**Bristol Independent Mental Capacity Advocacy Services Referral Form**

**SWAN IMCA service represents and supports individuals in Bristol who meet all the following criteria:**

**The person referred has no appropriate family or friends to represent them and the referrer believes that they lack the capacity, decision specific, concerning:**

**a. Serious medical treatment**

**b. Long term accommodation moves (more then 28 days in hospital/8 weeks in a care home)**

**c. Care reviews**

**d. Safeguarding measures within an adult protection case even where there are family or friends to consult with.**

***Please complete all sections otherwise the referral will be returned to you and will delay the referral being processed; this includes the monitoring questions at the end of the form.***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **REFERRER DETAILS** | | | | | | | |
| Name; Dr/Mr/Mrs/Miss/Ms | | | | | | | |
| Job Title & Organisation | | | | | | | |
| Address  Postcode | | | | | | | |
| Landline; | | Mobile; | | | | Email address | |
| **CLIENT INFORMATION** | | | | | | | |
| Full name: | Known as: | | | | | | Date of birth |
| Address at point of referral  Postcode:  Tel no:  Contact Name at Referral Address: | | | | | Home address (if different)  Postcode:  Home tel no:  Contact Name at Home address | | |
| **Nature of illness or impairment**  **(please indicate one or**  **more as appropriate)**   * Learning disability * Mental Illness * Dementia * Serious Physical Illness * Acquired Brain Injury * Unconscious State * Autistic spectrum * Cognitive Impairment * Sensory Impairment * Drug/Alcohol Issues * Other – Please give brief description | | | | **Preferred communication method**  **(please indicate and give brief details as appropriate)**   * English * Another Spoken Language * Pictures/Symbols * Makaton/British Sign Language * Gestures/Vocalisations/Facial expressions * No Obvious Communication * Other – Please specify | | | |
| **Who is the IMCA decision maker?**  The decision maker is the individual within either the local authority or the NHS body who has the responsibility for making the decision on issues of change of accommodation or serious medical treatment on behalf of the client who has been assessed as lacking capacity on either issue. A third party can make the referral if they have the permission of the decision maker to do so.  **DECISION- MAKER Details (if different from Referrer) Required for Change of accommodation or Serious Medical Treatment** | | | | | | | |
| Name: Dr/Mr/Mrs/Miss/Ms | | | Name: Dr/Mr/Mrs/Miss/Ms | | | | |
| Job title & Organisation | | | | | | | |
| Address  Postcode | | | | | | | |
| Landline no. | | Mobile no. | | | | Email address; | |
| **Person to contact to arrange meeting with client**; | | | | | | | |

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| **CAPACITY ASSESSMENT – we can only accept an IMCA referral when a recent, decision specific, capacity assessment has taken place AND A COPY IS RETURNED WITH THIS REFERRAL FORM In exceptional circumstances SWAN may consider older evidence if the rationale is clearly identified.**  Has this client been formally assessed to lack capacity? Yes/No  A decision specific capacity assessment was completed on …… / …… /….  Name & Job Title of Assessor: | | | |
| **DECISION TO BE MADE:**   * Serious Medical Treatment * Change in Accommodation * Care Review * Safeguarding – has a Local Authority Section 42 enquiry been opened? Yes/No\*   \*If no then we are unable to provide our advocacy service | Please provide details as relevant: | | |
| **Will you be reviewing the person’s support plan or Care Act assessment as part of the Best Interest Decision?** | **Yes/No**  **(If yes we will also open a Care Act case for this, please state your Care Act Advocacy Requirements)** | | |
| **Please provide any important deadlines or meeting dates:** | | | |
| **Are there any risks that we should be aware of when visiting or arranging to meet with the client** eg. Pets at the home, Substance/Tobacco use, Behavioural issues, Neighbourhood concerns, Risk of self harm/Suicide, other members of the household | | | |
| **Does the client have family or close friends appropriate to consult with? Yes/No**  **If there are family or friends why is an IMCA needed?** | | | |
| **Please provide names and contact details of anyone else who can help form a true picture of the client’s wishes and feelings:** | | | |
| **Signature of the decision-maker or authorised person:**  NB If an electronic signature isn’t used, the return of this form is a presumption of a signature | | **Print Name:** | **Date:** |

**The Mandatory information on this page is required for service monitoring purposes only Please tick as appropriate**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethnic Origin** | | **Religion or Belief** | | **Language** | |
| **White** |  | Bahi |  | What is your first language? | |
| English/Welsh/Scottish/Northern Irish/British |  | Buddhism |  |  | |
| Irish |  | Christianity |  |
| Gypsy or Irish Traveller |  | Hinduism |  | **Carers** | |
| European |  | Humanism |  | Do you provide care for anyone who has a form of disability or terminal illness? | |
| **Mixed/Multiple ethnic groups** |  | Islam |  | Yes |  |
| White and Black Caribbean |  | Judaism |  | No |  |
| White and Black African |  | Paganism |  | **Prefer not to say** |  |
| White and Asian |  | Sikhism |  |  |  |
| **Asian/Asian British** |  | Other |  |  |  |
| Indian |  |  |  |  |  |
| Pakistani |  | **Prefer not to say** |  |  |  |
| Bangladeshi |  |  |  |  |  |
| Chinese |  |  |  |  |  |
| Asian Other |  |  |  |  |  |
| **Black** |  |  |  |  |  |
| Black African |  |  |  |  |  |
| Black British |  |  |  |  |  |
| Black Caribbean |  |  |  |  |  |
| Black Other |  |  |  |  |  |
| **Other Ethnic Group** |  |  |  |  |  |
| Arab |  |  |  |  |  |
| **Prefer not to Say** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender** | | **Sexuality** | |
| **The client Identifies as:** |  | **The Client Identifies as:** |  |
| Male |  | Queer |  |
| Female |  | Bisexual |  |
| Trans Man |  | Pansexual |  |
| Trans Woman |  | Gay |  |
| Intersex |  | Lesbian |  |
| Non-Binary |  | Heterosexual |  |
| Genderqueer |  | Asexual |  |
| Other |  | Other |  |
| Prefer not to say |  | Prefer not to say |  |