Adults Quick Guide

Legal Status

If a person has a legal status, including where there is a Lasting Power of Attorney in place or Mental Act details, this should be recorded on their record and will display on the **Person summary** screen.

Viewing Legal Statuses

Any current legal statuses can all be viewed within the **Legal status** section on the **Person summary** screen.

To view a full list of current and historic legal statuses:

- Click **Legal status** in the sidebar menu or click the **Change** button on the **Legal status** section.

Note: The 'Change' button will only be visible if a current legal status has been recorded.

The **Legal statuses** screen displays.

To view full details of a legal status:

- Click the **Edit Pencil** icon

The **Amend person non looked after legal status** screen displays

The notes field on this screen may offer further details about the legal status.

- Click the **Save** or **Cancel** button

The **Legal statuses** screen displays.

- Click the **OK** button to return to the **Person summary** screen

Recording a Legal Status

To record a legal status:

- Click **Legal status** in the sidebar menu or click the **Change** button on the **Legal status** section.

Note: The 'Change' button will only be visible if a current legal status has been recorded.

The **Legal statuses** screen displays.

- Click the **Add** button

The **Add person non looked after legal status** screen displays.

Complete the fields on the screen.

- 'From Date' and 'Legal Status' are both mandatory.

- The 'Notes' field should be completed with details of the status

- 'To Date' should only be completed when ending a legal status.

- Click the **Save** button

The **Legal statuses** screen displays.

If there are multiple legal statuses to record repeat the process by clicking the **Add** button.

- Click the **OK** button to return to the **Person summary** screen

Ending and Updating a Legal Status

To end or update a legal status:

- Click **Legal status** in the sidebar menu or click the **Change** button on the **Legal status** section.

The **Legal statuses** screen displays.

- Click **Edit Pencil** icon ✏️

The **Amend person non looked after legal status** screen displays

Edit the fields on the screen as necessary.

To end a legal status you must record a date in the 'To Date' field.

- Click the **Save** button

The **Legal statuses** screen displays.

- Click the **OK** button to return to the **Person summary** screen