

## **PROCESS FOR COMPLETING COP DOL APPLICATION COMMUNITY SERVICES ONLY**

### **COMPLETE COP 3(CAPACITY ASSESSMENT)**

- Visit Service User and carry out assessment

SEND COMPLETED DOCUMENT TO LEGAL TEAM

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

- Prior deputy order or POA documents required

#### **ANNEX A (Evidence in support of application)**

- Medical Diagnosis letter either from GP or local CTPLD required.
  - Care Plans required from 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 COMPLETED FORMS AND SUPPORT PLANS AND MEDICAL LETTER AND ANY ORDERS TO LEGAL TEAM.**

### **COMPLETE RECORD OF BEST INTEREST DISCUSSION**

- Consult with all relevant parties on Best Interests of Client in this regard

**SEND TO LEGAL TEAM**