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Requirements Specification

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**Document filename:** 20161102 SCP SCCI2075 ADW Requirements Specification v5\_0

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<b>Directorate / Programme</b>	Social Care Programme	<b>Project</b>	ADW Information Standard
<b>Document Reference</b>			
<b>Senior Responsible Owner</b>	Andrew Fenton	<b>Status</b>	Final
<b>Owner</b>	James Palmer	<b>Version</b>	5.0
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## SCCI2075

# Assessment, Discharge and Withdrawal Notices between Hospitals and Social Services Information Standard Requirements Specification

# Document Management

## Revision History

Version	Date	Summary of Changes								
0.1	14/09/2015	Initial draft.								
1.0	30/09/2015	Document approved.								
2.0	06/10/2015	Document approved by Ian Boyd.								
3.0	02/03/2016	Document approved by Ian Boyd.								
4.0	22/06/2016	Publication copy								
5.0	02/11/2016	<p>Publication copy. The following changes have been made since v4.0:</p> <ul style="list-style-type: none"> <li>• General. <ul style="list-style-type: none"> <li>○ References to NHS Digital provided technical implementation options have been removed. This is because the Information Standard focuses on the definition of the data sets for Assessment, Discharge and Withdrawal Notices rather than any specific technical implementation. Alternative technical guidance is available on the <a href="#">NHS Health Developer Network website</a><sup>1</sup>.</li> <li>○ NHS Digital branding has been applied and references to HSCIC changed to NHS Digital.</li> <li>○ References to the Social Care Informatics Project (SCIP) have been changed to the Social Care Programme (SCP).</li> </ul> </li> <li>• Section 4 (Data Set Definition). The following data items have been amended to make them mandatory and for each an additional value has been added to the permitted list of values: <ul style="list-style-type: none"> <li>○ Assessment Notice Carer Consultation Indicator – ‘NKN: No Known Carer’ added to list of values.</li> <li>○ Assessment Notice Third Party Patient Consent Source – ‘N/A: Not Applicable’ added to list of values.</li> <li>○ Discharge Date Carer Informed Indicator – ‘NKN: No Known Carer’ added to list of values.</li> </ul> </li> <li>• Section 4 (Data Set Definition). The definition of the Admission Type data item in the Assessment Notice data set has been amended to remove the link to the NHS Data Dictionary ADMISSION METHOD attribute. In addition, the coded list of values for Admission Type has been changed as follows: <table border="1" data-bbox="609 1469 1445 1597"> <thead> <tr> <th>Previous Version</th> <th>New Version</th> </tr> </thead> <tbody> <tr> <td>13 Planned</td> <td>P Elective</td> </tr> <tr> <td>21 Accident and Emergency</td> <td>E Emergency</td> </tr> <tr> <td></td> <td>X Other</td> </tr> </tbody> </table> </li> <li>• Section 4 (Data Set Definition). The format of the Local Authority Organisation Code has been changed from an3 and an5 to support the ‘ANANA’ structure for organisation identifiers.</li> <li>• Section 4 (Data Set Definition). The following correction to the cardinality definition of the Patient Identifiers data group has been made: <ul style="list-style-type: none"> <li>○ M-1..1 R 0..1</li> </ul> </li> <li>• Section 4 (Data Set Definition). The following correction to the permitted list of values for NHS Number Status Indicator has been made: <ul style="list-style-type: none"> <li>○ 02: Number present but not <del>verified</del> traced</li> </ul> </li> </ul>	Previous Version	New Version	13 Planned	P Elective	21 Accident and Emergency	E Emergency		X Other
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13 Planned	P Elective									
21 Accident and Emergency	E Emergency									
	X Other									

<sup>1</sup> Refer to: <http://developer.nhs.uk/downloads-data/>

## Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
Ian Boyd	SCP – Technical Lead	14/09/2015	0.1
Jasmine Riley	SCP – Senior Project Manager	14/09/2015	0.1
Jasmine Riley	SCP – Senior Project Manager	01/09/2016	4.1
Ian Boyd	SCP – Technical Lead	01/09/2016	4.1
Jasmine Riley	SCP – Senior Project Manager	14/09/2016	4.2
Ian Boyd	SCP – Technical Lead	14/09/2016	4.2
Jasmine Riley	SCP – Senior Project Manager	16/09/2016	4.3
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## Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Ian Boyd	Ian Boyd	SCP – Technical Lead	30/09/2015	1.0
Ian Boyd	Ian Boyd	SCP – Technical Lead	06/10/2015	2.0
Ian Boyd	Ian Boyd	SCP – Technical Lead	03/02/2016	3.0
Ian Boyd	Ian Boyd	SCP – Technical Lead	18/10/2016	5.0



This information standard (SCCI2075) has been approved for publication by the Department of Health under [section 250 of the Health and Social Care Act 2012](#).

Assurance that this information standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Standardisation Committee for Care Information (SCCI), a sub-group of the National Information Board.

This information standard comprises the following documents:

- Requirements Specification
- Implementation Guidance.

An Information Standards Notice (SCCI2075 Amd 70/2016) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

The controlled versions of these documents can be found on the [NHS Digital website](#).

Date of publication: 2 November 2016

## Glossary of Terms

Term / Abbreviation	What it stands for
ADW	Assessment, Discharge and Withdrawal (Notices)
ASC	Adult Social Care
CASSR	Council with Adult Social Services Responsibilities
CDA	Clinical Document Architecture
CHC	(NHS) Continuing Health Care
DTS	Data Transfer Service
HSCIC	Health and Social Care Information Centre
ISAS	Independent Standards Assurance Service
ODS	Organisation Data Service
PAS	Patient Administration System
SCCI	Standardisation Committee for Care Information
SCP	Social Care Programme

### Note on use of different terms relating to social care:

Social Services	Referring to the specific function / team within a local authority that has responsibility for social services, specifically for social care assessments. (As opposed to a local authority which does not have this responsibility, for example a district or town council). In the context of this Information Standard, it is Adult Social Services being referred to.
Social Care	Used where social care is being referenced broadly. This could include different organisations and sectors involved in the commissioning or provision of social care.
Local authority	Referring to capabilities/functions held/provided by the organisation, rather than the specific social services team. For example, in the context of a technology capability relating to the flow of information to social services, this may apply to the whole of the local authority.

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## Supporting Documents

The following documents provide additional supporting information.

Id	Title	Reference
1	Community Care (Delayed Discharges etc.) Act 2003	Sections 2, 3 and 5  <a href="http://www.legislation.gov.uk/ukpga/2003/5/contents">http://www.legislation.gov.uk/ukpga/2003/5/contents</a>
2	Care Act 2014	Section 74 – Schedule 3 Discharge of Hospital Patients with Care and Support Needs  <a href="http://www.legislation.gov.uk/ukpga/2014/23/schedule/3/enacted">http://www.legislation.gov.uk/ukpga/2014/23/schedule/3/enacted</a>
3	The Care and Support (Discharge of Hospital Patients) Regulations 2014	<a href="http://www.legislation.gov.uk/uksi/2014/2823/made">http://www.legislation.gov.uk/uksi/2014/2823/made</a>
4	Care Act 2014: Care and Support Statutory Guidance	Annex G: The process for managing transfers of care from hospital for patients with care and support needs  <a href="https://www.gov.uk/guidance/care-and-support-statutory-guidance/annexes">https://www.gov.uk/guidance/care-and-support-statutory-guidance/annexes</a>
5	SCCI2075 ADWN Implementation Guidance	<a href="http://content.digital.nhs.uk/isce/publication/scci2075">http://content.digital.nhs.uk/isce/publication/scci2075</a>

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# 1 Introduction

## 1.1 Purpose

### 1.1.1 Purpose of this Document

The purpose of this document is to define an Information Standard for a set of Care Act 2014 compliant Assessment, Discharge and Withdrawal (ADW) Notices. The Notices are sent from hospitals to adult social services to support the discharge of hospital patients who have care and support needs. The Information Standard defines the data sets that must be used for ADW Notices. It also defines a Notice Receipt data set that must be used to send an acknowledgement of a received notice. Refer to Section 4 of this document for a description of the data sets.

Section 3 of this document provides an overview of the processes that support the use of ADW Notices, as defined in the Care Act 2014. This process overview is included to provide context to the ADW data sets defined by the Information Standard. Full details of the ADW process specified by the Care Act (including descriptions of required timings and penalty charges for delayed discharges) are included in the following:

- [Care Act 2014](#)<sup>2</sup> (specifically ‘Schedule 3 – Discharge of Hospital Patients with Care and Support Needs’). Throughout the remainder of this document this is referred to as the ‘Care Act’.
- [Care and Support \(Discharge of Hospital Patients\) Regulations 2014](#)<sup>3</sup>. Throughout the remainder of this document this is referred to as the ‘Care Act Regulations’.
- [Care Act 2014: Care and Support Statutory Guidance](#)<sup>4</sup> (specifically ‘Annex G: The process for managing transfers of care from hospital for patients with care and support needs’). Throughout the remainder of this document this is referred to as the ‘Care Act Guidance document’.

