

## **Scenario / casework prompts**

What is the decision (s) to be made?

When does the decision need to be made?

What are the salient points of the decision that the person needs to understand?

Does the person have an impairment that gives you reasonable belief they **may** lack capacity to make the decision?

What is the impairment?

What help can be offered to the person to enable them to make the decision / what practicable steps do you need to take to comply with principle 2?

### **If you need to assess capacity:**

Who should be involved in the capacity assessment?

Do you know enough about the person to undertake the assessment?

What considerations are needed to complete the 2 stage test?

How will you record your findings?

Who will you share them with?

### **If a best interests decision needs to be made:**

Who is the Decision Maker? Is it you; LPA; CAD; or anyone else depending on the decision to be made.

Is there a valid Advance Decision that may affect the process?

If you have not assessed capacity ensure you are satisfied with the capacity assessment.

Be clear about the decision to be made and the available and viable options that can be considered.

Who will be consulted?

How will the person be involved in the process?

How will consultation take place (meeting or individual discussion)?

Are you clear about the persons' wishes and feelings regarding the decision?

Evidence the decision made by balance table and clear analysis of why the decision has been reached.

What are the options for dealing with disagreements?

How will the person be informed of the outcome?

**Correct as of 05/2017**