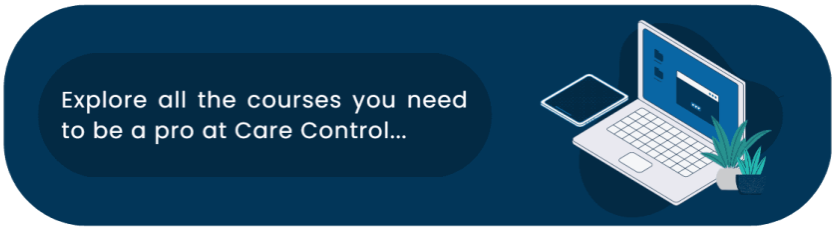
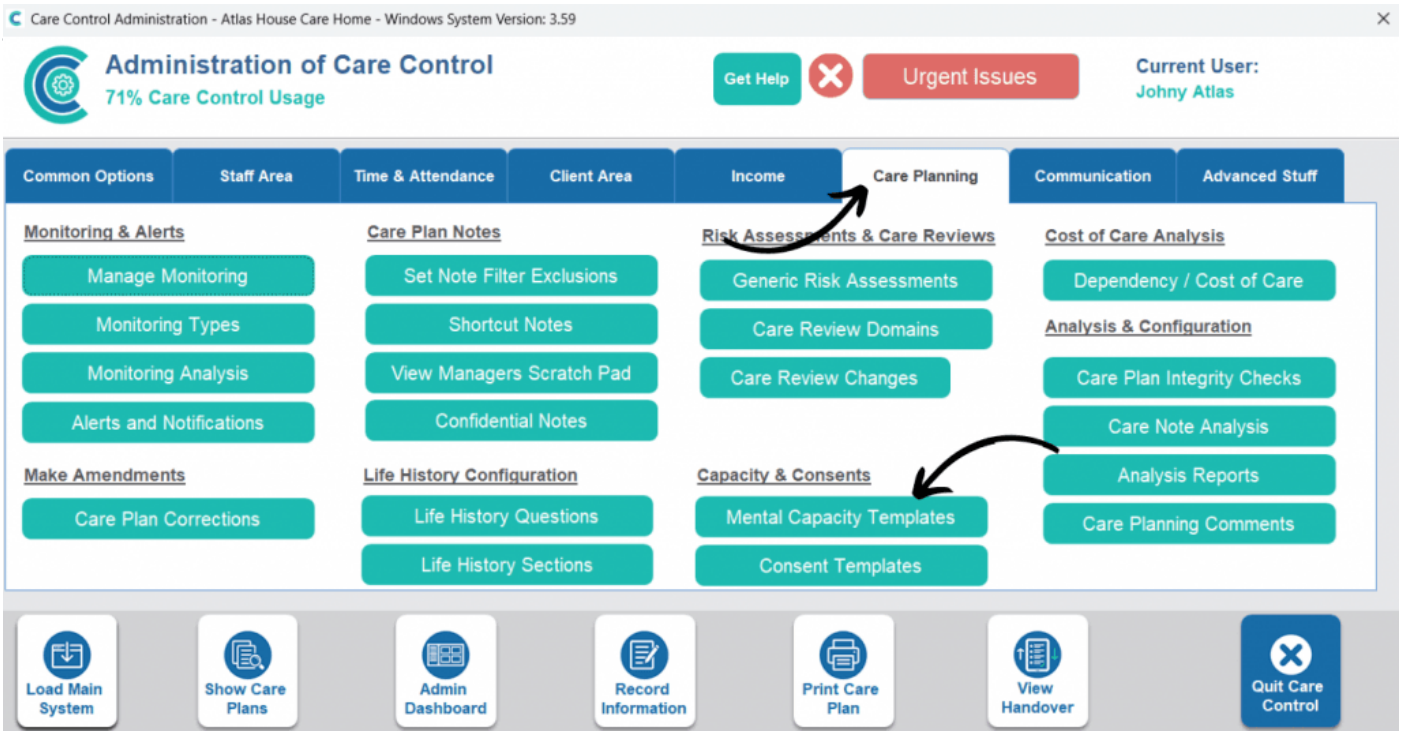
Creating Mental Capacity Forms

Monitoring Windows · https://cclearninghub.co.uk/docs/creating-mental-capacity-forms/