NHS Digital has developed a range of systems and services to support the exchange of information in various electronic formats. These systems and services may be used by organisations to support implementation of the Information Standard. Further information relating to these systems and services is available on the [NHS Health Developer Network website](#)<sup>5</sup>. It should be noted that the Information Standard does not mandate the technical means by which notices are sent and received therefore organisations are free to adopt their own approach to implementation.

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<sup>2</sup> The Care Act 2014: Section 74-Schedule 3: Discharge of Hospital patients with Care and Support Needs  
<http://www.legislation.gov.uk/ukpga/2014/23/schedule/3/enacted>

<sup>3</sup> The Care and Support (Discharge of Hospital Patients) Regulations 2014  
<http://www.legislation.gov.uk/uksi/2014/2823/made>

<sup>4</sup> Care Act 2014: Care and Support Statutory Guidance: Annex G: The process for managing transfers of care from hospital for patients with care and support needs  
<https://www.gov.uk/guidance/care-and-support-statutory-guidance/annexes>

<sup>5</sup> Refer to: <http://developer.nhs.uk/downloads-data/>

## 1.1.2 Definitions

This Information Standard relates to the exchange of ADW Notices between hospitals and adult social services only. The term ‘adult’ is used as defined in the Care Act<sup>6</sup>.

Throughout this document the term ‘carer’ is used as defined in the Care Act<sup>7</sup>.

## 1.1.3 Purpose of the Information Standard

Currently hospitals must determine when it is safe to discharge a patient. Part of that decision making process requires hospital staff to determine whether a care and support assessment is required before the patient leaves hospital care (so appropriate social care<sup>8</sup> can be put in place to support the citizen on exit from hospital). If hospital staff believe an assessment is required, they must notify the local authority’s social services team.

The Care Act, the associated Care Act Regulations and Care Act Guidance document legislate a minimum data set for inclusion in that notification process, requiring hospitals to use:

- Assessment Notices  
Informs the social services team that an assessment will be required, with expected discharge date if known
- Discharge Notices  
Confirms discharge date to social services
- Withdrawal Notices  
To withdraw either or both of the above

The purpose of the Notices is to ensure a timely care and support assessment is triggered, and that information required by the social services team is received to facilitate this. Previous legislation related to this flow – the Community Care (Delayed Discharges etc.) Act 2003. The Care Act 2014 supersedes this, and therefore the Notices replace what were previously known as ‘Section 2s, Section 3s and Section 5s’.

<sup>6</sup> The following definition of ‘adult’, taken from the Care Act 2014 section 2 (8) applies to this Information Standard:

“Adult means a person aged 18 or over”

<sup>7</sup> The following definition of ‘carer’, taken from the Care Act 2014 section 10 applies to this Information Standard:

(3) “Carer” means an adult who provides or intends to provide care for another adult (an “adult needing care”); but see subsections (9) and (10).

(9) An adult is not to be regarded as a carer if the adult provides or intends to provide care—

- (a) under or by virtue of a contract, or
- (b) as voluntary work.

(10) But in a case where the local authority considers that the relationship between the adult needing care and the adult providing or intending to provide care is such that it would be appropriate for the latter to be regarded as a carer, that adult is to be regarded as such (and subsection (9) is therefore to be ignored in that case).”

<sup>8</sup> For the purposes of this document and this Information Standard, where social services or social care is referenced, this means adult social services or adult social care.

The Information Standard applies to:

- NHS hospitals and independent hospitals acting on behalf of the NHS as defined by the Care Act 2014<sup>9</sup>
- Councils with Adult Social Services Responsibilities (CASSRs).

## 1.2 Background

### 1.2.1 Background to the Information Standard

The Information Standard is one of a group of structured information flows between health and social care settings, and within social care settings, that the Social Care Programme (SCP) is developing and delivering.

SCP is a NHS Digital programme commissioned and sponsored by the Department of Health, established to support more efficient and person-centred transfers of care between health and social care settings, and to drive forward the health and social care integration agenda.

The standardisation of the data set within Assessment, Discharge and Withdrawal Notices builds on work undertaken in London to integrate health and adult social care through the use of structured forms, secure email and the London Adapter middleware product.

### 1.2.2 Local Operating Context of this Information Standard

Hospitals and local authority social services teams may choose how to send and receive ADW Notices/acknowledgements, according to their local digital capability and IT systems. This means that the information could be sent via:

1. a non-electronic format: e.g. letter, fax
2. an electronic format using locally provided systems and/or electronic forms
3. an electronic format using NHS Digital provided systems and/or electronic forms (refer to the supporting information on the [NHS Health Developer Network website](#)<sup>10</sup> for further details)
4. a combination of options 2 and 3 above

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<sup>9</sup> Care Act 2014 section 74 (7):

“(1) A hospital patient is a person ordinarily resident in England who —

- (a) is being accommodated at an NHS hospital, or at an independent hospital as a result of arrangements made by an NHS body, and
- (b) is receiving (or has received or can reasonably be expected to receive) acute care.”

<sup>10</sup> Refer to: <http://developer.nhs.uk/downloads-data/>

## 1.3 Source of Requirements

The following have been used as the basis for the development of this Information Standard:

- The Care Act.
- The Care Act Regulations.
- The Care Act Guidance document.
- The London-based NHS Digital Secure Email and Adapter projects mentioned in Section 1.2.1. These projects created a set of Care Act compliant Microsoft Word templates and Clinical Document Architecture (CDA) messages. The underlying data sets have been used to inform the development of the Information Standard.
- Consultation with various hospital trusts, local authorities and IT system suppliers throughout the development and testing phases of the Information Standard.

The Care Act Regulations define a minimum set of mandatory data items that an Assessment Notice and a Discharge Notice must include (the regulations do not define what a Withdrawal Notice must include however). A summary of the data items mandated by the Care Act Regulations is provided in Appendix A.

The Care Act Guidance document includes an example form for an Assessment Notice which could be used locally. This form includes several data items that are in addition to those specified by the Care Act Regulations. A copy of the example form is included in Appendix B.

The Care Act Regulations and Care Act Guidance document have been used as the initial source for the data sets that are defined in the Information Standard. Additional data items have been added following the stakeholder consultation mentioned above and by referencing the data set that was developed during the Secure Email and London Adapter projects.

One of the key principles underpinning the development of this Information Standard is that of ensuring that the data set is kept to a practical minimum. This is in line with the following statement, taken from Care Act Guidance document:

*“12. The information contained in an assessment notification is intended to be minimal, both to reflect patient confidentiality requirements and to minimise bureaucracy – it is only the trigger for assessment and care planning.”*

The use of a concise data set will ensure that it is widely applicable and help minimise the burden placed on the NHS and local authorities to implement the Information Standard. It will also provide a foundation for further development.

## 1.4 Scope

The scope of use of this Information Standard applies to those organisations that are required to comply with the Care Act for the discharge of hospital patients who have care and support needs, namely:

- NHS hospitals and independent hospitals acting on behalf of the NHS as defined by the Care Act 2014<sup>11</sup>
- Councils with Adult Social Services Responsibilities (CASSRs).

The data sets defined in this Information Standard (refer to Section 4) support the following information flows:

- Assessment, Discharge and Withdrawal Notices sent from a hospital to a local authority.
- Notice Receipts sent from a local authority to a hospital. This provides a method of accepting or rejecting a notice. The same generic Notice Receipt data set may be used for an Assessment, Discharge or Withdrawal Notice.

The technical means by which the notices are sent and received are outside of the scope of this Information Standard.

## 1.5 Related Standards

This specification should be read in conjunction with the following standards:

Ref	Reference	Title
1	ISB 0149 Amd 136/2010 <sup>12</sup>	NHS Number Standard Specification
2	ISB 0149-02 <sup>13</sup>	NHS Number for Secondary Care
3	ISB 1501 <sup>14</sup>	Common User Interface - Time Display
4	ISB 1503 <sup>15</sup>	Common User Interface - Date Display

<sup>11</sup> Care Act 2014 section 74 (7):

“(1) A hospital patient is a person ordinarily resident in England who —

- (c) is being accommodated at an NHS hospital, or at an independent hospital as a result of arrangements made by an NHS body, and
- (d) is receiving (or has received or can reasonably be expected to receive) acute care.”

