

# Extra Care Housing Process

- Encourage the person to visit / virtually view
- An interested person can contact the Scheme Manager to express their interest and seek advice on how to apply

## Advice & Information

- Housing Provider will have an application, allocations policy, and an eligibility criterion on how the priority banding is awarded
- Some schemes may have a waiting list - still apply

## Application

- Each scheme will have a different application process
- Contact Scheme Manager to establish application process
- Complete application and send to relevant housing provider

## Assessment

- Eligible Care Act support needs will strengthen an application.
- The person will require a Needs Assessment or a Care Plan
- Housing will complete their own assessment of individual housing and social needs

## Supporting Information

- Use a strengths-based approach - their strengths, what they can do for themselves, what help and support is around them, what outcomes they want to achieve
- Enhance the persons application with supporting information about their abilities, independence, and how they will benefit from living in Extra Care Housing
- Seek further supporting evidence from professionals and others involved with the person
- Highlight any housing concerns to help raise existing environmental difficulties

## Mental Capacity

- Establish wishes for the future
- Consider Lasting Power of Attorney
- Does the person understand the tenancy agreement
- Is there a Contingency Plan in place? Make sure all supportive services are in place for the person

## Allocation Panel

- Panel meetings are organised in line with availability of vacant accommodation
- Each application will be considered based on assessed needs and agreed joint outcome for each application will be achieved
- Person will be informed of the panel decision

## What happens next

- If the person is successful they will have 3 days to decide
- Practitioner will need to ensure transfer of care - end and starting care package
- Family / practitioner to assist the person where required with the transition of moving home this may include transport, financial, and removals
- Practitioner to ensure any minor equipment needs have been made
- Practitioner within 2 weeks should ensure that checks are made with the customer, representatives and providers, to ensure that the plan is fulfilling needs and make any necessary adjustments.
- Practitioner to ensure a first review takes place within 6-8 weeks