

## **Guidance to Managing Authorities (Registered Care Homes and Hospitals) from Nottinghamshire County Council**

It has been over a year since Nottinghamshire County Council adopted the Association of Directors of Adult Social Services (ADASS) new forms in our Deprivation of Liberty Safeguards (DoLS) process.

This is a reminder of which Forms you are most likely to use and when they should be completed and submitted to the DoLS Team.

### **Before submitting a Referral**

You **must** establish who the Supervisory Body is. For care homes the Supervisory Body is the Local Authority or NHS Trust funding the placement of the relevant person (resident) or if they are self-funding the Local Authority where they reside. Please ensure that you specify who the care is funded by to ensure a speedy process. For hospitals it is the ordinary residence of the relevant person (patient).

When submitting a referral to Nottinghamshire County Council you **must** ensure that Nottinghamshire County Council is the Supervisory Body, otherwise there will be a delay in processing the referral.

Where the form can be completed on-line you will need to enter your CQC Location ID, this can be found on the CQC website. [www.cqc.org.uk](http://www.cqc.org.uk)

### **The Forms**

#### **Form 1 - Request for a Standard and Urgent Authorisation**

Our preferred method of submission for this form is via our website:

[www.nottinghamshire.gov.uk/DoLS](http://www.nottinghamshire.gov.uk/DoLS)

This is the one use when you are referring a patient or resident for a DoLS authorisation for the first time.

In making your referral, in the second section on **page 2**, you are asked to describe the proposed restrictions or the restrictions you have put in place which are necessary to ensure the person receives care and treatment. When completing this it is particularly important that you identify if the person is objecting to their residence or elements of care and treatment provided in your hospital or care home and provide details of this. It is also important to specify if a family member is requesting the person be discharged to their care and this has been refused.

On **page 6** you are invited to complete an Urgent Authorisation only if you think deprivation of liberty is already occurring. We advise that if the person **is already residing in your care home or hospital ward** (as is frequently likely to be the case) then you should complete this.

The form also includes a request for an extension on page 7. We recommend that you complete this section every time that you complete an Urgent Authorisation.

## **Form 2 - Further Authorisation Request**

Our preferred method of submission for this form is via our website:

[www.nottinghamshire.gov.uk/DoLS](http://www.nottinghamshire.gov.uk/DoLS)

Please complete this form **up to 21 days** before an existing Standard Authorisation is due to expire if you wish to apply a further authorisation for your resident or patient.

When completing this form you will need to enter the Person ID this can be found at the top of the DoLS Form 5 – Standard Authorisation Granted, sent to you previously for the relevant person.

## **Form 10 - Review**

Our preferred method of submission for this form is by email to [referdols@nottsccl.gov.uk](mailto:referdols@nottsccl.gov.uk)

Please complete this if you believe that an existing DoLS authorisation should be reviewed. This may be because the person you care for appears to no longer to meet the criteria for a DoLS. Alternatively you may be discharging them from your care or you think that some of the conditions attached to the Standard Authorisation need to be changed. Please include any supporting documents.

This form is also used to inform the Nottinghamshire DoLS Team if the relevant person has moved or died before an assessment has been completed.

## **Form 12 - Notification of Death whilst Deprived of Liberty**

The Nottinghamshire DoLS Team are waiting to hear from the Coroners regarding the changes in the Policing and Crime Bill in relation to informing the Coroner, until then it is important that you continue with the following two items:

Our preferred method of submission for this form is by email to [referdols@nottsccl.gov.uk](mailto:referdols@nottsccl.gov.uk)

1. Managing Authorities are reminded that it is their responsibility to inform the coroner if someone in their care dies whilst being subject to a DoLS Standard Authorisation. Please use this form to do this. Send one copy to the coroner in the area where the person resides and one to the relevant DoLS team.
2. Please advise relatives that they will not be able to register the death until the coroner has concluded their investigation and given authority for the registration of death and funeral arrangements to be made.

The coroner does not need to be notified when someone has been referred to the DoLS team and they have died before a Standard Authorisation has been granted.

## **Further Advice and Guidance**

Further written guidance has now been published by the Law Society to help you identify when a resident or patient is deprived of their liberty. It answers a lot of frequently asked questions and we highly recommend that you download and keep this document for your reference. It is downloadable from their website [www.lawsociety.org.uk/support-services/advice/articles/deprivation-of-liberty](http://www.lawsociety.org.uk/support-services/advice/articles/deprivation-of-liberty)