

Shropshire Mental Capacity Assessment Tool

This document is to be used when a formal two stage assessment of capacity needs to be made (e.g. a new care plan, a move into residential care, consent to treatment or discharge from hospital)

Name:	Date of Birth:
Address:	Care First No:
Stage One Diagnosis that there is an impairment of or disturbance in the functioning of the mind or brain? (Without this diagnosis a person cannot lack capacity).	
Decision to be made:	
Stage Two Functional assessment of capacity to make the recorded specific decision only. Tested in the following four areas, a failure in any area constitutes a lack of capacity for the specific decision.	
a. Record how you have tested whether the person can understand the information, the questions used, how you presented the information and your conclusion.	
b. Record how you tested whether the person could retain the information and your conclusion.	
c. Record how you tested whether the person could use and weigh the information and your conclusion.	
d. Record your findings about whether the person can communicate the decision?	
e. Conclusion (including any further input needed). Record the outcome of the assessment.	
Completed by: Date:	

Preparation	Prompts
Timing	At what time of day is the person most alert Will capacity improve if the decision is delayed Consider the effect of medication on timing
Location	Where do they feel most at ease Is there a location which may aid decision making Ensure there are no interruptions or distractions
Communication	Do you need appropriate communication aids including pictures, objects, other visual aids Consult family members/carers about preferred communication methods Enlist the help of others who are trusted and known well by the person Be aware of cultural or religious factors Do they need to talk to someone who has made a similar decision Are there any publications which may aid understanding
Support	Do you need an independent advocate Does anyone else need to be with them
History	What is known about the person's history of decision making Have they made a similar decision before Do we know what their decision would have been before any loss of capacity What are their hopes and aspirations What is the view of close relatives or friends
Assessment stages	Prompts
Stage one	Diagnostic threshold, if no impairment or disturbance, person cannot lack capacity
Stage two	Functional Assessment of capacity
a. Can they understand the information relevant to the decision	Assessor should understand the nature and effect of the decision Must be explained in a way the person can understand Why is the decision needed and what are the consequences? Suitable support must be provided with time taken to explain Do not give more information than necessary Describe foreseeable consequences, risks and benefits Describe the effects of the decision on the person and others Present choices in a balanced way Allow the person time to clarify and/or reflect Be prepared to try more than once Introduce the topic then fill in the detail
b. Can they retain the information	The person must retain long enough to make a choice Retaining information for a short time does not automatically disqualify Notebooks, videos, recording aids may be used by the person
c. Can they use or weigh the information as part of decision making	Can they understand and use the information
d. Can they communicate the decision	Communication can be assisted and facilitated Use skilled communication specialist where appropriate

