

Please read these guidelines to assist you in completing the Advocacy referral form for all types of advocacy provided through Advonet.

Incomplete forms will require following up with the person who has completed it and this may create a delay in allocating an advocate and commencing advocacy work.

Advocacy type: There are different types of advocacy which sit under different legislation and include statutory and non-statutory. Please select the type of advocacy required which includes Community, Health Complaints, Care Act (CCA), Independent Mental Capacity (IMCA) and Independent Mental Health Advocacy (IMHA). For further information on the types of advocacy you can refer to Advonet's Standard Operating Procedures (SOPS).

Part 1: All referrers or individuals requiring advocacy must complete all the fields in part 1. This is the minimum information required to accurately determine how we can best support the person requiring advocacy and to ensure Advocacy is the right service for them.

1. Client details refers to the person requiring advocacy (relevant person/client). Inaccurate contact details will result in a delay in commencing work and/or gaining instruction from the client
2. Consent is required where a person has capacity to instruct an advocate on their behalf. Advocates cannot be retained where a client with capacity has not given consent for the referral. Should a client say they do not want an advocate an advocate will not be allocated. Where an individual lacks capacity to instruct, consent to act is provided by the referrer/decision maker.
3. Reason for the advocacy referral needs to clearly state what the advocacy issue or barrier that is preventing the client from being involved and having a say in decisions being made is. It is not sufficient to say the person requires 'support'. It's important to include any needs, meeting dates or priority issues which will help when processing and allocating referrals
4. Referrers details are required so we can follow up if further information is required
5. Individuals can often be supported by family or friends to advocate on their behalf. Where an appropriate person has been requested or identified please include their details. If a person is not considered appropriate please state why. Having a difference of opinion does not automatically mean a person is not appropriate to consult with and/or advocate for the client
6. Information about risks is required as advocates' often lone work and we need to ensure the safety of both staff and clients by managing any risks disclosed. Advonet manages risk and works on the basis of current risk rather than historical risk unless this remains relevant
7. Other relevant information enables us to offer an appropriate level of support based on the client's needs including communication methods.

Any supporting documents such as capacity assessments, care plans etc should wherever possible accompany the referral form. Any delays in receiving or accessing relevant documents will result in delays in advocacy work starting and progressing.

Part 2: This section needs to be completed in addition to part 1, if you are referring someone who is eligible under the Mental Capacity Act 2005 (MCA) who requires an Independent Mental Capacity Advocate (IMCA). Please complete all the relevant fields.

Part 3: This section needs to be completed in addition to section 1, if you are referring someone who is eligible under the Care Act 2014 (CA) who requires a Care Act Advocate (CAA). Please complete all the relevant fields.

Part 4: This section needs to be completed in addition to section 1, if you are referring someone who is a qualifying patient detained under the Mental Health Act 1983 (MHA) who requires an Independent Mental Health Advocate (IMHA). Please complete all the relevant fields.

Returning the referral form: Referral forms can be emailed via secure email for referrals: advonet.office@advonet.cjism.net

NB this needs to be sent from another secure email server from NHS addresses

Or from Leeds City Council via Mail Express to office@advonet.org.uk

If you do not have a secure email system you can password protect the form and send the password in a separate follow-up email to office@advonet.org.uk

Referral Process: Once received the referral form will be checked and entered onto our secure database system. Any incomplete forms will need to be follow-up and this may delay allocating an advocate.

Once the information has been checked the case will be placed on the waiting list and allocated to a named advocate. Please be aware that allocating means that the named advocate will then plan in a time to meet the client to gain consent and instruction, where they have capacity, and contact other relevant professionals.

Referrals received where dates for Best Interests or other meetings have been set to occur in a short timescale may result in a request to reschedule the planned meeting to enable the advocate to be present. Where meeting dates have still to be arranged please ensure you consult with the named advocate when arranging these dates to ensure they are available along with other professionals.

Advocacy work: Advocacy supports a person's statutory and human rights and their involvement in decision making processes. For advocacy to be meaningful time is required to ascertain the person's wishes, views and opinions and where capacity is lacking those of family, friends and other professionals. This information

is then used to ensure the person has a say. Referrals that do not allow sufficient time for this to take place don't support the advocacy principles under which we work.

Allocation Timescales: These are available in Advonet's Standard Operating Procedures document (SOPS)