



# **ELIGIBILITY CRITERIA AND REFERRAL PROCEDURES IN SUPPORTED LIVING**

# **SUPPORTED LIVING PROPERTIES**

## **Eligibility Criteria**

JRH Support generally provides Supported Living places to individuals male or female who are over 18 and have a learning disability. However, on some occasions the individual may be younger than 18 or may not have a learning disability diagnosis.

To ensure equality of access to all applicants each referral will be considered on a case-by-case basis.

## **Priority consideration will be given to the following.**

1. People who would be compatible in terms of living in a small independent group environment with the existing tenants.
2. Areas of urgency in view of the applicant's carers needs.
3. The wishes and aspirations of the person applying.

## **Admission of New Tenants Procedure**

It is the policy of JRH Support to assess each referral on a case-by-case basis in order to make an appropriate need and risk judgement. The Service Manager must take overall responsibility for ensuring that a comprehensive assessment of prospective new tenants is undertaken.

It may be necessary for several visits to take place to discuss the individual's interest in becoming a tenant. Other persons who may need to be involved are relatives, social worker, existing carers, other professionals, advocate and existing tenants. The applicant should be offered the opportunity to make these visits to the service to let him/her decide if they would be suited to living in one of the properties.

Observation will need to continue through the first 3 months of the placement to ensure that the placement is suitable and the group compatible.

When a decision has been made by the applicant and the Service Manager, every effort must be made to ensure that the new tenant's arrival is welcoming and a positive experience.

## **Referral Procedures for Prospective New Tenants**

An Extended Community Care Assessment will be needed for each prospective tenant.

Reports should be obtained from all relevant sources (current or previous residential or day placement, psychiatrist, psychologist, parents and family, and social workers where applicable)

Information should be checked against the criteria of the service to establish whether the applicant meets the criteria and would seem to be suitable.

A full individual needs assessment should be carried out. The Service Manager or nominated individual and the relevant Team Leader carry this out. Information regarding the prospective tenant is gathered by talking to the tenant themselves, to relatives/carers and other professionals as appropriate. The information is entered on the needs assessment form and is used to help with the decision on whether the prospective tenant's needs can be met by the service. The needs assessment also forms the basis for any support plans and risk assessments needed when the tenant moves in.

At the beginning of each placement a support planning meeting should take place to describe or record any specific tasks or activities that need to take place.

A placement review date should be set at an appropriate interval, e.g. 3 months, to ensure that a forum exists to resolve any early difficulties or to conclude whether the placement is succeeding or not.

The Service Manager will consider all applicants along with all the reports and assessments from various sources.

Once applicants have been considered and a decision has been made there will be a further meeting with the social worker, perspective tenant and family to discuss the proposed visits.

### **Procedure When a Vacancy Arises**

The Service Manager will inform relevant social services representatives when a vacancy arises, and they in turn will advertise the vacancy.

There will then be a meeting with relevant social workers and the Service Manager, or other nominated representative of JRH Support, to look at prospective applicants to see who fits the criteria.

At this time requests for a completed Community Care Assessment will be made if one has not already been completed.

The Manager and or Team Leader will visit a perspective tenant in their present home, and plan the commencement of visits to the property.

When all the information is collected including the views of the tenants, then visits to the property will be arranged.

Prospective tenants will then meet with the existing tenants.

The final decision will be made by the Service Manager and the relevant social services team after the visits have taken place.

If it is found that the person is not appropriate to the service then visits will be arranged for the next prospective tenant.

## **Visits**

These will be arranged according to the individual's needs and preferences, but will usually consist of a tea visit followed by an overnight visit followed by a weekend visit. If necessary more visits will be arranged to try to assess the compatibility between the prospective tenant and the existing tenants, and also to assess whether the service can meet the needs of the individual.

## **Procedures for Staff**

All JRH Support staff should make efforts to ensure that the applicant feels welcome and at ease during their visit, with preparations made for the arrival, good introductions made, and staff time freed to ensure that the applicant is comfortable and reassured.

A member of staff (usually the Team Leader) will be allocated as link person to the applicant for their visits. Although this person will not always be on duty, it is important that they are present at the applicant's arrival and on duty for a significant part of the assessment period.

During the assessment period staff will observe the individual's needs, skills and preferences, their behaviour and interactions with others.

Following the assessment period, a full discussion will take place between staff to identify the appropriateness of the placement.

**Paul Battershall**  
**General Manager**

