



SCREENING MEETING TEAM STANDARDS

1. We will strive to call a Screening Meeting within 2 weeks of a referral being made.
2. Where there are difficulties in meeting this timescale, these should be explained to any SW referring and notified to A.W.I. Manager
3. Prior to the meeting commencing, all parties will be given a copy of the leaflets explaining the order being sought i.e. Intervention Order, Guardianship.
4. After any meeting held, we will ensure that a draft plan of action is known to all parties.
5. Within 2 working days of the S.M. happening, Legal Services should be notified by the S.M.H.O.
6. The financial circumstances of the person will be addressed within the screening process, and appropriate advice given or action taken within the proposed plan.
7. All decisions reached will be recorded on the pro-forma minute and this made available to carers as well as passed to Legal Services.
8. Immediately post the screening meeting the S.M.H.O. should request the medical opinions of incapacity to commence the process.
9. All parties involved will be advised of any delay in processing the application prior to its lodgement in court.
10. All parties involved will be advised of the role of the S.M.H.O. in supervising post the granting of the order.
11. Post the order being granted, the S.M.H.O. will forward to parties involved an evaluation questionnaire to discuss issues of service quality.

Martin J. Murray
Incapacity and M.H.O. Manager
A.W.I. & MENTAL HEALTH TEAM.