<sup>12</sup> Refer to: <http://webarchive.nationalarchives.gov.uk/+http://www.isb.nhs.uk/documents/isb-0149/amd-136-2010/index.html>

<sup>13</sup> Refer to: <http://webarchive.nationalarchives.gov.uk/+http://www.isb.nhs.uk/library/standard/171>

<sup>14</sup> Refer to: <http://webarchive.nationalarchives.gov.uk/+http://www.isb.nhs.uk/library/standard/139>

<sup>15</sup> Refer to: <http://webarchive.nationalarchives.gov.uk/+http://www.isb.nhs.uk/library/standard/133>

## 2 Requirements

This section describes the requirements that support this Information Standard. The key words **MUST**, **SHOULD** and **MAY** are used as defined in [RFC2119](#)<sup>16</sup>, namely:

- **MUST**: This word, or the terms '**REQUIRED**' or '**SHALL**', means that the definition is an absolute requirement of the specification.
- **SHOULD**: This word, or the adjective '**RECOMMENDED**', means that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications **MUST** be understood and carefully weighed before choosing a different course.
- **MAY**: This word, or the adjective '**OPTIONAL**', means that an item is truly optional. One implementer may choose to include the item because a particular implementation requires it or because the implementer feels that it enhances the implementation while another implementer may omit the same item. An implementation which does not include a particular option **MUST** be prepared to interoperate with another implementation which does include the option, though perhaps with reduced functionality.

Ref	Requirement	Conformance Criteria <sup>17</sup>	Applicable Organisation(s)
SCCI2075-REQ0001	The data sets defined in this Requirements Specification <b>MUST</b> be used in conjunction with the regulations and processes for exchanging Assessment, Discharge and Withdrawal Notices described in the Care Act, Care Act Regulations and Care Act Guidance document.	Conformance with the processes set out in the Care Act is a legal requirement and therefore outside the scope of NHS Digital conformance monitoring.	NHS Trusts Local Authorities
SCCI2075-REQ0002	The data sets defined in Sections 4.1, 4.2 and 4.3 of this Requirements Specification <b>MUST</b> be used to support the exchange of Assessment, Discharge and Withdrawal Notices.	In order to comply with the Information Standard the specified data sets must be adopted fully by the relevant organisation(s) by March 2018.	NHS Trusts Local Authorities
SCCI2075-REQ0003	The data set defined in Section 4.4 of this Requirements Specification <b>MUST</b> be used to provide an acknowledgement of a received Assessment, Discharge or Withdrawal	In order to comply with the Information Standard the specified data sets must be adopted fully by the relevant organisation(s) by March 2018.	NHS Trusts Local Authorities

<sup>16</sup> Refer to: <https://tools.ietf.org/html/rfc2119>

<sup>17</sup> Refer to the Implementation Guidance document for this Information Standard for details of the conformance criteria monitoring process.

	Notice.		
SCCI2075-REQ0004	Additional data items <b>MAY</b> be added locally to the data sets defined in this Information Standard, subject to agreement between the relevant organisations.	<p>The inclusion of additional data items at a local level will not impact compliance with the Information Standard.</p> <p>However, the data items defined in the Information Standard must not be omitted, nor their attributes (such as whether the data item is mandatory or how it is formatted) be changed. Doing so will render the data set non-compliant with the Information Standard.</p> <p>Also, as the Information Standard incorporates the minimum data set defined in the Care Act, any omissions or modifications may result in non-compliance with the Care Act itself.</p>	NHS Trusts Local Authorities
SCCI2075-REQ0005	The technical means by which organisations choose to implement the data sets defined in this Requirements Specification <b>SHOULD</b> be determined locally.	If an organisation chooses to use an NHS Digital provided option for implementing the Information Standard, conformance will be measured using the assurance processes that are appropriate for that implementation option.	NHS Trusts Local Authorities
SCCI2075-REQ0006	When an Assessment Notice is displayed or printed, it <b>MUST</b> include a statement that it is an Assessment Notice given under paragraph 1(1) of Schedule 3 of the Care Act 2014.	<p>This is a requirement of the Care Act.</p> <p>NHS Digital provided technical solutions for implementing the Information Standard will undergo appropriate assurance processes to ensure conformance with the requirement.</p>	NHS Trusts Local Authorities
SCCI2075-REQ0007	When a Discharge Notice is displayed or printed, it <b>MUST</b> include a statement that it is a Discharge Notice given under paragraph 2(1)(b) of Schedule 3 of the Care Act 2014.	<p>This is a requirement of the Care Act.</p> <p>NHS Digital provided technical solutions for implementing the Information Standard will undergo appropriate assurance processes to ensure conformance with the requirement.</p>	NHS Trusts Local Authorities
SCCI2075-REQ0008	<p>An Assessment Notice <b>MUST</b> only be sent if:</p> <ul style="list-style-type: none"> <li>the patient has provided their consent, or</li> <li>if the patient lacks mental capacity, consent has</li> </ul>	All Assessment Notices must be sent with the appropriate consent. Failure to do will result in non-compliance with the Information Standard and the Care Act.	NHS Trusts Local Authorities

	been provided by an appropriate third party (refer to Appendix C for further details)		
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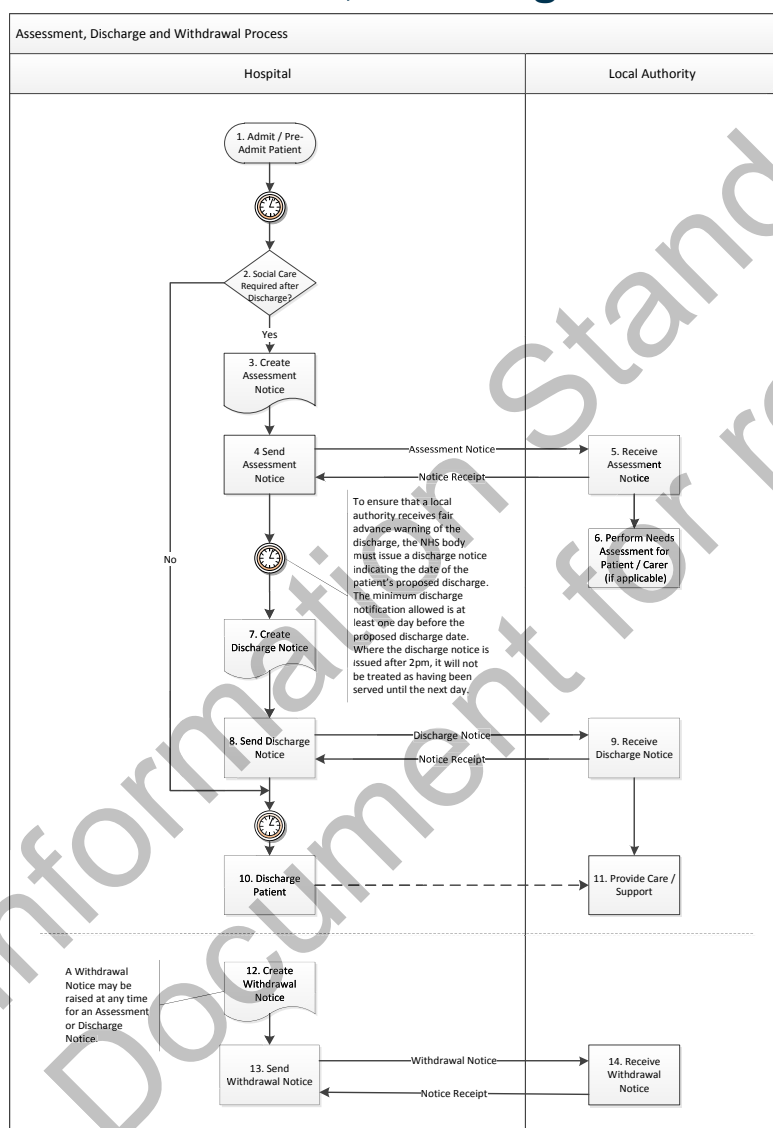
Information Standard retired  
Document for reference only

### 3 High Level Process

This section describes the high level processes that support the use of ADW Notices. It is included to provide context to the ADW data sets defined by the Information Standard. The process description is based on the Care Act Guidance document. For further details of the required process please refer to the Care Act, Care Act Regulations and Care Act Guidance document. For a description of the processes relating to patient/carer consultation and consent, please refer to Appendix C.

Note: the diagram includes the flow of Notice Receipts (as introduced by this Information Standard) but for brevity it is assumed that these are all returned as ‘Accepted’. It is assumed that appropriate local processes will be implemented to handle ‘Rejected’ notices<sup>18</sup>.

