

THE DOLS CHECKLIST FOR CARE HOMES

	Issue	Details	Date	Initials
Mental capacity				
1.	Has the care manager completed a mental capacity assessment re the individual's ability to make an informed decision about the proposed placement? Obtain copy for file			
2.	Does the care manager consider that the individual is able to make this decision?			
Consent				
3.	<p>Does the individual agree to the placement?</p> <p>a. If no and the individual has mental capacity, the admission cannot proceed.</p> <p>b. If unknown, a day visit should be arranged to enable the individual to experience the care home environment. Consent can then be gauged.</p> <p>c. If no, and the individual does not have mental capacity and is resistant to the admission, the care manager should refer to AMPH for a Guardianship assessment.</p> <p>d. If individual is compliant, but does not have capacity, request care manager for evidence of the multi-disciplinary agreement to the placement under best interest principles. E.g. PARIS casenotes or minutes of a case conference or meeting.</p>			
	d. If no, day visit will enable opportunity to gauge individual's agreement or compliance with proposed placement			
Highlighting previous risks of harm				
4.	Establish if the resident has placed themselves or others at risk of harm in past? Consult relevant others.			
5.	Consider if the evidence you have obtained suggests that it may be necessary to seriously restrict the individual's liberty in the home in order to protect			

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	them from serious harm. If so, discuss with manager re applying for authorisation of deprivation of liberty in advance of proposed admission.			
Preparing application for Completing Standard DOL authorisation application				
6.	If manager considers DOLS apply, ask care manager for any information required to complete DOLS form and.			
7.	Complete DOLS screening tool and contact DOLS administrator to request preliminary advice from BIA.			
8.	Notify service manager			
9.	Complete and submit Form 4 to DOLS administrator and notify care manager.			
Authorising urgent DOL for resident				
10.	If the resident is at serious risk of harm, the care home should consult carers and family. A best interest decision meeting to be considered, involving a care manager if possible. Discussions and outcomes must be recorded.			
11.	If resident is at serious risk of harm unless deprived of their liberty immediately, complete the screening tool and request urgent consultation with the duty BIA to advise care home manager.			
12.	If BIA advises urgent authorisation or, as decision maker the care home manager considers Urgent authorisation essential, complete Form 1 and Form 4, to deprive individual of their liberty for up to 7 days. Send both to the DOLS administrator immediately.			
Actions following DOLS authorisation				
13.	Update care plan fully to refer to the authorisation and the steps staff should follow			
14.	Complete date authorisation will end in the home diary and flag need for review 6 weeks before this.			
15.	If the BIA requests an extension of the urgent			

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	authorisation, complete Form 2 and send to DOLS administrator. Await outcome.			
16.	Note from Form 25 who has been appointed as the resident's representative and update care plan and Personal details forms Advise staff at handover.			
17.	Alert staff to authorisation and name of representative at handover.			
Actions to take if an authorisation of a DOL is refused				
18.	Consult care manager / BIA /family and carers to agree revision to care plan.			
19.	If resident assessed as having capacity, agree with care manager how to support resident in decision making and update care plan.			
20.	If MHA considered as more appropriate than MCA, request assessment under MHA by an AMHP			
21.	If resident does not have mental disorder, agree with care manager or BIA how to support resident in decision making and update care plan to avoid deprivation of liberty.			
22.	If deputy or attorney under LPA etc has refused the DOL, the care plan will need to be reviewed to avoid depriving the resident of liberty.			
Supporting the resident and their representative				
23.	Resident supported to understand the DOL authorisation, complaints process, their right to request review or to apply to the Court of protection and their right to an IMCA. Give <ul style="list-style-type: none"> • copy authorisation, • IMCA details • complaints leaflet, 			
24.	Representative supported to understand the DOL authorisation, complaints process, their right to request review or to apply to the Court of protection and their right to an IMCA. Give <ul style="list-style-type: none"> • copy authorisation, • IMCA details 			

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	<ul style="list-style-type: none"> complaints leaflet, 			
Monitoring and review of a DOLS authorisation				
25.	Staff advised to record dates of visits made by representative in contact sheets.			
26.	At all care plan reviews, consider if still necessary to deprive resident of liberty to protect them from harm? Can restriction be reduced?			
27.	If DOL not required, home to complete Form 19 and send to DOL administrator.			
28.	Prior to review, consider frequency of visits by representative.			
29.	If concerns about representative, home notifies DOLS administrator			
When authorisation due to end				
30.	A full care plan review to take place at least 6 weeks before DOLS authorisation due to end. Consider if further DOLS authorisation necessary. Family, representative and any IMCA to be consulted.			
31.	For further DOL authorisations, complete Form 4 and submit to DOLS administrator.			