**Decision-Specific Screening Tool**

**First read the Communication and Assessing Capacity** [Guide](http://www.scotland.gov.uk/Resource/Doc/210958/0055759.pdf) (This guide is useful for the exploration of specific areas of decision making, to assist ‘forming a view’ & contribution to the early stage of a multidisciplinary assessment process and/or where a formal assessment of capacity is needed because an intervention under the Act is being considered/ proposed).

**Capacity is the ability to understand information relevant to a specific decision or action and to appreciate the reasonably foreseeable consequences of taking or not taking that decision or action.**

**A person’s capacity can be transient, vary over time and vary in respect of different types of decision making. As capacity can change over time, a view could be formed at the time that a specific decision or action is required.**

**This tool could be used where there is doubt about the adult’s capacity to make and/ or implement a specific decision.** **It aims to assist the practitioner consider the various elements involved in the decision-making process.** It could be used to gather evidence of; and ‘forming a view’ on whether an adult seems to be lacking capacity in relation to **non- medical** decisions; and to consider whether a more formal, health capacity assessment is required (as part of a multi-disciplinary assessment process) in order to pursue measures under the Adult with Incapacity (Scotland) Act 2000. *It is not suitable for medical or complex decisions.*

**Name of Adult:**

**Worker Details:**

**Date:**

**Details of the Decision to be made or action to be taken:**

**Who was consulted in forming your opinion of the Adult's decision-making ability?**

Name:

Relationship with Adult:

Contact Details**:**

**Consider**: ***Does the Adult repeatedly make seemingly unwise decisions which place her/him at serious risk or exploitation? Is she/he making a decision which defies all notion of rationality and/or is markedly out of character?***

***An unwise or eccentric choice doesn't necessarily mean the person is unable to make a decision – consider the person's views, values, rights, will, preferences and previous decisions.***

**Q1: Does the Adult have a mental disorder (diagnosed or suspected) or is unable to communicate because of a physical disability (refer to Q.5 for notes around communication)?**

Yes (be specific):

No:

Not Sure (be specific):

**Condition:**(Dementia, learning disability, brain injury, personality disorder, neurological condition,)

**Q2.** **Do you consider the Adult able to understand the information relevant to the decision and that this information has been provided in a way that he/she is most probably able to understand?**

**(Provide some details of any information you may have provided, appropriate to his/ her level to understand, & how you came to a conclusion for this section)**

Yes:

No:

Not Sure:

***NOTE: Consider providing Information to a level appropriate to his or her particular ability to understand.***

***Example: An elderly widow who has never dealt with money matters may need to receive the information in as simple a manner as possible and helped to understand it. It may be that she will learn to manage her finances with support (lacking skills is not the same as lacking mental capacity).***

**Q3.** **Do you consider the Adult able to retain the information for long enough to use it in order to make a choice or an effective decision (Provide a rationale for your response)?**

Yes:

No:

Not Sure:

***NOTE: It may take several visits going over the information to see if the response is consistent (even if the person cannot remember being asked before). A consistent response may indicate sufficient capacity to understand the decision in hand.***

**Q4.** **Do you consider the Adult able to use or weigh that information as part of the process of making the decision (Provide a rationale for your response)?**

Yes:

No:

Not Sure:

***NOTE: Consider the adults ability to consider choices, reason and reach a decision.***

***Certain types of disorders (brain injury, neurological conditions) cause people who are able to understand information to act impulsively, regardless of the information available and their understanding of it.***

**Q5. Do you consider the Adult able to communicate the decision (Provide a rational for your response)?**

Yes:

No:

Not Sure:

***NOTE: Does the person have the ability to receive information and express views sufficiently to communicate a decision. Every effort should be made to facilitate communication including BSL; Makaton; notes; pictorial communication aids, such as Talking Mats; or mechanical/ tablet devices.***

**Q6. Do you consider the Adult able to act upon the decision (Provide a rational for your response)?**

Yes:

No:

Not Sure:

***Consider ‘undue influence’: An individual may not be able to act on a decision because they trust, fear or feel responsible for another person. A mother who feels responsible for her son may not be able ask him to leave her home, even though he may be spending all her money.***

**Further Comments:**

**If you have answered YES consistently to Q2-Q6, the Adult may be considered on the balance of probability, to have the capacity to make this particular decision at this time.**

***Sign/date this form and record the outcome within the Adult's records***

**If you have answered NO or NOT SURE to any of the questions proceed to Q7.**

**Q7.** **Overall, do you consider on the balance of probability that the impairment or disability noted in Q.1 is sufficient that the adult lacks the capacity to make this particular decision (Provide a rational for your response)?**

Yes:

No:

Not Sure:

**On the balance of probability the Adult may lack capacity to make this specific decision at this particular time-** please consider a referral for a formal Assessment.

If you have answered**'Not Sure'** to any questions, please consider a referral for a Specialist Health Assessment

**Signature:**

**Date Completed:**