#### 3.1 Assessment, Discharge and Withdrawal: Process Diagram



<sup>18</sup> It should be noted that the 'Accept/Reject' response does not relate to any decisions taken by the local authority regarding the assessment, or any outcomes thereof.

## 3.2 Assessment, Discharge and Withdrawal: Process Steps

Step <sup>19</sup>	Description
Assessment Notice	
1	<p>Admit / Pre-Admit Patient</p> <p>The patient is admitted or pre-admitted to the hospital. ('Pre-admitted' is applicable when a patient is booked for a routine procedure or operation at a scheduled time where their discharge is anticipated before the patient arrives at the hospital).</p>
2	<p>Social Care Required after Discharge?</p> <p>The patient is assessed to determine whether they will need social care support following discharge from hospital.</p>
3	<p>Create Assessment Notice</p> <p>The Care Act Guidance document states the following:            "...the relevant NHS body must issue an assessment notice where it considers that a patient may require care and support on discharge and the local authority must or may be required to meet such needs."</p>
4	<p>Send Assessment Notice</p> <p>The Assessment Notice is sent to the relevant local authority.</p> <p>The Care Act Guidance document states the following:            "The relevant local authority who the NHS must notify is the one in which the patient is ordinarily resident or, if it is not possible to determine ordinary residence, the local authority area in which the hospital is situated."</p>
5	<p>Receive Assessment Notice</p> <p>The local authority receives the Assessment Notice and returns a Notice Receipt to the originating hospital to accept or reject the notice. It is assumed that appropriate local processes will be implemented to handle rejected notices.</p>
6	<p>Perform Needs Assessment for Patient and Carer (if applicable).</p> <p>The Care Act Guidance document states the following:            "On receiving an assessment notice, the local authority must carry out a needs assessment of the patient and (where applicable) a carer's assessment so as to determine, in the first place, whether it considers that the patient and where applicable, carer has needs. If so, the local authority must then determine whether any of these identified needs meet the eligibility criteria and if so, then how it proposes to meet any (if at all) of those needs which meet the eligibility criteria. The local authority must inform the NHS of the outcome of its assessment and decisions."</p>
Discharge Notice	
7	<p>Create Discharge Notice</p> <p>The Care Act Guidance document states the following:            "Where the NHS has issued an assessment notice to a local authority (to require the local authority to assess a patient's care and support needs to facilitate a transfer of care), it must also give written notice to the local authority of the proposed date of the patient's discharge."</p>

<sup>19</sup> The reference numbers in this table relate to the equivalent process step in the accompanying diagram

8	<p><b>Send Discharge Notice</b></p> <p>The Care Act Guidance document states the following:</p> <p>“To ensure that a local authority receives fair advance warning of the discharge, the NHS body must issue a discharge notice indicating the date of the patient’s proposed discharge. The minimum discharge notification allowed is at least one day before the proposed discharge date. Where the discharge notice is issued after 2pm, it will not be treated as having been served until the next day.”</p>
9	<p><b>Receive Discharge Notice</b></p> <p>The local authority receives the Discharge Notice and returns a Notice Receipt to the originating hospital to accept or reject the notice. It is assumed that appropriate local processes will be implemented to handle rejected notices.</p>
10	<p><b>Discharge Patient</b></p> <p>The patient is discharged from the hospital.</p>
11	<p><b>Provide Care / Support</b></p> <p>If applicable, the local authority provides the required care and support to the patient.</p>
<b>Withdrawal Notice</b>	
12	<p><b>Create Withdrawal Notice</b></p> <p>Assessment Notices and Discharge Notices may be withdrawn at any time.</p> <p>For Assessment Notices, the Care Act Guidance document states the following:</p> <p>“The NHS body which issued the assessment notice may withdraw that assessment notice at any time. Once an assessment notice has been withdrawn by the NHS, this means that the local authority that has been given the assessment notice is no longer required to comply with the requirements to assess or, where an assessment has been carried out, to put in place arrangements to meet some or all of the patient’s care and support needs. This is even if a discharge notice has been subsequently issued.”</p> <p>For Discharge Notices, the Care Act Guidance document states the following:</p> <p>“The NHS body which issued the discharge notice to a local authority may withdraw that discharge notice at any time. Such a withdrawal must also be in writing. It is important that the NHS body informs the local authority as soon as possible of a withdrawal of a discharge notice so that the local authority is not unnecessarily expending resources arranging a discharge on a date, which is no longer correct.”</p>
13	<p><b>Send Withdrawal Notice</b></p> <p>The hospital sends the Withdrawal Notice.</p>
14	<p><b>Receive Withdrawal Notice</b></p> <p>The local authority receives the Withdrawal Notice and returns a Notice Receipt to the originating hospital to accept or reject the notice. It is assumed that appropriate local processes will be implemented to handle rejected notices. Following acceptance of the Withdrawal Notice the local authority acts on it, as described in Step 12 above.</p>

## 4 Data Set Definition

This section defines the data sets that form the basis of the Information Standard. The column headings used in the data set definitions are described below.

### Data Group / Item

- Data Group – a grouping of data items.
- Data Item – an individual data item.

### Definition

- A description of the data group or item.

### NHS Data Dictionary

- The associated [NHS Data Model and Dictionary](#)<sup>20</sup> data item (where applicable).

### Cardinality

- M – Mandatory: the data group<sup>21</sup> or data item must be provided.
- O – Optional: the data group<sup>22</sup> or data item may optionally be provided.
- R – Required: the data group or data item must ordinarily be provided however there may be exceptional circumstances where the data cannot be provided.
- C – Conditional<sup>23</sup> the data group or data item may conditionally be provided.
- n..n – Indicates the minimum and maximum number of instances of the data group or data item that can be provided.

### Data Type

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<sup>20</sup> Refer to: [http://www.datadictionary.nhs.uk/web\\_site\\_content/navigation/main\\_menu.asp](http://www.datadictionary.nhs.uk/web_site_content/navigation/main_menu.asp)

<sup>21</sup> A mandatory data group may contain optional or conditional data items. This will be described in the corresponding Notes column for the data group. The cardinality of the data items within the group will be indicated by O 0..n or C 0..n.

<sup>22</sup> An optional data group may contain mandatory or conditional data items. This will be described in the corresponding Notes column for the data group. The mandatory data items within the group will be indicated by M 1..n or C 0..n and must only be provided if the associated data group is also provided.

<sup>23</sup> The requirement to provide a conditional data group or data item is dependent on other data groups or data items. For example, in the Assessment Notice data set either one or both of Hospital Liaison Email Address or Hospital Liaison Telephone Number must be provided.

- String – a character string representing text data.
- Date – a point in time in the following format: CCYY-MM-DD
- Date + Time<sup>24</sup> – a point in time in the following format: YYYY-MM-DDThh:mm:ss
- Coded – coded data from a fixed list of values.

#### **Format (Examples)**

- n1 – fixed length 1 numeric character.
- an..35 – variable length up to 35 alphanumeric (including punctuation) characters.

#### **Source**

- The source of the data item, namely Care Act Regulations (i.e. a mandatory legal requirement) or Care Act Guidance (i.e. a recommended additional data item). For reference the relevant entries from the Care Act Regulations and Care Act Guidance are included in Appendices A and B.

#### **Notes**

- Supported values, usage notes etc.

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<sup>24</sup> The formats specified for Date and Date + Time described above should be used for system to system data exchange. Where dates and times are displayed to end users, the appropriate Common User Interface standard should be used (refer to Section 1.5 for details).

