## February 2009 Deprivation of Liberty authorisation requests/queries, safeguards faxed/emailed to Adult Social Care Access Point. Access Team worker record query, referral etc on CareFirst Review Process. On Access admin support logs and records urgent authorisation and requests for standard request of authorisation. Passed to dedicated BIA and DoLS Implementation Officer Managing Authority or Eligible person or Dedicated BIA/DoLS Implementation Officer reviews referral, establish whether DoLS is taking stated by place and to begin assessment process. Prioritise accordingly, check whether paperwork is supervisory complete body Is an Urgent authorisation in force? NO YES Priority to complete assessments within period of Urgent Assessment to be completed within 21 days authorisation - 7 day timeframe to complete assessment Allocation of Best Interest Assessors (BIAs) **Paid** IMCA referral if representative required required? Patient reviewed by BIA. BIA to liaise with Mental Health Assessor reviews Mental Health Assessor, BIA assessments patient and commences Mental commence Health assessments if appropriate If patient requires assessment under MHA 83 then BIA to refer to **BIA** to raise **ASW** rota **Safeguarding** Any of the completed **Adult Alert if** assessment negative? required Authorisation throughout DoLS refused by NO YES process supervisory body Patient assessment prepared for Supervisory Body Authorisation - All assessments sent to admin support in Access Point for forwarding to LA/PCT nominated signatories and copy to BIA & DoLS Implementation Officer and filing Supervisory body decision communicated to all parties as laid out in 5.7 Code of Practice. Decision recorded on CareFirst and spreadsheet by Access admin support Following standard authorisation BIA to appoint relevant person's representative. If no representative then refer to IMCA Service for paid rep. Forms to admin support in Access Point.

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