

Advocacy Type	Review of Referrals	Allocations	Visit Timescales	Reporting Requirements	Ongoing Visits
Court of Protection 1.2 Representative	1 working day	7 working days	14 working days for pre Court Order 1 month after the Court Order.	10 working days to responsible social worker/team manager	As per Court Order
IMCA Serious Medical Treatment	1 working day	2 working days	7 working days from referral unless assessed differently on case by case basis. Urgent cases to be prioritised	2 working days before treatment decision due to take place.	Not applicable
IMCA Change of Accommodation	1 working day	3 working days	7 working days from referral unless assessed differently on case by case basis. Urgent cases to be prioritised.	In timely fashion in relation to specific decision	Not applicable
IMCA DOLS 39a	1 working day	3 working days	7 Working Days Urgent cases to be prioritised.	5 working days of visit	Not applicable
PRPR	1 working day	1 working days Provide name of person to be appointed	12 Months Authorisation – within first month Shorter authorisations assessed on case by case basis	Reports submitted within 10 working days of visit	6-8 weekly visits dependent on length of authorisation and complexity of case Agreement with DOLS team if less frequent visits needed
ICSA	1 working day	5 working days	7 working days unless assessed differently on case by case basis	Not applicable	Not applicable
IMHA	1 working day	1 working day	3 working days for qualifying patients 2 working days Section 2	Not applicable	Not applicable
MH Non qualifying patients (Informal)	1 working day	1 working day	3 working days	Not applicable	Not applicable

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IHCAS	1 working day	5 working days	Usually remote within 5 working days of allocation	Not applicable	Not applicable
Non-statutory Advocacy	1 working day	14 working days. If service unable to take on referral immediately then referrer will be notified within 3 working days	7 working days	Not applicable	Not applicable

Review of Referrals

All referrals will be reviewed within 1 working day of receipt.

All referrals received by Camden & Islington Integrated Advocacy Service will receive an automated email response acknowledging receipt of referrals

Allocations

Once the case has been reviewed the service is expected to allocate the case to an advocate within the timescales above. If the service is unable to allocate within expected timescales, then the referrer will be notified by email as soon as possible to make them aware there will be a delay and what the service is doing to allocate the case and expected timescales.

Visit Timescales

The timescales are for guidance only. The advocacy service will communicate with the referrer if there will be a delay.

Reporting Requirements

All reports will be completed using an agreed template to ensure consistency

All reports will be emailed securely to the decision maker/referrer

*RPR Reports

Requirement that full reports submitted at beginning of authorisation and one at the end of the authorisation with agreed update report template used for visits in between unless there are significant changes for the relevant person