



Health & Community Directorate

Housing Allocation Policy, Procedure and Practice For Adults with Learning Disabilities

2008-11

Draft 2.5.08

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Appendices	Number	
Housing Waiting List Form	One	

INFORMATION SHEET

Service areas	Adults with Learning Disabilities
Date effective from	June 2008
Responsible officer(s)	<ul style="list-style-type: none"> • Divisional Manager, Adults with Learning Disabilities Assessment & Care Management Services • Joint Commissioning Manager • Service Development Officer, Adults
Date of review(s)	June 2009
Status: <ul style="list-style-type: none"> • Mandatory (all named staff must adhere to guidance) • Optional (procedures and practice can vary between teams) 	Mandatory
Target audience	All staff and managers in the above service area
Date of Committee decision	Directorate SMT 7.5.08 Healthy Halton PPB 10.6.08
Related document(s)	<ul style="list-style-type: none"> • Health & Community Directorate Housing Strategy
Superseded document(s)	None
File reference	

POLICY

Practice

1.1 INTRODUCTION

The choosing of a place of residence and the people with whom you may share that residence is a major life choice decision. Time, full information and support are essential in promoting as smooth a transition as possible from family or other care to a more independent way of living.

The provision of supported housing is an expensive and limited resource. We need to be sure that this resource is available to those who need it the most.

1.2 AIM OF THE POLICY

This Policy and Procedure aims to promote the efficient use of resources whilst recognising the individual's needs for timely support in transition to more independent living.

It also aims to ensure the fair and equitable allocation of resources to individuals based on eligible need.

1.3 PRINCIPLES

The following principles should be adhered to:

1. The starting point in identifying housing need shall be that the individual is able to access generic housing provision.
2. People will be provided with full information about the options open to them.
3. Where an individual is unable to access generic housing provision, then only under FACS eligibility criteria where housing requirements meet a Critical or Substantial level of need will a person aged 18 or over have their name placed on the Waiting List for access to tenancies administered by the Specialist Community Team.
4. Consideration for tenancies must have a sound theoretical and evidential basis and will be formally recorded through the Resource Panel.
5. Individuals considered for tenancies must meet supported living criteria. Individuals who do not meet the criteria will be considered for residential care.
6. People's right to exercise choice will be respected and they will not be disadvantaged in terms of future offers by refusing a tenancy in a property which has been deemed suitable for them.

Ref: Fair Access to Care Services Policy, Priority Levels for Assessment:

Critical/Substantial

- Pose/at risk of serious harm
- Adult abuse
- Imminent breakdown of care arrangements
- PACE interview
- ASW assessment

Moderate

- Increased/unmet care needs
- Possible breakdown of care arrangements
- Self-funder who has fallen below

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7. There will be no limit placed on the number of offers made to individuals. It must be acknowledged, however, that the number of offers possible will be limited by the properties and tenancies available.
8. The allocation of tenancies will be organised in a cost effective and person-centred way. People with additional physical disabilities will be prioritised for tenancies that have already been adapted to meet such needs.
9. The allocation process will be led by the Housing & Supporting People Co-ordinator in the Specialist Community Team in consultation with staff within the Team.

1.4 IDENTIFYING NEED

A 'Housing Waiting List Form' will be completed for every person who wishes to move to the accommodation covered by this Policy. The Housing Waiting List Form will be kept by the Housing & Supporting People Co-ordinator.

Where an individual is unable to access generic housing provision, then only under FACS eligibility criteria where housing requirements meet a Critical or Substantial level of need will a person aged 18 or over have their name placed on the Waiting List. The Housing & Supporting People Co-ordinator will manage the Waiting List.

The Waiting List and the priority categories will be validated every 6 months. This will be done by the Housing & Supporting People Co-ordinator who will send a letter and a copy of the Housing Waiting List Form to the individual and their carer to check whether any information on the Form needs to be changed.

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financial threshold

Low

- Increasing frailty of carer
- Intermittent support needs
- Social isolation

PROCEDURE

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2.1 ALLOCATION PROCESS

Social Care and Health staff will be aware through their contact with service users of potential or actual vacancies in properties. When a potential or actual vacancy is identified, the staff member should immediately inform the Housing & Supporting People Co-ordinator. RSLs will be made aware that the Housing & Supporting People Co-ordinator is the main point of contact regarding vacancies.

