

GUIDELINE PROCEDURES FOR REHOUSING

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January 2007

GUIDELINE PROCEDURES FOR REHOUSING

CORPORATE & ADULT SOCIAL SERVICES PROCEDURE REQUIREMENTS FOR COMPLETING REHOUSING ASSESSMENT RECOMMENDATION

Identifying needs:

After you have completed your assessment in collaboration with the service user, please follow these guidelines if your service user requires rehousing to a suitable adapted property.

1. Complete all sections of the attached rehousing assessment form. When completed sign and date and send to your manager for their signature.
 - a. If your service user lives in a Derby Homes property, the assessment forms will be passed to Lynn Edwards – Progress Chaser, for checking and processing. These forms will be sent to Derby Homes in the normal way but a copy will be sent over to the Housing Options Centre for information, banding and prioritising.

Each form will be indexed on to the electronic social care record.

- b. If your service user lives in an owner occupied, private rented or a housing association property, please send all completed assessment forms straight to the Housing Options Centre. These then will need to be scanned onto their Abritas system.

Address for Housing Options Centre:-

Community Care Managers
Derby City Council
Housing Options Centre
Bio House
Derwent Street
DERBY DE1 2ED

DERBY HOMES ADAPTATION & REHOUSING PROCEDURE

2. When a recommendation for rehousing and /or adaptation into a Derby Homes property is received from Lynn Edwards, a member of Derby Homes' Allocation Team will visit to discuss the recommendation further.
 - a. If your service user decides that s/he wishes to pursue adaptation if feasible, then Social Services will be requested to assess this and send adaptation recommendation to Lynn Edwards if not already done so.
 - b. However, if following a visit from the Allocation Team the service user decides to be rehoused then the ORINGAL worker from social services will be requested to complete the REHOUSING ASSESSMENT FORM if not already completed and then this will be passed onto Lynn Edwards in the normal manner who will then send the form to the Allocation Team and Housing Options Centre.

If route B is to followed then:-

- A Homefinder application will be completed with the service user, if one has not already been completed.
- The application is forwarded to the local housing office for registering (this may change when the new system comes in).
- The Allocations Team look for a suitable void property. If one becomes available, they then liaise with the Community Care Managers who advise whether that is an appropriate allocation.
- The potential offer is discussed with Lynn Edwards/Social Services.
- If the offer is suitable the service user is contacted to view the property when it is safe to do so.
- If the service user accepts the property a “sign up” is arranged by the local housing office when the property is ready to let.

HOUSING OPTIONS CENTRE COMMUNITY CARE TEAM PROCEDURE FOR ASSESSING AND PRIORITISING REHOUSING APPLICATIONS RECEIVED FROM PEOPLE WITH DISABILITIES

3. Applicants for whom a rehousing assessment recommendation has been received:-

- Form to be sent to Community Care Managers for assessment
- Community Care Manager will assess priority. Band A will be given in the following circumstances:-

a. **Council & RSL (Registered Social Landlord) Tenants**

The applicant is unable to access essential facilities

AND

Their current home cannot be adapted to meet their needs

OR

They are willing to move to an adapted property.

b. **Owner Occupiers & Private Tenants**

The applicant is unable to access essential facilities

AND

Their home cannot be adapted

OR

Their landlord will not give permission for the property to be adapted.

- The Community Care Managers will updated Abrisas with the correct priority and special facilities information.

ALLOCATION OF PROPERTIES

1. Details of void properties that are substantially adapted or built to wheelchair standards are passed to the Community Care Manager prior to advertising.
2. The Community Care Manager will compile a shortlist from the rehousing register of applicants whose requirements match the facilities in the property.
3. The Community Care Manager will check the shortlist and refer through to the landlord the applicant who is highest on the list who is the best match for the property in terms of property type, size, facilities and location.
4. In cases where the property is a particularly rare commodity, eg a wheelchair accessible family home, the Community Care Manager will liaise with the Derby Homes Progress Chaser and the Independent Living Teams to ensure that the referral is considered to be highest priority by all agencies working with people with mobility problems.
5. In cases where the applicant's needs are unlikely to be met through the general housing stock, the Community Care Manager will liaise with landlords, the grants section and the development section to try to secure an alternative solution.

CLASSIFICATIONS OF PRIORITIES ON REHOUSING ASSESSMENT FORM

E Emergency classified where there is:-

- complete care package breakdown and the person cannot be sustained at home safely
- Family breakdown
- Delayed hospital discharge.

P1 Priority 1

Service user who wishes to move loan adapted property which will meet their assessed and identified need, even though the property they reside in at present could be adapted.
As rehousing is preference over adaptations.

P2 Priority 2

Service user who wishes to move even though the house they currently live in meets their assessed and identified needs.

GUIDELINES PROCEDURE FLOWCHART