## 4.1 Assessment Notice

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Assessment Notice Issued Date and Time	The date and time on which the Assessment Notice was given.		M 1..1	Date + Time	an19 YYYY-MM-DDThh:mm:ss	<a href="#">Care Act Regulations – ACT0002</a>	
Patient Identifiers			R 0..1				
NHS Number	A unique identifier for a patient within the NHS in England and Wales.	<a href="#">NHS NUMBER</a>	R 0..1	String	n10	<a href="#">Care Act Regulations – ACT0005</a>	
NHS Number Status Indicator	Provides an indication of the reliability of an NHS Number.	<a href="#">NHS NUMBER STATUS INDICATOR CODE</a>	R 0..1	Coded	an2		Only the following subset of values must be used: 01: Number present and verified 02: Number present but not traced 03: Trace required 04: Trace attempted – no match or multiple match found 05: Trace needs to be resolved (NHS Number or patient detail conflict) 06: Trace in progress 07: Number not present and trace not required
Hospital Patient Identifier	A local reference number used to uniquely identify a patient within a hospital care setting e.g. a PAS (Patient Administration System) number.	<a href="#">LOCAL PATIENT IDENTIFIER (EXTENDED)</a>	O 0..1	String	an..20		
Patient Name			M 1..1			<a href="#">Care Act Regulations – ACT0004</a>	
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Patient Birth Date	The date on which a person was born or is officially deemed to have been born.	<a href="#">PERSON BIRTH DATE</a>	M 1..1	Date	an10 CCYY-MM-DD	<a href="#">Care Act Guidance – ACT0021</a>	
Patient Stated Gender	A person's stated gender. This is self-declared or inferred by observation for those unable to declare their own.	<a href="#">PERSON STATED GENDER CODE</a>	M 1..1	Coded	an1		Values: 1: Male 2: Female 9: Indeterminate (unable to be classified as either male or female) X: Not Known
Patient Address	The identification of a place of relevance to a person.		M 1..1			<a href="#">Care Act Guidance – ACT0022</a>	As a minimum, Address Line 2 must be provided.
Address Line 1	Building name e.g. 'Flat 1', 'The Old Barn'.	<a href="#">ADDRESS LINE 1</a>	O 0..1	String	an..35		
Address Line 2	Building no. and thoroughfare name e.g. '2 Old Lane'.	<a href="#">ADDRESS LINE 2</a>	M 1..1	String	an..35		
Address Line 3	Dependent locality e.g. 'Boxgrove'.	<a href="#">ADDRESS LINE 3</a>	O 0..1	String	an..35		
Address Line 4	Post town e.g. 'Leeds'.	<a href="#">ADDRESS LINE 4</a>	O 0..1	String	an..35		
Address Line 5	County e.g. 'Hampshire', 'Hants'.	<a href="#">ADDRESS LINE 5</a>	O 0..1	String	an..35		
Postcode	A UK format postcode.	<a href="#">POSTCODE</a>	R 0..1	String	an..8		
Patient Contact Details	The contact details of the patient.		O 0..1				This data group is optional. If it is provided either one or both of the data items within the data group must be provided.
Patient Email Address	The patient's email address.	<a href="#">COMMUNICATION CONTACT</a>	O 0..1	String	an..90		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
		<a href="#">STRING</a>					
Patient Telephone Number	The patient's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	O 0..1	String	an..32		
Patient Language Details	Details of the patient's language preference where not English.		O 0..1				This data group is optional. If it is provided both of the data items within the data group must be provided.
Patient Preferred Language	A coded value for the patient's preferred language. From ISO639-1 plus extensions for Braille, Makaton and sign languages.	<a href="#">LANGUAGE CODE</a>	M 1..1	Coded	an..2		
Interpreter Required Indicator	Indicates whether or not the patient requires an interpreter in the preferred language specified.	<a href="#">INTERPRETER REQUIRED INDICATOR</a>	M 1..1	Coded	a1		Values: N: No Y: Yes
Hospital			M 1..1				
Organisation Site Code	The ODS (Organisation Data Service) site code of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE CODE</a>	O 0..1	Coded	an5		
Hospital Name	The name of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE NAME</a>	M 1..1	String	an..100	<a href="#">Care Act Regulations – ACT0006 / ACT0007</a>	Where the sender is able to look up the <a href="#">Organisation Site Code</a> , Hospital Name should be derived.
Ward Name	The name of the hospital ward within the hospital where the patient has been admitted.	<a href="#">WARD NAME</a>	O 0..1	String	an..35		
Admission Date	The expected or actual hospital admission date for the patient.		O 0..1	Date	an10 CCYY-MM-DD	<a href="#">Care Act Regulations – ACT0006</a>	
Reason For Admission	The reason(s) why the patient has been admitted to hospital.		O 0..1	String	an..500		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Admission Type	A coded value specifying the type of hospital admission.		M 1..1	Coded	an1		Values <sup>25</sup> : E: Emergency P: Elective X: Other
Proposed Discharge Date	The proposed hospital discharge date for the patient (if known).		O 0..1	Date	an10 CCYY-MM-DD	<a href="#">Care Act Regulations – ACT0008</a>	
Lead Clinician Name	The name of the person at the hospital who is leading the patient's care.		O 0..1			<a href="#">Care Act Guidance – ACT0024</a>	This data group is optional. If it is provided both of the data items within the data group must be provided.
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Hospital Liaison Name	The name of the person at the hospital who is responsible for liaising with the local authority in relation to the patient's discharge.		M 1..1			<a href="#">Care Act Regulations – ACT0012</a>	
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		

<sup>25</sup> The list of supported values for Admission Type was changed in version 1.1 of the Assessment, Discharge and Withdrawal Notices Information Standard. Organisations that implemented version 1.0 of the Information Standard should apply the following mapping rules to ensure compliance with version 1.1:

Admission Type (version 1.0)	Admission Type (version 1.1)
13 Planned	P Elective
21 Accident and Emergency	E Emergency
	X Other (no equivalent in v1.0)

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Hospital Liaison Contact Details	The contact details of the person at the hospital who is responsible for liaising with the local authority in relation to the patient's discharge.		M 1..1			<a href="#">Care Act Regulations – ACT0012</a>	This data group is mandatory. Either one or both of the data items within the data group must be provided.
Hospital Liaison Email Address	The hospital liaison's email address.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..90		
Hospital Liaison Telephone Number	The hospital liaison's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..32		
Carer Name	The name of an adult who provides or intends to provide care for another adult.		O 0..1			<a href="#">Care Act Guidance – ACT0023</a>	This data group is optional. If it is provided both of the data items within the data group must be provided.
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Carer Contact Details	The contact details of an adult who provides or intends to provide care for another adult.		O 0..1			<a href="#">Care Act Guidance – ACT0023</a>	This data group is optional. It can only be provided if Carer Name is present. If it is provided either one or both of the data items within the data group must be provided.
Carer Email Address	The carer's email address.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..90		
Carer Telephone Number	The carer's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..32		
Assessment Notice Consultation Status	A statement that the NHS body that has given the Assessment Notice has consulted with the patient or carer.		M 1..2			<a href="#">Care Act Regulations – ACT0009</a>	Refer to Appendix C for further information on patient / carer consultation.

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Assessment Notice Patient Consultation Indicator	Indicates whether or not the patient has been consulted in relation to the Assessment Notice.		M 1..1	Coded	a1		Values: N: No Y: Yes
Assessment Notice Carer Consultation Indicator	Indicates whether or not the carer (where applicable) has been consulted in relation to the Assessment Notice.		M 1..1	Coded	a3		Values: N: No Y: Yes NKC: No Known Carer
Assessment Notice Consent Status	A statement as to whether the patient has consented to the Assessment Notice.		M 1..2			<a href="#">Care Act Regulations – ACT0011</a>	Refer to Appendix C for further information on patient / carer consent.
Assessment Notice Patient Consent Indicator	Indicates whether or not the patient has consented to the Assessment Notice or lacks the mental capacity to do so.		M 1..1	Coded	a1		Values: N: No Y: Yes L: Lacks Mental Capacity
Assessment Notice Third Party Patient Consent Source	A coded value specifying the source of consent where the patient lacks mental capacity and consent has been provided by a third party with the appropriate legal status.		M 1..1	Coded	an3		Values: C: Legal Representative (Carer) O: Legal Representative (Other) B: Best Interest Decision N/A: Not Applicable
NHS CHC Assessment	A statement that the NHS body has considered whether or not to provide the patient with NHS Continuing Health Care and the result of that consideration.		M 1..1			<a href="#">Care Act Regulations – ACT0010</a>	
NHS CHC Assessment Considered Indicator	Indicates whether or not the NHS body has considered providing the patient with NHS Continuing Health Care.		M 1..1	Coded	a1		Values: N: No Y: Yes
NHS CHC Assessment Considered Result	Used to record the result of a consideration to provide the patient with NHS Continuing Care.		O 0..1	String	an..500		
Safeguarding Indicator	Indicates whether or not the hospital considers that there are safeguarding		M 1..1	Coded	a1		Values:

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
	issues associated with the patient.						N: No Y: Yes
Local Authority			M 1..1				
Organisation Code	The ODS (Organisation Data Service) code of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION CODE</a>	O 0..1	Coded	an5		
Local Authority Name	The name of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION NAME</a>	M 1..1	String	an..100		Where the sender is able to look up the Organisation Code, Local Authority Name should be derived.
Social Services Team	The name of the local authority social services team or department that is responsible for undertaking the care and support assessment for the patient.		O 0..1	String	an..100		

