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| OA Reablement Service | OA Day Care | OA Residential Care | DMH Day Services | DMH Supported Living | DMH Residential Services | EIA'd |
| x | x | x | x | ✓ | x | ✓ |

A10

ADMISSION TO THE SERVICE

POLICY

To ensure the service has received the appropriate documentation and confirmation of care hours required prior to commencement of service.

PROCEDURE

1. All referrals to fill any vacancy must be made via an assessing social worker. No referrals will be considered otherwise.
2. The manager of the service must receive a full assessment of the prospective tenant and complete the "getting to know you" document Appendix 6 from the P14 Personal Support Plan.
3. If the manager feels that they can meet the needs of the prospective tenant, they will be invited to visit the property and complete the following:
 - Introduction to the tenants and support staff
 - Be invited for a meal with the other tenants
 - An overnight stay
 - A stay for a long weekend
4. If the manager feels the service cannot support the needs of the prospective tenant, the manager must inform the social worker, giving the reasons for this.
5. The service must not accept any new service user until they have received the authorised Adult Social Care agreement confirming the care hours that are to be provided, along with any agreed risk assessments, protocols or strategies.
6. If a permanent tenancy is agreed, the housing provider will inform the social worker, tenant and care provider.
7. The tenancy agreement will be issued by the housing provider and discussed with the new tenant. The date for admission will be agreed by the social worker.

NB NO EMERGENCY ADMISSIONS WILL BE ACCEPTED IN SUPPORTED LIVING SERVICES

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| Date | 05/11/13 | 09/11/17 | | | | | | Issue date |
| Amendment | 1 | 2 | | | | | | 18/05/06 P&P |