

## **The Abbeyfield Helensburgh Society**

### Allocation Policy

The ultimate responsibility for all admissions into our House is the Chairman of the Executive Committee. The person making the assessment must be able to understand and accumulate the appropriate information, before admission, from the proposed resident, their family or personal advocate and where appropriate, their health practitioner and or social worker.

The following processes and conditions must be satisfied:

Prospective residents who have been interviewed will be placed on the waiting list.

All residents awaiting placement will be assessed and prioritised according to need. This should take place in the prospective resident's own home and also in the House. This assessment for allocation will take into account all the strengths and individual needs of the client, whether expressed, observed or reported on.

When a place becomes available an allocation meeting will be arranged.

Before the [mal offer is made to a prospective resident, a private medical assessment will be made by a GP appointed by Abbeyfield Helensburgh. This assessment will take place in the prospective resident's home.

All applications for vacancies are welcomed from all sections of the community who have a fair and equal chance of securing a place in the House. To ensure fair practice the House will follow the Commission for Racial Equality's Code of Practice, which constitutes good practice.

Prospective Residents will be expected to take a major part in the decision making process. No Client should be admitted to the House unless it is their expressed wish to do so, and further that it is established that they have made an informed choice.

All potential Residents will be offered a trial period prior to any decision on permanent residency.

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### Allocation & Admission Procedure

#### **Contracts or Agreements on Admission**

There will be a written contract or agreement between both parties, i.e. the prospective resident and the management staff of the House. This will be made available to all potential residents. The resident, or the person acting on his or her behalf, must sign the contract together with the member of staff. The contract will provide information about the following:

- Trial period during which original residency is maintained.
- The level of fees, time and method of payment, whether in advance or in arrears.
- Service covered by fees.
- Extra services, which are charged separately (These will not include any essential facilities).
- Procedure for increasing fees when appropriate.
- The personal items which a resident is expected to provide for him/herself.
- Acknowledgement of the rules of the House.
- Information, regarding the house policy on pets.
- The terms under which the resident can vacate his or her accommodation temporarily.
- The procedure, on either side, for terminating the agreement or giving notice of changes in the contract.
- Statement of insurance of the home and who has the responsibility for insuring personal valuables. Amount of cover for resident's property will be made clear and details of insurers given.
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## **Admission Procedures - Step by Step.**

Prospective residents to be given opportunity to meet and discuss any care requirements before making the final decision to take up tenancy and can include:

A visit to the resident's home/place of residence, by the appropriate members of the Society's Executive Committee.

Prospective resident to visit the House and be shown its facilities.

Medical assessment to be carried out by a GP appointed by Abbeyfield Helensburgh.

Members of the Allocations Committee to determine resident's suitability for placement and relay back to whole Executive Committee.

Once decision to take up permanent place had been decided the date, time and method of admission should be arranged and the method agreed should take account of the resident's emotional well being at this time of change and separation. All procedural and admission paperwork should be completed **timorously** on and after admission.

The following are viewed as good admission practice and should be striven for by the Executive Committee:

- Retain all existing links with the community.
- Develop interests of new resident in the home and its activities.
- Identify areas of stress and give support as required.
- Allocate a mentor to new residents.
- Ensure time for working with the resident, to facilitate understanding of the impact of change and coming to terms with the losses and gains involved.
- House Committee to maintain close contact until resident looks on the House as 'home' and to arrange periodic reviews. An residents are visited by a Committee member every month.
- Residents own home to be kept until he/she decides it is time to give it up.
- Sponsor or family to assist resident to visit own home, give up home and help take decisions regarding their personal belongings.
- Staff and volunteers to ensure residents needs, as an individual, are being met.
- Arrange regular reviews both formal and informal, of needs and developments.