

Scot Homes / Standard Refs:SH Ref: CAA6/ HM1 PS: A.9, B.1 AS
Ref: 5.6

The Abbeyfield «SOCIETY» Society Allocation Policy

The ultimate responsibility for all admissions into the establishment is the Admissions Officer's/Executive Committee Chair's. 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 referred will be placed on the waiting list;

All prospective 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 place becomes available an allocation meeting will be arranged. 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 long term care.

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:

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

Prospective resident to spend day or overnight stay in the House and be shown room to be offered. Members of Executive Committee or Allocations Officer 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 timeously on and after admission.

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

- A farewell get together with neighbours and friends with new address cards passed on before the move to encourage community contact.
- 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.
- Formulate a programme for residents care.
- 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 a six weekly and annual review.
- Residents own home to be kept until he/she decides it is time to give it up.
- House Committee 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.

Ensure every Resident feels a valued Member of Abbeyfield House.