

Care homes: Eligibility criteria and fair access to the service

ELIGIBILITY CRITERIA

Each prospective service user:

- Must be clearly within the home's category of registration.
- Must be prepared to respect any 'house rules' that apply within the home.
- Must be prepared to respect any specific boundaries or agreements about behaviour that have been noted in his/her individual support plan.
- Must have suitable funding arrangements in place with the local authority (alternatively, self-funding must clearly be a viable option).
- Must be assessed by the home's manager as being an appropriate placement.

EXCLUSION CRITERIA

An individual may be refused a service if:

- They have a history of violence, arson, drug or alcohol misuse, and/or there is a perceived risk to the health and safety of care workers or other residents.
- The manager feels the existing equilibrium/dynamic of the home is likely to be unduly disrupted by the admission.
- The type or degree of required input is assessed by the manager of the home as being incompatible with the skills/knowledge base/capacity of the service.

ASSESSMENT AND ADMISSION PROCESSES

- There is a simple referral form to access the service.
- Referrals can come from any source, including self-referrals, but funding must be a viable and realistic prospect to take the matter any further
- Referral forms can be supplied on request or downloaded from Sandwell Mind's website www.sandwellmind.org.uk
- When vacancies arise the local CMHT's and other relevant parties will be informed of the situation by the home manager.
- Wherever possible copies of CPA documentation, psychiatric reports, TAG risk assessments etc., should accompany the completed referral form. If they do not these documents will be chased up by the home before any judgement on suitability can be made.
- All prospective residents will be offered the chance to look around the home, to meet residents and staff, and to share a meal or stay overnight if appropriate.
- Prospective residents will be made aware of any house rules or boundaries which are applicable at the home, and will be offered a copy of the service user guide.
- A full assessment of need, circumstances and suitability for placement will be undertaken and recorded by the home manager.

- If a placement is not considered suitable then the reasons why will be recorded on the assessment form and will explained to the individuals concerned.
- There is a right of appeal to Mind's Care and Support Services Manager if any party feels that the decision to refuse admission is unfair.
- Where more than one party is interested in a vacancy the final decision will be made by the manager of the home, based on their knowledge of the home's current circumstances, the dynamics of the existing client group, and the presenting needs of the relevant parties.
- Sandwell Mind also reserves the right to prioritise existing users of it's other services.
- The three way funding agreement (AC8) and Jephson's license agreement (ie. Terms & Conditions) must be signed before a resident can move in.
- A date for an initial review of the placement will be set.
- A keyworker will be allocated to the resident to help orientate the resident and to help them settle into the home.
- A support plan will be drawn up in consultation with the resident as soon as possible. The resident will be offered a copy of this plan for reference and all care staff will be made aware of it's contents.