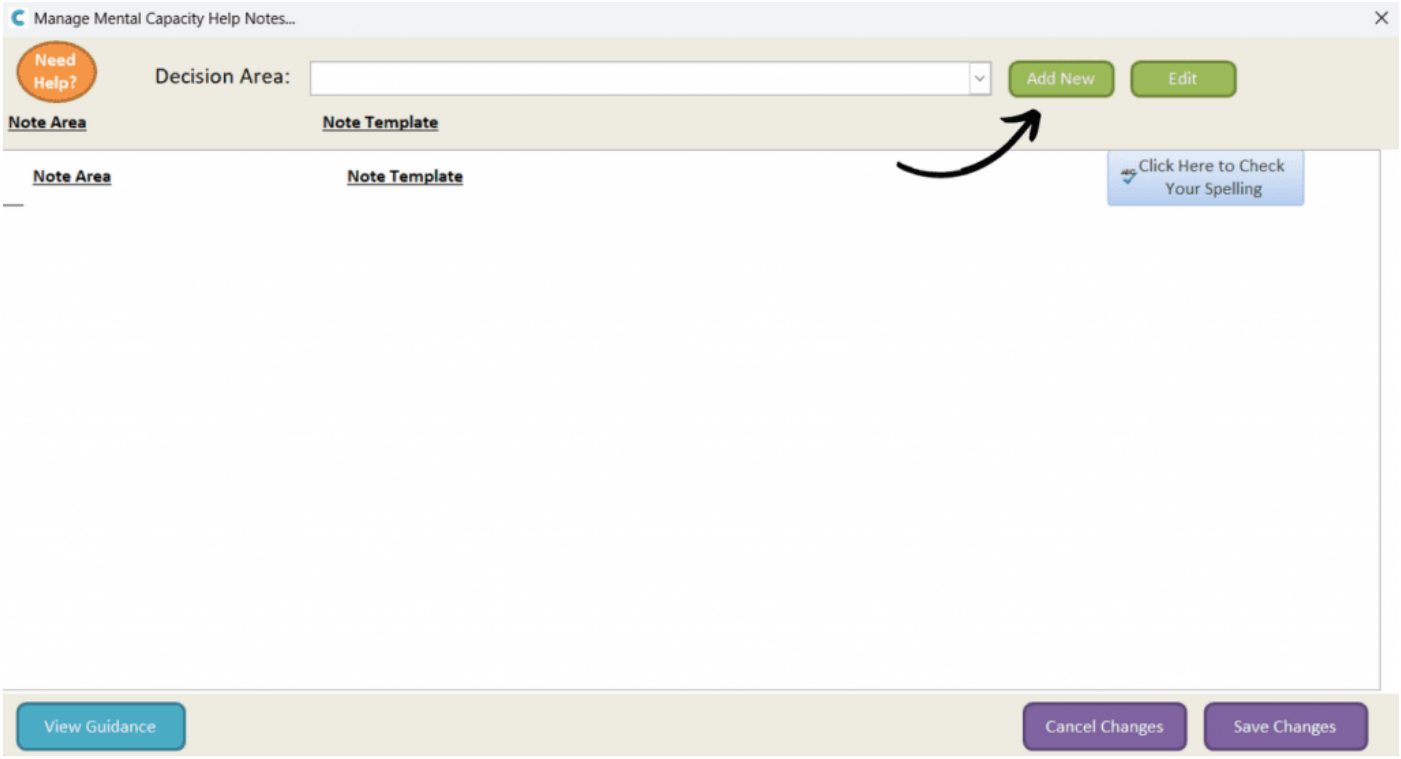


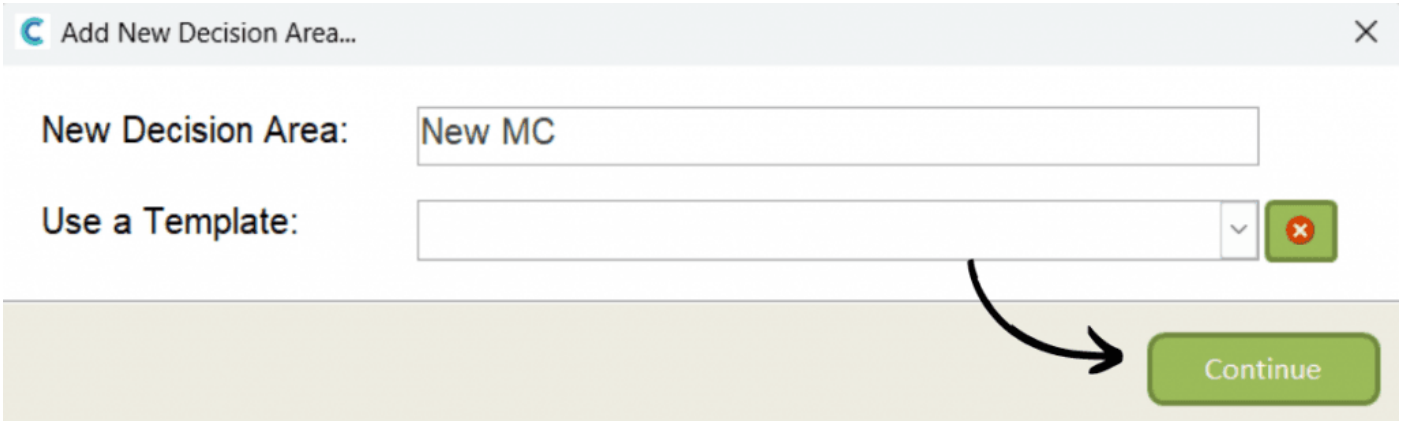
Creating Mental Capacity Forms



1

In the Administration of Care Control Windows, open the **Mental Capacity Templates** tool, which can be found under the **Care Planning** tab.





