## Recording Day to Day Decisions -

***This is aimed at interventions and decisions being made by care home, supported living, domiciliary care, day centre staff.***

For day to day decisions record assessments of capacity using the acronym of **I.D. C.A.R.E** as an aide memoire ortemplate.

This should be written directly into the persons care and support records or use the [**level 1 Mental Capacity Assessment Form**](http://www.umccoventry.co.uk/assessing-mental-capacity/#5Assessment_Tools)**.** Either way the **ID CARE** system must be used.

**I.D. (stage 1 of the test)**

This is identifying the **Impairment** of or **Disturbance** in the functioning of the mind or brain affecting decision making

**I.D. C.A.R.E** stands for:

**I = I**mpairment

**D = D**isturbance

**C = C**ommunicate

**C.A.R.E (stage 2 of the test)**

This is identifying the elements of the test which the person is unable to do and why

**A = A**wareof and Understand

**R = R**etain

**E = E**valuate

* **C**ommunicate their decision (whether by talking, using sign language or any other means)
* **A**ware of andunderstand the information relevant to the decision
* **R**etain that information
* **E**valuate or use that information as part of the process of making the decision

If the person is unable to do one or more of **C.A.R.E** it is indicative that they lack capacity for the decision.

## How I.D. C.A.R.E works in practice.

This is an example of an entry on the person’s record:

This morning Mr. Doe was unable to decide what activities to attend. Mr. Doe has a diagnosis of dementia and due to his very poor short-term memory he was unable to understand or retain the information relating to his choice of activities. I therefore accompanied Mr. Doe to a music session in his best interests, as he has always thoroughly enjoyed sessions he has attended previously.