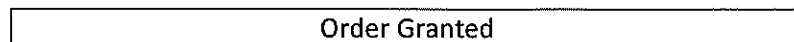
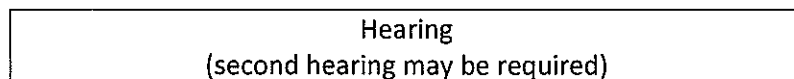
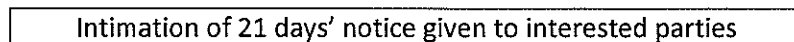
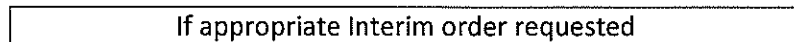
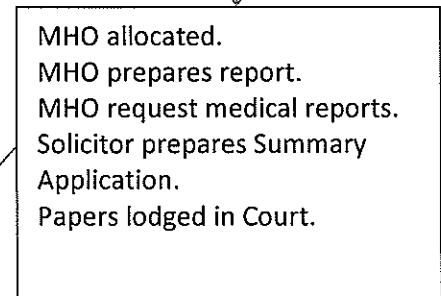
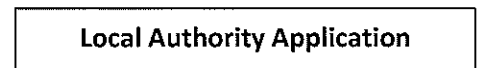
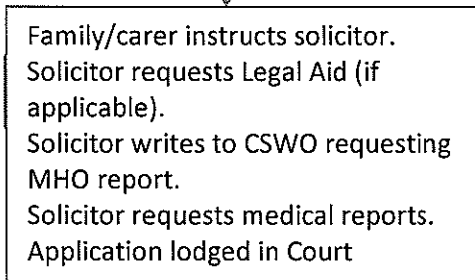
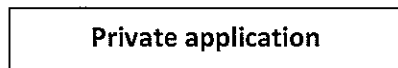
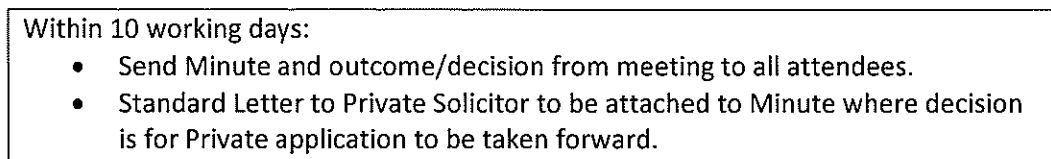
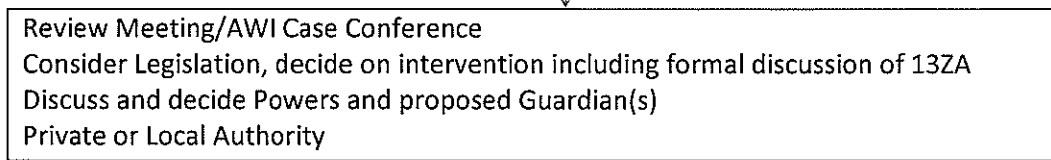
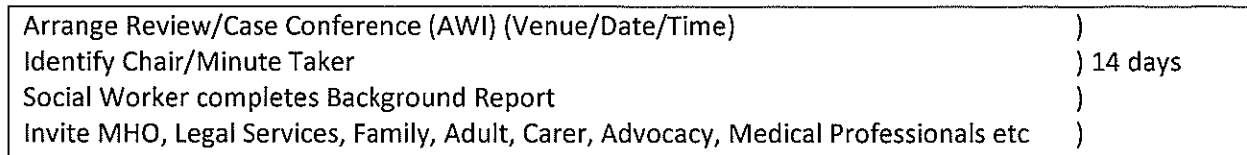
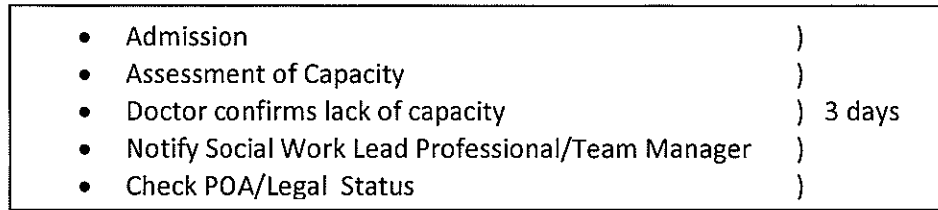


**SUMMARY OF AWI PROCESS FLOWCHART
FOR PATIENTS IN HOSPITAL**



CHECKLIST

1. Is there Power Of Attorney or Guardianship already in place? Check with MHO Admin (holds a list). POA/Guardian is required to provide valid certificate on request.
2. Should there be no concerns from the HSC team about a private application being made by family then you may not need an AWI meeting. (NB – review meeting should still be held).
3. Where an AWI case conference is being arranged the MHO Service should be notified, and an MHO **must** be invited to attend the meeting. (NB legal services/family solicitor(if appropriate) **must** also be invited to review/cc meeting)
4. The review meeting should be chaired and minuted. The minute **must** be distributed within 10 working days of the meeting. The meeting **must** include a background report/chronology of the adult's situation and circumstances to allow for consideration of relevant legislative intervention, or 13ZA, and the proposed guardian(s) and powers to be sought if AWI 2000 intervention agreed.
5. Ensure letter to family/carer which should also be copied to solicitor is sent with the minute from the review as soon as family/carer have stated intent to instruct solicitor and inform family this will be done. (See Letter Template - Appendix)
6. Ensure all dates regarding application and report requests and receipt of (Private or HSC) are recorded accurately and timeously on Edison and Carefirst. This applies to both NHHH/HSC/HC staff.

7. PRIVATE APPLICATIONS

The solicitor will work with the applicant to complete the summary application and forward to the MHO, GP and Consultant along with request for assessment of the adult's capacity. The assessment and reports require to be completed within the statutory timeframes of AWI 2000.

8. LA APPLICATIONS

These applications are made and presented to Court by HC Legal Services. MHO will request the medical reports and must submit their own report, accompanied by the two medical reports, to HC Legal Services **within 21 days of the first medical report** (Section 13 Highland AWI Procedures 2015). HC Legal Services will complete the Summary Application and lodge the application, **by day 30** of the first medical report, in Court.