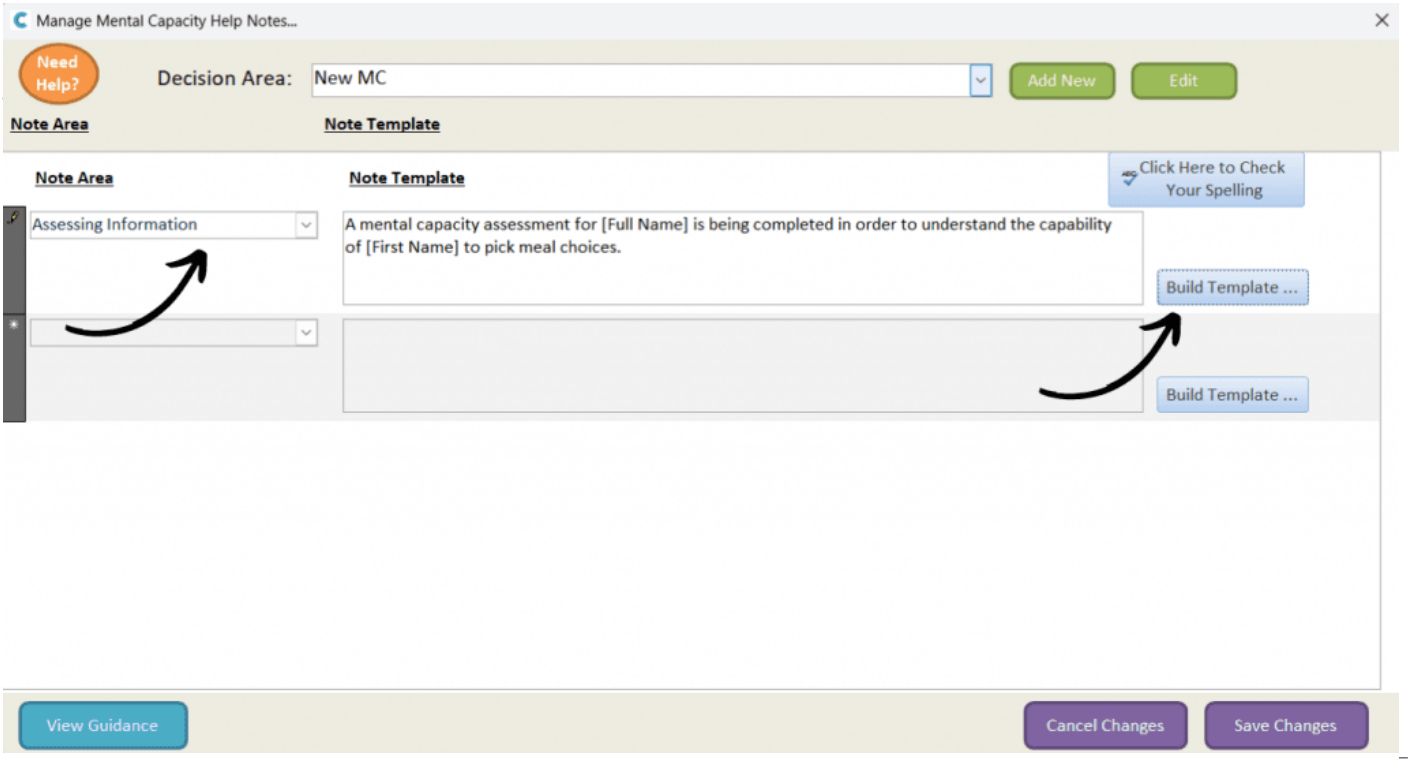
3

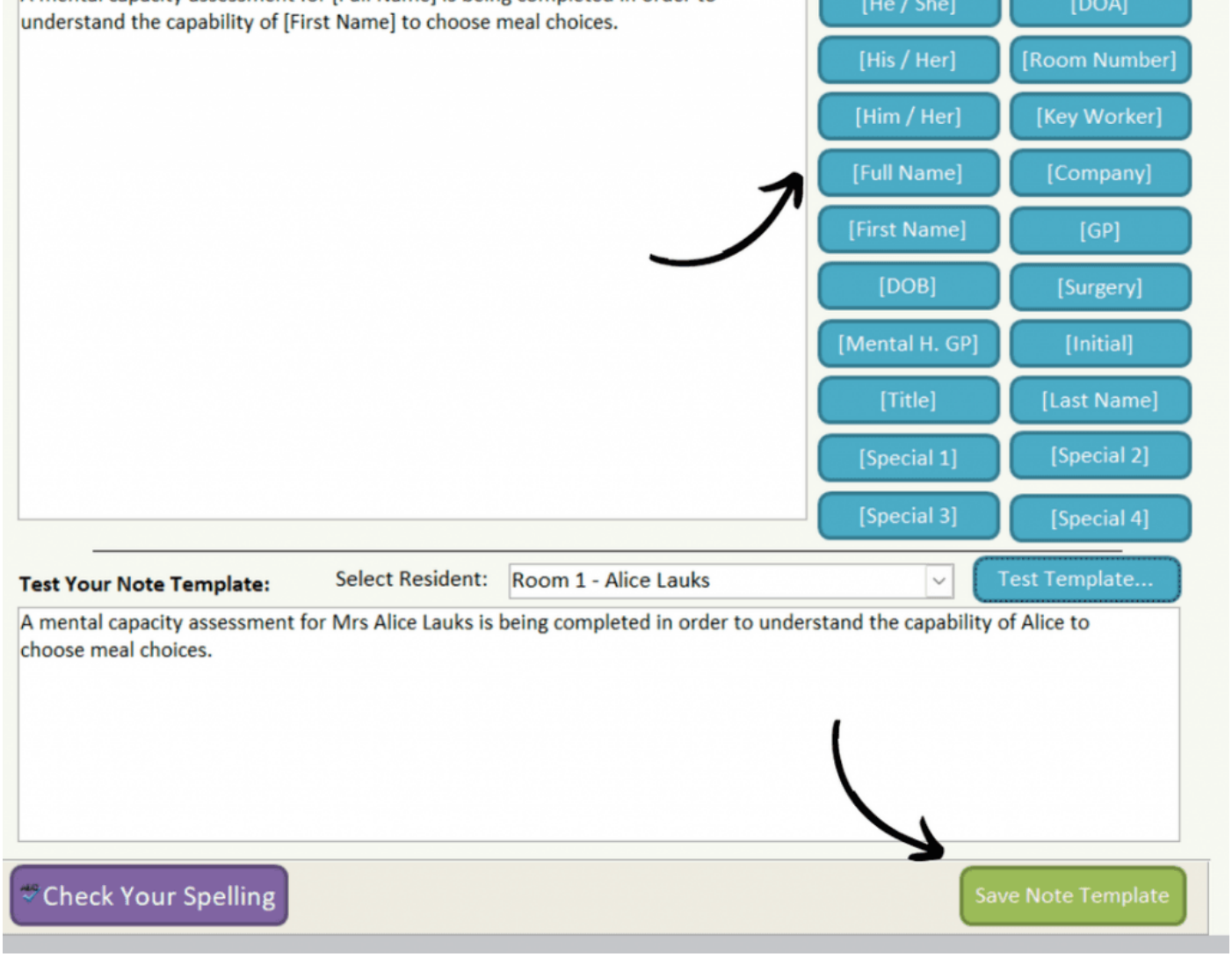
Enter a name for the new template. You can also choose to base the new form on an existing template from the drop-down list. Then, press **Continue**.

4

The blank form will open. Begin by choosing a **Note Area**:

- **Detail description** is where you explain the decision area.
- **Impairment Brain** is where you explain the reason this particular service user needs the assessment.
- **Understanding information** explains the service user cannot understand the information.
- **Retaining information** explains the service user cannot retain the information.
- **Assessing information** explains the service user cannot assess the information.
- **Communicate Decision** explains if the service user is able to communicate their decision.





5

You can type the information for the section in the text box, and also use **note build** tools which auto-populate information when the form is completed. Compare the note build to the test template beneath in this screenshot to understand the functionality.

After completing this, press **Save Note Template**. You can continue to complete the rest of the form. Make sure to save after making any changes.