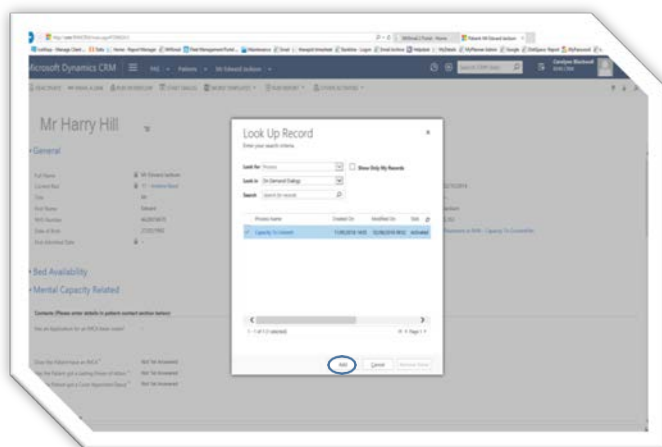


Figure 4

5. Complete the Capacity to Consent form answering **Yes/No** prompts

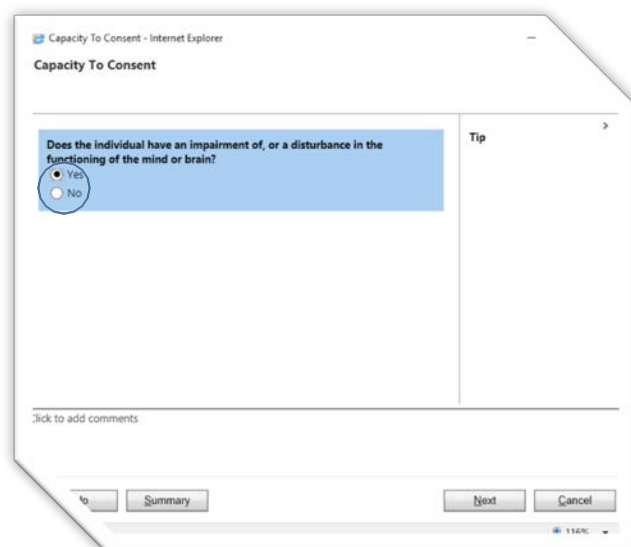


Figure 5

Click on **Next** to continue

Click on **Cancel** at any point to exit without making changes

6. For more information on an item see the **Tip** section

Click on **Previous** to return to the previous page

Click on **Next** to continue

The screenshot shows a web browser window titled 'Capacity To Consent - internet explorer'. The page is titled 'Capacity To Consent' and contains '4 Questions'. The first question is 'Is the individual able to communicate their decision via any means?' with radio buttons for 'Yes' (selected) and 'No'. The second question is 'Can the individual understand the information relevant to the decision?' with radio buttons for 'Yes' (selected) and 'No'. The third question is 'Can the individual retain the information relevant to the decision?' with radio buttons for 'Yes' (selected) and 'No'. The fourth question is 'Can the individual use and weigh up the relevant information to come to a reasoned and consistent decision?' with radio buttons for 'Yes' (selected) and 'No'. On the right side, there is a 'Tip' section with a red circle around the word 'Tip'. The tip contains several bullet points: 'Do they understand that they are under 24hour supervision and would be prevented from leaving unless suitable care could be provided elsewhere?', 'Do they understand that they have had a brain injury?', 'Do they understand that the hospital provides care for people with brain injuries?', 'Do they understand that professionals at the hospital think they need to receive support/care in order to maintain their safety/reduce risk?', 'Can they foresee any consequences of consenting or not consenting to their placement at Rye?', and 'Support the person as much as required (e.g. translators, visual aids)'. At the bottom of the form, there is a 'Click to add comments' section and buttons for 'Summary', 'Previous', 'Next', and 'Cancel'.

Figure 6

7. You can add additional comments in the **Click to add Comments** section at the bottom of the form.

Click on **Previous** to return to the previous page

Click on **Next** to continue

The screenshot shows the same 'Capacity To Consent' form as Figure 6. The 'Click to add comments' section at the bottom is highlighted with a blue underline. The 'Tip' section is now on the right side of the form. The buttons for 'Summary', 'Previous', 'Next', and 'Cancel' are visible at the bottom.

Figure 7

Click on **Finish** to save and exit the form

Click on **Cancel** at any point to exit without making changes

The screenshot shows the 'Capacity To Consent' form with the message 'This is the end of the dialog. Click Finish to close it.' displayed in the main content area. The 'Click to add comments' section is visible at the bottom. The buttons for 'Summary', 'Previous', 'Finish', and 'Cancel' are visible at the bottom.

Figure 8

Once you have clicked on **Finish** the capacity to consent will update automatically the next time you enter the record. Or you can do this immediately by pressing the F5 button.

For those who lack the capacity to consent to placement a DoLS form 1 is necessary.

You will be reminded to update this document on an annual basis (i.e. yearly). If a patient's capacity changes please recomplete the form.

To view the history of these forms being completed, click on Run Report and select Capacity to Consent History.

9. Completing Formal Capacity and Best Interest Documents

Many patients and residents here at the RHN require formal mental capacity assessments and best interests decisions. There may be other formal documents that also need to be uploaded that come under the Mental Capacity Act (e.g. to do with Advanced Decisions or a Lasting Power of Attorney). To access templates, and/or upload documents, please follow the steps below. Open Internet Explorer and select MCA/DoLS (bottom left hand box).

