

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