

Template 1 – DRAFT

NHS Number:		LPS Episode Reference ID:	
<b>LIBERTY PROTECTION SAFEGUARDS IMCA REFERRAL</b>			
Full name of the person			
Address(es) where the arrangements take place ( <i>location type includes residential care, schools/ colleges, hospitals, supported living, shared lives, family home, foster placement etc</i> )  If more space is required, please continue at the end of this Template.	Address of the person		
	Person to contact and contact details		
	Address and type of location		
	Person to contact and contact details		
	Address and type of location		
	Person to contact and contact details		
<b>INITIAL AUTHORISATION/ AUTHORISATION</b> (Please tick current stage when referral to IMCA is made)			
LPS process triggered, no authorisation decision yet		Initial LPS authorisation	
Responsible Body appointing the IMCA			
Contact person at Responsible Body to receive IMCA submissions	Name		
	Telephone		
	Email		
IMCA Service to which this referral is being made (where applicable)	Name		
	Address		

Template 1 – DRAFT

<b>CONTACT DETAILS FOR DETERMINATIONS MADE BELOW (where known)</b>		
Mental Capacity	Name	
	Telephone	
	Email	
Medical	Name	
	Telephone	
	Email	
N&P	Name	
	Telephone	
	Email	
<b>TYPE OF IMCA APPOINTMENT</b>		
An IMCA may be appointed in relation to the LPS scheme as detailed in the options below. An IMCA is requested, as indicated (please put an X next to the applicable option):		
To support the person who may need the protection of the safeguards (this should be arranged as soon as it is known that the LPS process has been triggered).		
To support the person's Appropriate Person (this can be at any time during the process).		
After authorisation to support either the person subject to the, if no IMCA already appointed. This may include support with a S21ZA challenge.		
Where the IMCA is to support the Appropriate Person, provide the name and contact details of the Appropriate Person		
<p>IMCAs have the right to access certain information – see 10.28 and 10.117 of the code of practice. The Responsible Body may wish to consider attaching any documents it believes will assist the work of an IMCA, so long as it complies with their duties under all applicable information sharing and data protection legislation, common law duties and relevant guidance when sharing data as part of the LPS process. Responsible Bodies should also make sure that the IMCA is aware of and understands their data responsibilities, where applicable. The following documents are attached:</p>		