## 4.2 Discharge Notice

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Discharge Notice Issued Date and Time	The date and time on which the Discharge Notice was issued.		M 1..1	Date + Time	an19 YYYY-MM-DDThh:mm:ss	<a href="#">Care Act Regulations – ACT0002</a>	
Patient Identifiers			R 0..1				
NHS Number	A unique identifier for a patient within the NHS in England and Wales.	<a href="#">NHS NUMBER</a>	R 0..1	String	n10	<a href="#">Care Act Regulations – ACT0015</a>	
NHS Number Status Indicator	Provides an indication of the reliability of an NHS Number.	<a href="#">NHS NUMBER STATUS INDICATOR CODE</a>	R 0..1	Coded	an2		Only the following subset of values must be used: 01: Number present and verified 02: Number present but not traced 03: Trace required 04: Trace attempted – no match or multiple match found 05: Trace needs to be resolved (NHS Number or patient detail conflict) 06: Trace in progress 07: Number not present and trace not required
Hospital Patient Identifier	A local reference number used to uniquely identify a patient within a hospital care setting e.g. a PAS (Patient Administration System) number.	<a href="#">LOCAL PATIENT IDENTIFIER (EXTENDED)</a>	O 0..1	String	an..20		
Patient Name			M 1..1			<a href="#">Care Act Regulations – ACT0014</a>	
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Patient Birth Date	The date on which a person was born or is officially deemed to have been born.	<a href="#">PERSON BIRTH DATE</a>	M 1..1	Date	an10 CCYY-MM-DD		
Patient Stated Gender	A person's stated gender. This is self-declared or inferred by observation for those unable to declare their own.	<a href="#">PERSON STATED GENDER CODE</a>	M 1..1	Coded	an1		Values: 1: Male 2: Female 9: Indeterminate (unable to be classified as either male or female) X: Not Known
Patient Address	The identification of a place of relevance to a person.		M 1..1				As a minimum, Address Line 2 must be provided.
Address Line 1	Building name e.g. 'Flat 1', 'The Old Barn'.	<a href="#">ADDRESS LINE 1</a>	O 0..1	String	an..35		
Address Line 2	Building no. and thoroughfare name e.g. '2 Old Lane'.	<a href="#">ADDRESS LINE 2</a>	M 1..1	String	an..35		
Address Line 3	Dependent locality e.g. 'Boxgrove'.	<a href="#">ADDRESS LINE 3</a>	O 0..1	String	an..35		
Address Line 4	Post town e.g. 'Leeds'.	<a href="#">ADDRESS LINE 4</a>	O 0..1	String	an..35		
Address Line 5	County e.g. 'Hampshire', 'Hants'.	<a href="#">ADDRESS LINE 5</a>	O 0..1	String	an..35		
Postcode	A UK format postcode.	<a href="#">POSTCODE</a>	R 0..1	String	an..8		
Hospital			M 1..1				
Organisation Site Code	The ODS (Organisation Data Service) site code of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE CODE</a>	O 0..1	Coded	an5		
Hospital Name	The name of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE NAME</a>	M 1..1	String	an..100	<a href="#">Care Act Regulations – ACT0016</a>	Where the sender is able to look up the Organisation Site Code, Hospital Name should be derived.

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Ward Name	The name of the hospital ward within the hospital where the patient has been admitted.	<a href="#">WARD NAME</a>	O 0..1	String	an..35		
Proposed Discharge Date	The proposed hospital discharge date for the patient.		M 1..1	Date	an10 CCYY-MM-DD	<a href="#">Care Act Regulations – ACT0018</a>	
Discharge Date Informed Status	A statement confirming that the patient or carer has been informed of the date on which it is proposed that the patient be discharged		M 1..2			<a href="#">Care Act Regulations – ACT0019</a>	
Discharge Date Patient Informed Indicator	Indicates whether or not the patient has been informed of the proposed discharge date.		M 1..1	Coded	a1		Values: N: No Y: Yes
Discharge Date Carer Informed Indicator	Indicates whether or not the carer (where applicable) has been informed of the proposed discharge date.		M 1..1	Coded	a3		Values: N: No Y: Yes NKC: No Known Carer
Lead Clinician Name	The name of the person at the hospital who is leading the patient's care.		O 0..1				This data group is optional. If it is provided both of the data items within the data group must be provided
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Hospital Liaison Name	The name of the person at the hospital who is responsible for liaising with the local authority in relation to the patient's discharge.		M 1..1			<a href="#">Care Act Regulations – ACT0017</a>	
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Hospital Liaison Contact Details			M 1..1			<a href="#">Care Act Regulations – ACT0017</a>	This data group is mandatory. Either one or both of the data items within the data group must be provided.
Hospital Liaison Email Address	The hospital liaison's email address.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..90		
Hospital Liaison Telephone Number	The hospital liaison's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..32		
Carer Name	The name of an adult who provides or intends to provide care for another adult.		O 0..1				This data group is optional. If it is provided both of the data items within the data group must be provided.
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Carer Contact Details	The contact details of an adult who provides or intends to provide care for another adult.		O 0..1				This data group is optional. It can only be provided if Carer Name is present. If it is provided either one or both of the data items within the data group must be provided.
Carer Email Address	The carer's email address.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..90		
Carer Telephone Number	The carer's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..32		
Local Authority			M 1..1				

Data Group / Item		Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
	Organisation Code	The ODS (Organisation Data Service) code of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION CODE</a>	O 0..1	Coded	an5		
	Local Authority Name	The name of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION NAME</a>	M 1..1	String	an..100		Where the sender is able to look up the Organisation Code, Local Authority Name should be derived.
	Social Services Team	The name of the local authority social services team or department that is responsible for undertaking the care and support assessment for the patient.		O 0..1	String	an..100		

## 4.3 Withdrawal Notice

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Withdrawal Notice Issued Date and Time	The date and time on which the Withdrawal Notice was issued.		M 1..1	Date + Time	an19 YYYY-MM-DDThh:mm:ss	<a href="#">Care Act Regulations – ACT0002</a>	
Patient Identifiers			R 0..1				
NHS Number	A unique identifier for a patient within the NHS in England and Wales.	<a href="#">NHS NUMBER</a>	R 0..1	String	n10		
NHS Number Status Indicator	Provides an indication of the reliability of the NHS Number.	<a href="#">NHS NUMBER STATUS INDICATOR CODE</a>	R 0..1	Coded	an2		Only the following subset of values must be used: 01: Number present and verified 02: Number present but not traced 03: Trace required 04: Trace attempted – no match or multiple match found 05: Trace needs to be resolved (NHS Number or patient detail conflict) 06: Trace in progress 07: Number not present and trace not required
Hospital Patient Identifier	A local reference number used to uniquely identify a patient within a hospital care setting e.g. a PAS (Patient Administration System) number.	<a href="#">LOCAL PATIENT IDENTIFIER (EXTENDED)</a>	O 0..1	String	an..20		
Patient Name			M 1..1				
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Patient Birth Date	The date on which a person was born or is officially deemed to have been born.	<a href="#">PERSON BIRTH DATE</a>	M 1..1	Date	an10 CCYY-MM-DD		
Patient Stated Gender	A person's stated gender. This is self-declared or inferred by observation for those unable to declare their own.	<a href="#">PERSON STATED GENDER CODE</a>	M 1..1	Coded	an1		Values: 1: Male 2: Female 9: Indeterminate (unable to be classified as either male or female) X: Not Known
Patient Address	The identification of a place of relevance to a person.		M 1..1				As a minimum, Address Line 2 must be provided.
Address Line 1	Building name e.g. 'Flat 1', 'The Old Barn'.	<a href="#">ADDRESS LINE 1</a>	O 0..1	String	an..35		
Address Line 2	Building no. and thoroughfare name e.g. '2 Old Lane'.	<a href="#">ADDRESS LINE 2</a>	M 1..1	String	an..35		
Address Line 3	Dependent locality e.g. 'Boxgrove'.	<a href="#">ADDRESS LINE 3</a>	O 0..1	String	an..35		
Address Line 4	Post town e.g. 'Leeds'.	<a href="#">ADDRESS LINE 4</a>	O 0..1	String	an..35		
Address Line 5	County e.g. 'Hampshire', 'Hants'.	<a href="#">ADDRESS LINE 5</a>	O 0..1	String	an..35		
Postcode	A UK format postcode.	<a href="#">POSTCODE</a>	R 0..1	String	an..8		
Hospital			M 1..1				
Organisation Site Code	The ODS (Organisation Data Service) site code of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE CODE</a>	O 0..1	Coded	an5		
Hospital Name	The name of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE NAME</a>	M 1..1	String	an..100		
Ward Name	The name of the hospital ward within the hospital where the patient has been admitted.	<a href="#">WARD NAME</a>	O 0..1	String	an..35		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Withdrawal Type	The type of notice that has been withdrawn.		M 1..1	Coded	n1		Values: 1: Assessment Notice 2: Discharge Notice 3: Assessment Notice and Discharge Notice
Reason For Withdrawal			M 1..1			<a href="#">Care Act Guidance – ACT0025 / ACT0026</a>	
Reason For Withdrawal	The reason why the notice has been withdrawn.		M 1..1	Coded	an2		Values: 01: Patient is safe to discharge without a needs assessment 02: Patient is eligible for NHS Continuing Health Care 03: Proposed care package is inadequate 04: Patient's proposed treatment has been cancelled or postponed 05: Patient has refused a needs assessment 06: Patient is resident in another local authority 07: Patient's condition has deteriorated 08: Patient has died 09: Patient has transferred to intermediate care 10: Patient has self-discharged 11: Patient is making their own arrangements 12: Notice sent in error 13: Other