2.1.1 Role of the Housing & Supporting People Co-ordinator

On receipt of notification of a vacancy the Housing & Supporting People Co-ordinator will:

- Review the Waiting List and identify possible candidates for the vacancy through matching housing need/preferences to the available vacancy. The Co-ordinator may consult or involve whom they consider necessary in this decision. Such people may include the Transition Co-ordinator, health colleagues, social workers, day services staff and any other person who knows the possible candidates well.
- Clarify the availability of funding and levels of support needed by potential candidates.
- Inform the Specialist Community Team of the vacancy via the team meeting.
- Ensure a social worker is allocated to the possible candidates for the vacancy.
- Inform the Chair of the Resource Panel of the vacancy.
- Inform the landlord of the vacancy.
- Collect together relevant information about the property and its current tenants and provide this to the social workers/health workers involved with the potential candidates.
- Liaise with the supporting agency with regard to consulting with existing tenants about the type of person they would like to fill the tenancy.
- Liaise with the Independent Living Team for major adaptations (if applicable) or to the Specialist Community Team's Occupational Therapist for minor adaptations and equipment.
- Set a date for the Tenancy Decision Meeting, which should take place within 6 weeks of the notification of the vacancy.

If there is any disagreement about the selection of possible candidates, the decision should be referred to the Resource Panel for a final decision to be made.

If an individual is identified as a possible candidate for the vacancy who has not completed a Housing Waiting List Form and is not included on the Waiting List, the social worker should notify the Housing & Supporting People Co-ordinator immediately. This scenario would normally only occur in an emergency situation, eg,

PROCEDURE

if a carer should pass away.

2.1.2 Role of the Social Worker

When the social worker is informed by the Housing & Supporting People Co-ordinator that service user(s) have been identified as candidates for the vacancy, the social worker will:

- Inform the individual and their carers of the vacancy and provide them with a copy of the property portfolio and available information about the current tenants and staffing of the house.
- Draw up a plan with the individual, their carer and the provider agency to introduce the individual to the property and in the case of a shared tenancy assess their compatibility with the existing tenants.
- Provide a copy of the introduction/assessment plan to the Housing & Supporting People Co-ordinator, the agency and the individual/carer.

2.1.3 Role of the Supporting Agency

On receipt of the information from the Housing & Supporting People Co-ordinator and in collaboration with the individual's social worker, the supporting agency will:

- Inform the landlord that assessments of potential tenants are being completed and request provision of a new tenancy agreement from the landlord within 10 working days.
- Inform the current tenants that assessments of potential tenants are being completed and make arrangements for their involvement in the process.
- Complete their assessment of the potential tenants.

The period of assessment should last no longer than 15 working days and may include:

- An introductory visit to the property.
- An introduction to the other tenants and staff.
- A visit to share a meal.
- An overnight stay.
- A meeting between named workers, the individual, the carer and house staff.
- An assessment of the need for any adaptations.
- Receiving feedback from the current tenants.

2.1.4 Tenancy Decision

At the end of the assessment period the Tenancy Decision will be made via a meeting with:

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The individual's preferences should be considered and recorded on the Housing Waiting List Form. Wherever possible individuals should be matched with others with similar levels of need and interests.

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- The Housing & Supporting People Co-ordinator.
- The named social worker/health worker, to give feedback from the individual and their carers.
- The landlord/agency, to give feedback from the staff and the current tenants.

The Tenancy Decision Meeting will decide who is the most appropriate tenant for the vacancy. The meeting will also identify the most appropriate reserve tenant if there is more than one possible tenant.

If there is only one possible tenant identified it is possible to continue with the introduction to the tenancy providing:

- The landlord has been informed and the tenancy agreement has been signed.
- The Chair of the Resource Panel has been informed.

If there is more than one possible tenant equally eligible for the vacancy the final decision must be made by the Resource Panel on submission of the relevant documentation before the Moving In Process begins.

The new tenancy agreement should be signed within 8 weeks of notification of the vacancy.

2.2 MOVING IN PROCESS

Once the tenancy agreement has been signed the Moving In Process can begin. This should follow a timescale appropriate for the individual and the other tenants of the property. However, in the case of people moving from residential care or other supported housing the timescale will necessarily be short because of housing benefit payments.

The Moving In Process is an extension of the assessment process and if a tenancy is shared may include:

- Visits to share meals.
- Overnight stays of varying duration.
- Meetings between named workers, the individual, the carers and house staff.
- Participation in any house activities.

The relevant parties should agree the moving in date and make all the necessary arrangements.

