



ALLOCATION OF ACCOMMODATION

POLICY STATEMENT:

This procedure outlines the process for the selection, assessment, move on and the allocation of the Association's accommodation to customers. They include the following stages:

- Referral
- Assessment
- Selection
- Review

This document aims to offer guidance in the process. It also aims to ensure equality of opportunity and fair consideration to all potential customers.

PROCEDURE:

1. Referral

The criteria for admission into the Association's property are as follows:

The applicant should:

- be diagnosed as having a learning disability
- have a high need for the specific accommodation applied for
- be able to meet full rental costs of the accommodation through personal funding and/or benefits and/or other funding

It is desirable that the applicant:

- has contacts local to the accommodation applied for or is currently residing in the same area

We do not exclude from consideration any application on the grounds of degree or type of disability, current living situation, age, race, colour, religion, gender or sexual orientation.

Referrals can be made to the Association from a variety of sources including:

- Self
- Social Services
- Health Authority
- Parent/Carer
- College/School
- Job Centre
- District/County Councils
- Voluntary Organisations
- Independent Organisations
- Others

Initial referrals may be received verbally, in writing, or on one of the Association's pre-designed referral application forms.

Once a referral has been received, in whichever format, the Association will respond directly by writing to the referrer acknowledging the referral and outlining the course of action that will follow. This action may include:

- Completion of a detailed application form
- Gathering of supplementary information
- A visit by the referrer / prospective customer
- Profiling of the prospective customer

It may be necessary for referrals to be held on a waiting list pending allocation. If this is necessary the referrer will be fully informed as to why suitable accommodation is not immediately available and when their application will be reviewed.

All referrals held on waiting lists will be reviewed quarterly and progress reports will be sent to the referrer.

2. Assessment

In order to place the customer in the most appropriate accommodation and in support of the initial referral, a detailed assessment of needs will be undertaken prior to admission into any of the Association's properties.

The Association or a third party nominated by the Association, e.g. the Service Provider, will undertake this assessment.

A plan will then be produced for the allocation of the accommodation, taking into account any support needs required by the prospective customer. This plan will also detail the support provider identified and approved by the Association. This plan will be developed in line with the Association's emphasis on a person centred approach.

3. Selection

It is recognised that the selection process is reliant on agreed funding to allow the appropriate allocation of accommodation as identified through the individual assessment. It will not be possible to issue a tenancy agreement or occupancy licence until the agreed support package is in place.

Compatibility with other customers is an important factor and will be considered throughout the selection process.

The views of the customer, their families and advocates are paramount to the Association and will be taken into consideration during the selection and allocation process.

4. Review

At the outset of a tenancy agreement or occupancy licence a review date will be set. This will allow for an assessment of satisfaction to be carried out with the customer and an opportunity to review the agreement / licence and support being provided.

The review should be multi-agency, including the customer and all stakeholders, and will take place at least annually and in line with the support/care providers care review.

Appendices:

1. Flow chart,
2. Application Form,
3. Pre-Admission Criteria Form