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Reason For Withdrawal – Other	A free format description of the reason why the notice has been withdrawn. To be used when 'Reason For Withdrawal = 'Other'.		O 0..1	String	an..500		
Lead Clinician Name	The name of the person at the hospital who is leading the patient's care.		O 0..1				This data group is optional. If it is provided both of the data items within the data group must be provided.
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Hospital Liaison Name	The name of the person at the hospital who is responsible for liaising with the local authority in relation to the patient's discharge.		M 1..1				
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Hospital Liaison Contact Details	The contact details of the person at the hospital who is responsible for liaising with the local authority in relation to the patient's discharge.		M 1..1				This data group is mandatory. Either one or both of the data items within the data group must be provided.
Hospital Liaison Email Address	The hospital liaison's email address.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..90		
Hospital Liaison Telephone Number	The hospital liaison's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..32		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Local Authority			M 1..1				
Organisation Code	The ODS (Organisation Data Service) code of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION CODE</a>	O 0..1	Coded	an5		
Local Authority Name	The name of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION NAME</a>	M 1..1	String	an..100		Where the sender is able to look up the Organisation Code, Local Authority Name should be derived.
Social Services Team	The name of the local authority social services team or department that is responsible for undertaking the care and support assessment for the patient.		O 0..1	String	an..100		

## 4.4 Notice Receipt

The Notice Receipt data set defined below must be used by a local authority to send an acknowledgement of a received notice to the originating hospital. The data set is intended to be used as a simple, one-off acknowledgment of a notice rather than providing a mechanism for on-going dialogue between the local authority and hospital. It is assumed that appropriate local processes will be implemented to handle rejected notices.

The type of notice that the Notice Receipt relates to is specified by the Notice Type data item. The Response Type data item is used to indicate whether the received notice has been accepted or rejected by the local authority. It should be noted that this 'accept/reject' response does not relate to any decisions taken by the local authority regarding the assessment, or any outcomes thereof. The Notice Receipt data set also includes a Response Details free text data item. This allows supporting information to be provided, for example the reason why a notice was rejected.

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Notice Receipt Issued Date and Time	The date and time on which the Notice Receipt was issued.		M 1..1	Date + Time	an19 YYYY-MM-DDThh:mm:ss		
Notice Type	The type of notice that the Notice Receipt relates to.		M 1..1	Coded	n1		Values: 1: Assessment Notice 2: Discharge Notice 3: Withdrawal Notice (Assessment) 4: Withdrawal Notice (Discharge) 5: Withdrawal Notice (Assessment and Discharge)
Response Type	The Notice Receipt response type.		M 1..1	Coded	n1		Values: 1: Accept 2: Reject
Response Details	Supporting information for the Notice Receipt, for example the reason why a notice was rejected.		M 1..1	String	an..500		
Patient Identifiers			R 0..1				
NHS Number	A unique identifier for a patient within the NHS in England and Wales.	<a href="#">NHS NUMBER</a>	R 0..1	String	n10		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
Hospital Patient Identifier	A local reference number used to uniquely identify a patient within a hospital care setting e.g. a PAS (Patient Administration System) number.	<a href="#">LOCAL PATIENT IDENTIFIER (EXTENDED)</a>	O 0..1	String	an..20		
Patient Name			M 1..1				
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Patient Birth Date	The date on which a person was born or is officially deemed to have been born.	<a href="#">PERSON BIRTH DATE</a>	M 1..1	Date	an10 CCYY-MM-DD		
Patient Stated Gender	A person's stated gender. This is self-declared or inferred by observation for those unable to declare their own.	<a href="#">PERSON STATED GENDER CODE</a>	M 1..1	Coded	an1		Values: 1: Male 2: Female 9: Indeterminate (unable to be classified as either male or female) X: Not Known
Hospital			M 1..1				
Organisation Site Code	The ODS (Organisation Data Service) site code of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE CODE</a>	O 0..1	Coded	an5		
Hospital Name	The name of the hospital where the patient has been admitted.	<a href="#">ORGANISATION SITE NAME</a>	M 1..1	String	an..100		Where the sender is able to look up the Organisation Site Code, Hospital Name should be derived.
Hospital Ward Name	The name of the hospital ward within the hospital where the patient has been admitted.	<a href="#">WARD NAME</a>	O 0..1	String	an..35		
Hospital Liaison Name	The name of the person at the hospital who is responsible for liaising with the local authority in relation to		M 1..1				

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
	the patient's discharge.						
Family Name	That part of a person's name which is used to describe family, clan, tribal group, or marital association.	<a href="#">PERSON FAMILY NAME</a>	M 1..1	String	an..35		
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Hospital Liaison Contact Details	The contact details of the person at the hospital who is responsible for liaising with the local authority in relation to the patient's discharge.		M 1..1				This data group is mandatory. Either one or both of the data items within the data group must be provided.
Hospital Liaison Email Address	The hospital liaison's email address.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..90		
Hospital Liaison Telephone Number	The hospital liaison's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..32		
Local Authority			M 1..1				
Organisation Code	The ODS (Organisation Data Service) code of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION CODE</a>	O 0..1	Coded	an5		
Local Authority Name	The name of the local authority that is responsible for providing care and support to the patient.	<a href="#">ORGANISATION NAME</a>	M 1..1	String	an..100		Where the sender is able to look up the Organisation Code, Local Authority Name should be derived.
Social Services Team	The name of the local authority social services team or department that is responsible for undertaking the care and support assessment for the patient.		O 0..1	String	an..100		
Local Authority Contact Name	The name of the person at the local authority who is responsible for liaising with the hospital in relation to the patient's discharge.		M 1..1				
Family Name	That part of a person's name which is	<a href="#">PERSON FAMILY</a>	M 1..1	String	an..35		

Data Group / Item	Definition	NHS Data Dictionary	Cardinality	Data Type	Format	Source	Notes
	used to describe family, clan, tribal group, or marital association.	<a href="#">NAME</a>					
First Given Name	The first forename or given name of a person.	<a href="#">PERSON GIVEN NAME</a>	M 1..1	String	an..35		
Local Authority Contact Details	The contact details of the person at the local authority who is responsible for liaising with the hospital in relation to the patient's discharge.		M 1..1				This data group is mandatory. Either one or both of the data items within the data group must be provided.
Local Authority Contact Email Address	The local authority contact's email address.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 0..1	String	an..90		
Local Authority Contact Telephone Number	The local authority contact's primary contact telephone number.	<a href="#">COMMUNICATION CONTACT STRING</a>	C 1..1	String	an..32		

## Appendix A: Care Act Regulations

The [Care Act Regulations](#)<sup>26</sup> define the minimum data items that an Assessment Notice and a Discharge Notice must contain. The regulations also include a general requirement that all types of Notices must contain the date on which it is given. These requirements are summarised in the following tables (the wording is taken directly from the Care Act Regulations). Where appropriate, the data set definitions in Section 4 reference these requirements.