The Housing & Supporting People Co-ordinator should notify Supporting People if the agreed candidate is being funded in this way.

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Practice

2.3 MOVING IN ARRANGEMENTS

The social worker should:

- Co-ordinate the Housing Benefit Claim which must be made at the same time as the Tenancy Agreement is signed.
- Apply for a Community Care Grant.
- Ensure a financial agreement is in place for the management of finances and payment of household expenses and bills. (This agreement needs to be in place from the signing of the tenancy and will be applicable even if the individual has not fully moved in.)
- Inform the Department for Work and Pensions of the tenancy.
- Revise the person's support plan.
- Apply for the Independent Living Fund (if applicable).
- Inform the Appointee department of the tenancy (if applicable).
- Ensure notifications of tenancy are made to relevant professionals, eg, GP.
- Complete a SUISS form.

There should be regular contact with the individual in the tenancy and the individual's carers by the social worker until a Review takes place.

Colleagues should ensure there is effective communication within the service whilst the tenancy is being established and prior to the first Review.

2.4 REVIEW

A Review should take place 6 weeks after the person has moved into the tenancy.

Providers of day services for the individual should provide feedback to the Review of any significant observations during this initial period of residence.

Consultation with the individual and their carers should take place before the Review to ensure their views are properly recorded and considered.

2.5 MOVING OUT ARRANGEMENTS

Arrangements for ending the tenancy should be formally recorded on the tenancy agreement.

Tenants should give the appropriate period of notice as specified in the tenancy agreement unless circumstances prevent the giving of this notice period.

The Housing & Supporting People Co-ordinator may commence

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the process of allocation of the vacancy on receiving this notification but the start of the assessment period needs to be sensitive to the circumstances of the vacancy becoming available and the current tenant's views as to whether visits to the property proceed before the tenancy is vacated.

Practice

For more information on Housing Allocations contact:

The Housing & Supporting People Co-ordinator
The Adults with Learning Disabilities Team
The Bridges Learning Centre
Crow Wood Health Park
Crow Wood Lane
Widnes
Cheshire
WA8 3LZ

Telephone: 0151 495 5300



HOUSING WAITING LIST FORM

CONFIDENTIAL

NAME:

DATE OF BIRTH:

ADDRESS:

CAREFIRST No:

SOCIAL WORKER:

NAMED HEALTH WORKER:

HOUSING CONSIDERATIONS & PREFERENCES ASSESSMENT

1. FACS ELIGIBILITY FROM ASSESSMENT

	CRITICAL	SUBSTANTIAL	MODERATE	LOW
Personal Care				
Carers Support Needs				
Finances				
Mobility				
Physical Health/ Medication/Communication				
Mental Health/Behavioural Management				
Relationships and Social Inclusion				
Activities, Employment and Learning				
Practical Aspects of Daily Living				

2. YOUR CURRENT LIVING ARRANGEMENTS

3. YOUR REASONS FOR NEEDING TO MOVE

4. **WHERE WOULD YOU PREFER TO LIVE?**

Runcorn	
Widnes	
Either	

5. **TIMESCALE (IN WHICH YOU NEED TO MOVE)**

--

6a. **PHYSICAL ENVIRONMENT NEEDS** (EG equipment and adaptations currently used or recommended)

--

6b. **DO YOU NEED LEVEL ACCESS ACCOMMODATION?**

Yes	
No	

7. **WHAT ARE YOUR COMMUNICATION AND SENSORY NEEDS?**

--

8. **WHAT SORT OF SUPPORT DO YOU NEED AT NIGHT AND WHY?**

--

9. **WHAT SUPPORT DO YOU NEED IN THE DAY – ie ARE YOU ABLE TO BE IN THE HOUSE ON YOUR OWN?**

HOUSING COMPATIBILITY ASSESSMENT

1. HOW WOULD THE PEOPLE WHO KNOW YOU BEST DESCRIBE YOU?

--

2. WHAT ANNOYS YOU (PARTICULARLY ABOUT OTHER PEOPLE)

--

3. MY PREFERENCES REGARDING OTHER RESIDENTS ARE:

Male Only	
Female Only	
Mixed	
No Preference	

AGE:

People around the same age as me	
No preference	

4. MY INTERESTS AND HOBBIES ARE:

--

5. DO YOU HAVE ANY PETS? (If yes, please specify)

Yes	
No	

Date of Completion:

Signature:

Designation: