

IMCA Referral Guidance

Anyone can refer to the IMCA service; but the IMCA must gain instruction from the decision maker involved. We strongly encourage decision makers to make the referral directly where possible to save time gaining instruction from a decision maker.

IMCA Criteria

To be eligible for the IMCA service, the person must meet **all** the criteria as outlined on the referral form.

- 1) The person lacks capacity to make a particular decision at a particular time.
- 2) The decision to be made is about:
 - ✓ Serious Medical Treatment
 - ✓ Change of Residence
 - ✓ Care review in relation to accommodation only
 - ✓ Adult Protection
- 3) The person has no family or friends to represent them or be consulted with or the decision maker deems the family inappropriate to consult with and the reason for this decision is documented.

Referral

Northwest Advocacy is commissioned to deliver IMCA services within Bolton, Salford and Trafford, it is essential that when making the referral the person is currently residing in one of the specified areas.

Contact Details of the Decision

It is important that we know the full contact details of the decision maker, as they are the key link for the IMCA service.

Contact Details of the

It is important that we know where the person is currently residing so we can arrange to visit them.

Decision to be Made

It is important that we know which decision needs to be made, if the decision is not on the referral criteria list (for example someone requires support with financial issues) then it is not appropriate for IMCA.

Assessment of Capacity

Please outline that an assessment of capacity has been completed and provide the outcome of the assessment. The criteria are clear in stating the person must lack capacity to make the particular decision; we request assessment of capacity information for this reason.

Friends and Family

This section needs to clearly outline the contact with friends or family for the person being referred. Please indicate whether a person has friends and family and whether you deem them inappropriate to consult with and why. *(Please see the frequently asked question section for more information with regarding this).*

General Pointers

The decision maker is the best placed person to make the referral.

When using the on-line referral system please type out the information on the referral form. If you hand write on the referral form please could you write clearly so we can view the information easily.

If the decision maker is not the one filling out the referral it is important that the decision maker is informed that a referral has been made so the IMCA service can contact him/her at the earliest opportunity.

How to refer to the IMCA

Please complete the IMCA referral form and send to Northwest Advocacy IMCA Services:

Greenwood Business Centre, Northwood House, Goodiers Drive, Salford M5 4QH

Email: IMCA@nwas.org.uk

Tel: 0161 872 6825 (For enquiries)

Fax: 0161 872 6826