1. From the **Current Patients** dropdown select your ward

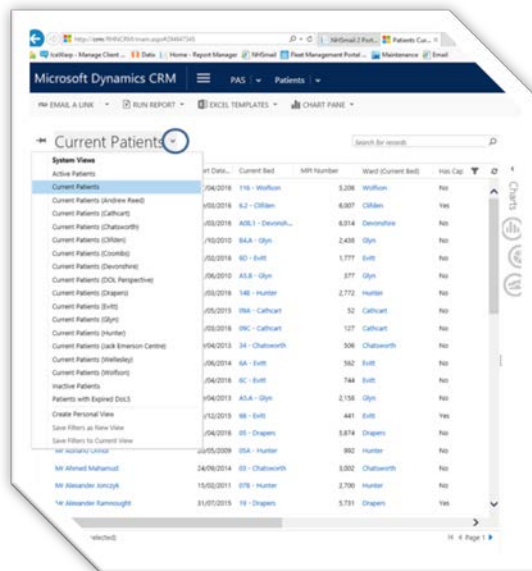


Figure 9

2. This will bring up the current list of patients on the ward.

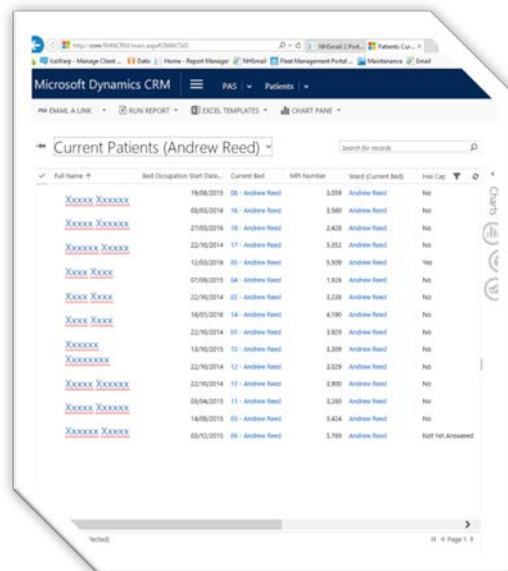


Figure 10

- Click on the patient's name to select the patient and click on **WORD TEMPLATES** drop down list from the toolbar

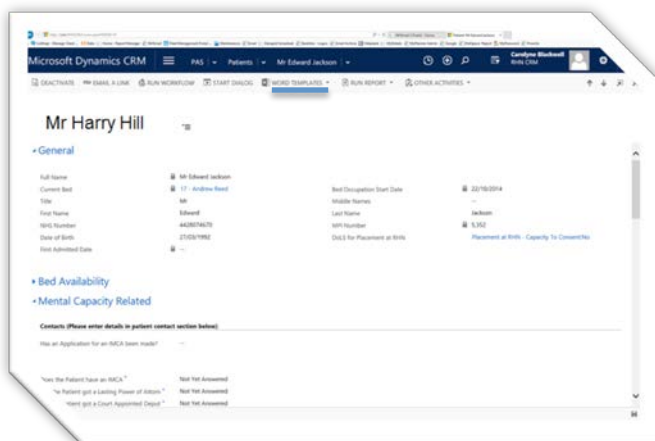


Figure 11

- From the list select **Best Interest Decision** or **Mental Capacity Assessment**

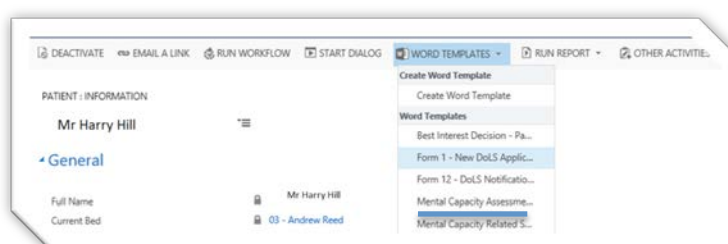


Figure 12

- Click on **Open** from the prompt



Figure 13

- The Template will launch.

Complete the form and save temporarily to the Patient record in the relevant Groups folder.

- Scroll down to the correct section (Formal Capacity Assessments, Best Interest Decisions, Advanced Decisions) and click on the + button on the right hand side of the screen (as described in section 5)
- Complete all the relevant fields. Note that the information in the 'Purpose/Description' and 'Outcome' fields will be the information that is

automatically transferred onto the Mental Capacity Summary Sheet. This Summary Sheet goes in the front of every patient folder for all members of staff to see so should contain the relevant information that others need to see.

9. Click on the 'Save' button on the top left of the screen.
10. You can now upload the relevant document(s) as evidence.
11. Under the **Evidence** section **Notes** click on the **Attach** and **Browse** go to the file location and select the DoLS form and click on **Open** to attach the form. Add a title for the note if required.
Click on **Done**
12. Now delete the original document that you saved in the patient folder (Groups, Hospital etc.)

For guidance with anything in this Guide please contact Jonathan Hinchliffe
jhinchliffe@rhn.org.uk or IT on help@support.rhn.org.uk