

## DEPRIVATION OF LIBERTY SAFEGUARDS

### POST-AUTHORISATION CHECKLIST FOR MANAGING AUTHORITY

The complete process of assessing and authorising Deprivation of Liberty should be clearly recorded and regularly monitored, and must form part of the person's care plan.

<b>Resident's / Patient's Name</b>	<b>Date of Birth</b>
<b>Address to which this Authorisation applies</b>	
<b>START DATE of this Standard Authorisation</b>	<b>END DATE of this Standard Authorisation</b>

#### SECTION ONE: Ensuring ongoing lawful Deprivation of Liberty of the Relevant Person

<b>1.</b>	<p><b>You <u>must</u> understand the purpose for which the Standard Authorisation is given.</b> This is stated on Form 5. You will be sent a copy of Form 5 and copies of all assessments for this Authorisation. You must meet the statutory requirements of the Mental Capacity Act 2005 in providing ongoing care or treatment for the Relevant Person.</p>
<b>2.</b>	<p><b>You <u>must</u> comply with all the conditions to which this Authorisation is subject – Deprivation of Liberty of the Relevant Person is otherwise unlawful.</b> This is listed on Form 5.</p>
<b>3.</b>	<p><b>You <u>must</u> make regular checks to see if the Authorisation is still necessary – ensure that the continued Deprivation of Liberty remains necessary in the best interests of the Relevant Person.</b> You must set out in the Relevant Person's care plan / treatment plan clear roles and responsibilities for monitoring the Deprivation of Liberty on an ongoing basis. You must notify the DOLS Office immediately of any plans to move the person. You must make a Request for a Review by informing the DOLS office and completing Form 10, if the person's circumstances change.</p>
<b>4.</b>	<p><b>You <u>must</u> end Deprivation of Liberty immediately if it is no longer necessary.</b> A Deprivation of Liberty can be ended before a formal Review, by adjusting the care regime or implementing appropriate changes. You should then apply for a Review by using Form 10.</p>

#### SECTION TWO: Providing rights information

<b>5.</b>	<p><b>You <u>must</u> take steps as soon as is practicable after the Authorisation is given, to ensure the Relevant Person and the Relevant Person's Representative (RPR) understand the Authorisation.</b> The Relevant Person and the RPR will be sent copies of Form 5 and all the assessments. You must make sure that the Relevant Person and the RPR understand:</p> <ul style="list-style-type: none"> <li>The effect of this Authorisation</li> <li>Their right to apply to the Court of Protection for termination or variation of this Authorisation</li> <li>Their right to request for a Review of this Authorisation</li> <li>Their right to have an IMCA instructed as appropriate</li> </ul>
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Continued overleaf....

<b>6.</b>	<p><b>You <u>must</u> inform the DOLS office if the Relevant Person or the RPR needs the support of an IMCA.</b></p> <p>The RPR is entitled to the support of an IMCA, unless they are a Paid Representative. The Supervisory Body will instruct an IMCA following your request.</p>
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### SECTION THREE: Monitoring the role of the Relevant Person's Representative

<b>7.</b>	<p><b>You <u>must</u> monitor closely that the RPR keeps in regular contact and visits the Relevant Person.</b></p> <p>If the RPR does not keep in regular contact, then the rights of the Relevant Person to review or appeal their Deprivation of Liberty may not be sufficiently protected.</p>
<b>8.</b>	<p><b>You <u>must</u> take actions if you have any doubt that the RPR is not supporting the person effectively.</b></p> <p>You must talk to the RPR first about your concerns. If an informal resolution is unsuccessful, you must raise the issues with the DOLS Office.</p>

### SECTION FOUR: Coming to the end of a Standard Authorisation

<b>9.</b>	<p><b>You <u>must</u> make a note of the end date of this Authorisation.</b></p> <p>This is stated in Form 5.</p>
<b>10.</b>	<p><b>You <u>must</u> take action in advance of the expiry of this Authorisation.</b></p> <p>You will receive a letter from the DOLS Office 4 weeks before the end date. You may apply for a fresh Authorisation if you believe it is necessary, allowing time for required assessments to be undertaken.</p>

### Reporting the Death of a Person Subject to a DOLS Authorisation

**You must report the person's death to CQC.**

### Details of person responsible for monitoring this Authorisation:

<b>Signature</b>	<b>Print Name</b>
<b>Job Title</b>	<b>Date</b>
<b>Name of Organisation</b>	