

DOLS Risk Identified by Managing Authority (Care Homes and Hospitals)

Triggers:

- **Patient or Resident (Relevant Person/RP)** lacks capacity
- **Care arrangements** moving from restriction to deprivation consider options for care and treatment
- **Unauthorised DOLS** identified by resident, carer, family member, friend or other concerned person or professional

DOLS Risk Assessment

- Consider adjustments to care if possible to reduce level of restriction
- Is the person under continuous supervision and control and not free to leave ([further guidance](#))
- Record in Relevant Person's (RP) File

Authorisation needed – Apply to the relevant Supervisory Body.

- Record in RP files. Inform and give copy to resident, next of kin, IMCA (if already involved) and explain rights to Court of Protection
- Inform Kirklees Council of need for an IMCA where appropriate
- Apply/Notify Kirklees Council (KC) to DOLS admin via email dols.admin@kirklees.gov.uk
- Send [Form 1](#) for urgent – **same day by email**
- Send [Form 1](#) for standard – **same day by email**
- Send signed copies **Safeguarding Adults Partnership Team, 4th Floor, Civic Centre One, High Street, Huddersfield HD1 2NF**
- **Any other information call 01484 221000**

Authorisation Not Needed

Restriction not deprivation

- Do not apply for DOLS authorisation

Adjustments to care plan possible

- Make changes immediately
- Record in RP files
- Inform RP/next of kin
- Do not apply for DOLS

Application for Extension to Urgent DOLS

- Check after 4 days if assessments will be completed. If not, send request using [Form 1](#) to KC via email
- Decision received from KC via [Form 1](#)
- Record decision in file and inform RP, next of kin & IMCA (if involved) explain rights to Court of Protection

DOLS Assessment Process by Supervisory Body

- 6 assessments carried out by Best Interest Assessor [Form 3](#) where DOLS occurring or [3a](#) where DOLS not occurring and Mental Health Assessor completes [form 4](#) on behalf of KC

DOLS Authorisation Granted by Supervisory Body DOLS Panel

- Notice of decision received from KC via [Form 5](#)
- Record evidence in RP file and inform resident, next of kin & IMCA (if already involved) and explain rights to Court of Protection
- RPR/IMCA appointed by KC
- Care Home inform CQC

DOLS Authorisation Declined by Supervisory Body DOLS Panel

- Notice of decision received from KC via [Form 6](#)
- Review/adjust care to avoid unlawful DOLS
- Record in RP files & inform relevant parties
- Managing Authority inform CQC

Throughout DOLS Authorisation Period Managing Authority:

- Monitor care plan re any changes of circumstances and conditions surrounding authorisation
- Monitor contact between Relevant Persons Representative and RP and report any problems or issues to KC if necessary
- Involvement of IMCA where appropriate
- Send in new request for authorisation ([Form 2](#)) where applicable 21 days before existing authorisation expires or request review where a DOLS authorisation is no longer required to continue ([Form 10](#)).

An Authorisation should never be allowed to lapse.

Review / Suspension of Authorisation

Death

- Managing authority complete and send [form 12](#) to dols.admin@kirklees.gov.uk

Review

- Managing Authority Send [Form 10](#) to request a Part 8 review and record in RP file
- KC inform care home of outcome of review via [Form 10](#)
- Inform/give copies of review and outcome as appropriate, to relevant parties & record in RP files.

Suspension

- Managing Authority send [Form 7](#) to notify KC that suspension of DOLS authorisation is needed
- Managing Authority send [Form 7](#) to notify KC that suspension of DOLS needs lifting
- Managing Authority give notification to cease the DOLS after 28 days have lapsed [Form 7](#)
- Record in RP files and inform relevant parties.