General		
Local Ref	Care Act Ref	Description
ACT0001	2.(1)	This regulation applies to the following— (a) an assessment notice; (b) a discharge notice; and (c) a withdrawal notice given by an NHS body to a local authority under— <ul style="list-style-type: none"> <li>• (i) paragraph 1(5)(c) of Schedule 3; or</li> <li>• (ii) paragraph 2(4)(b) of Schedule 3</li> </ul>
ACT0002	2.(2)(b)	(The notice must) contain the date on which it is given

Assessment Notice		
Local Ref	Care Act Ref	Description
ACT0003	3.(1)	An assessment notice must contain
ACT0004	(a)	the name of the patient to whom the notice relates
ACT0005	(b)	the patient's NHS number
ACT0006	(c)	if given before the patient's admission, the expected date of admission and the name of the hospital to which the patient is expected to be admitted
ACT0007	(d)	if given after the patient's admission, the name of the hospital in which the patient is being accommodated
ACT0008	(e)	an indication of the patient's discharge date, if known
ACT0009	(f) (i)	(a statement) that the NHS body responsible for the patient has complied with its duty under paragraph 1(4) of Schedule 3 (duty to consult patient and any carer that the patient has)
ACT0010	(f) (ii)	(a statement) that the NHS body has considered whether or not to provide the patient with NHS continuing health care, and the result of that consideration
ACT0011	(f) (iii)	(a statement) as to whether the patient or (where applicable) the patient's carer has objected to the giving of the assessment notice
ACT0012	(g)	the contact details of the person at the hospital who will be responsible for liaising with the relevant authority (2) the reference to contact details means (a) their full name; and (b) either or both of the following <ul style="list-style-type: none"> <li>• (i) their telephone number</li> <li>• (ii) their electronic mail address</li> </ul>

Discharge Notice		
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<sup>26</sup> Refer to: <http://www.legislation.gov.uk/ukxi/2014/2823/made>

Local Ref	Care Act Ref	Description
ACT0013	6.(1)	A discharge notice must contain
ACT0014	(a)	the name of the patient to whom the notice relates
ACT0015	(b)	the patient's NHS number
ACT0016	(c)	the name of the hospital in which the patient is being accommodated
ACT0017	(d)	the contact details of the person at the hospital who will be responsible for liaising with the relevant authority (2) the reference to contact details means (a) their full name; and (b) either or both of the following <ul style="list-style-type: none"> <li>• (i) their telephone number</li> <li>• (ii) their electronic mail address</li> </ul>
ACT0018	(e)	the date on which it is proposed that the patient be discharged
ACT0019	(f)	a statement confirming that the patient and, where applicable, the patient's carer has been informed of the date on which it is proposed that the patient be discharged
ACT0020	(g)	a statement that the discharge notice is given under paragraph 2(1)(b) of Schedule 3

## Appendix B: Care Act Guidance

The [Care Act Guidance](#) document<sup>27</sup> includes an example form for an Assessment Notice. This form includes several data items that are in addition to those specified by the Care Act Regulations. The Care Act Guidance document also recommends that Withdrawal Notices include the reason why the associated notice was withdrawn. These additional data items are summarised in the following tables, together with a copy of the example form taken from the Care Act Guidance document. Where appropriate, the data set definitions in Section 4 reference these additional data items.

Assessment Notice		
Local Ref	Care Act Ref	Description
ACT0021	16	Date of Birth
ACT0022	16	Address
ACT0023	16	Name and contact details of the carer (where applicable)
ACT0024	16	Patient's lead clinician at hospital

Withdrawal Notice		
Local Ref	Care Act Ref	Description
ACT0025	24	The regulations do not prescribe what a withdrawal notice must contain. However, it must be in writing, and local systems should be established to ensure that the withdrawal notice provides sufficient information for both the NHS and local authority to be clear as to which patient and assessment notice the withdrawal notice refers to, <b>and the reason(s) as to why the assessment notice is being withdrawn</b> . In the context of identifying the person, mirroring either in full or part what is required for the assessment notice itself should be considered.
ACT0026	37	Local systems should be established to ensure that the withdrawal notice provides sufficient information for both the NHS and local authority to be clear who the person is that the notice refers to, <b>and the reason(s) as to why it is being withdrawn</b> . In the context of identifying the patient, mirroring either in full or part what is required for the discharge notice itself should be considered.

<sup>27</sup> Refer to: <https://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation>

Example Assessment Notice form (taken from the Care Act Guidance document):

“16. These requirements may be built on at a local level to produce a form that meets the agreed needs of the NHS and local authority. Although not exhaustive, local systems might also want to include on the assessment notice the patient’s address and the lead clinician’s details. The following template provides a model that the NHS might want to use:”

NOTICE OF REQUEST FOR Assessment under <i>The Care and Support (Discharge of Hospital Patients) Regulations 2014</i>	
Name	
Date of Birth	
Address*	
NHS Number	
Expected Date Of Admission (where known)	
Name and contact details of the carer (where applicable)*	
Name and contact details of the person at the hospital liaising with the local authority	
Patient's Lead clinician at hospital*	
Please confirm the following	
The patient has been consulted with regarding the assessment	
(Where applicable and feasible) carer has been consulted regarding the assessment	
An assessment of their continuing health care needs has been completed and a decision made	
The patient has not objected to the giving of the assessment notice	
The carer has not objected to the giving of the assessment notice	
<i>Those marked with an * are not legal requirements but should be included where known as a matter of good practice.</i>	

## Appendix C: Consultation and Consent

### Overview

This appendix describes how the following Care Act 2014 requirements, taken from the [Care Act Regulations](#)<sup>28</sup>, have been reflected in the Assessment Notice data set:

“3.(1) An Assessment Notice must contain –

(f) a statement –

(i) that the NHS body responsible for the patient has complied with its duty under paragraph 1(4) of Schedule 3 (duty to consult patient and any carer that the patient has)

...

(iii) as to whether the patient or (where applicable) the patient’s carer has objected to the giving of the assessment notice; “

### Patient / Carer Consultation

The first requirement, relating to consultation with the patient and carer (if applicable), is supported by the following data items (taken from the data set definition in Section 4.1):

Data Item Name	Definition	Cardinality	Data Type	Format	Notes
Assessment Notice Patient Consultation Indicator	Indicates whether or not the patient has been consulted in relation to the Assessment Notice.	M 1..1	Coded	a1	Values: N: No Y: Yes
Assessment Notice Carer Consultation Indicator	Indicates whether or not the carer (where applicable) has been consulted in relation to the Assessment Notice.	M 1..1	Coded	a3	Values: N: No Y: Yes NKC: No Known Carer

The Care Act does not stipulate what should happen if the patient and/or carer are not consulted with i.e. the response to either one or both of the data items described above is recorded as ‘N’ (No). For the purposes of this Information Standard it is assumed that:

- if the response to Assessment Notice Patient Consultation Indicator = ‘N’, the Assessment Notice must not be sent
- if the response to Assessment Notice Carer Consultation Indicator = ‘N’, the Assessment Notice should still be sent

Local procedures must be implemented to ensure that appropriate patient and carer consultation is undertaken.

<sup>28</sup> Refer to: <http://www.legislation.gov.uk/ukxi/2014/2823/made>

## Patient / Carer Consent

The second requirement, relating to whether the patient and/or carer (if applicable) have objected to the giving of the Assessment Notice, is supported by the following data items (taken from the data set definition in Section 4.1):

Data Item Name	Definition	Cardinality	Data Type	Format	Notes
Assessment Notice Patient Consent Indicator	Indicates whether or not the patient has consented to the Assessment Notice or lacks the mental capacity to do so.	M 1..1	Coded	a1	Values: N: No Y: <b>Yes</b> L: Lacks Mental Capacity
Assessment Notice Third Party Patient Consent Source	A coded value specifying the source of consent where the patient lacks mental capacity and consent has been provided by a third party with the appropriate legal status.	M 1..1	Coded	an3	Values: C: Legal Representative (Carer) O: Legal Representative (Other) B: Best Interest Decision N/A: Not Applicable

As can be seen, a consent rather than an objection based model has been adopted to support this requirement. The decision to use this approach was based on stakeholder feedback received during development and testing of the Information Standard. The feedback indicated that use of the term 'consent' was much more widely used in health and social care settings than 'objection'. It was also felt that use of the term 'objection' could potentially confuse patients and carers.

The list of supported values for the Assessment Notice Patient Consent Indicator data item includes 'Lacks Mental Capacity'. This and the Assessment Notice Third Party Patient Consent Source data item have been included to support the [Mental Capacity Act 2005](#)<sup>29</sup>.

Where a patient lacks mental capacity, the Assessment Notice Third Party Patient Consent Source can be used to indicate that a third party has provided consent on behalf of the patient. This could be:

- someone acting as the patient's legal representative<sup>30</sup> (which may be their carer), or
- where a 'best interest' decision has been taken by a professional in the hospital (this does not have to be the same person identified as the Lead Clinician).

The Assessment Notice can only be sent if:

- the patient has provided their consent i.e. Assessment Notice Patient Consent Indicator = 'Y', or
- if the patient lacks mental capacity, consent has been provided by an appropriate third party as described above i.e. Assessment Notice Third Party Patient Consent Source = 'C', 'O' or 'B'.

<sup>29</sup> Refer to: <http://www.legislation.gov.uk/ukpga/2005/9/contents>

<sup>30</sup> Under the Mental Capacity Act 2005 this could be:

- a recipient of a lasting power of attorney granted by the patient, or
- a deputy appointed by the Court of Protection