

Dementia Care Partnership (in Partnership with Newcastle and Whitley Housing Trust)

Supported Living Houses for People with Dementia and Other related Mental Health Problems

Selection and Allocation Policy and Procedures

DCP has been appointed by NWHT as its managing agent in respect of their properties to provide a housing management service to the tenants of those properties.

A Working Group has been established with senior managers from DCP, NWHT and Newcastle Social Services to consider all referrals made for a place at one of the supported living houses and to identify which applicant has the greatest need, and is most likely to “match” with the existing tenants already living in the supported living house.

DCP does not maintain a waiting list of suitable applicants.

When a vacancy occurs DCP will notify all Newcastle social services teams to identify suitable potential applicants. They will be asked to provide a comprehensive care and support needs assessment and detailed financial information regarding the applicants.

The social criteria for referral to a supported living house for people with dementia are that the person must:-

- Have a diagnosis of dementia or other related mental health problem
- Have expressed a strong preference to remain at home. This is also the family’s explicit choice.
- Understand and agrees to the proposed rehousing in a supported living house having made that choice and decision
- Have possibly tried short term stays or respite in residential care and have not settled

- Carers are no longer able to cope and are experiencing high degrees of stress
- The level of risk to the person or their partners / carers is considered to be within reasonable limits
- Their level of need would be comparable to social / EMI social care (the social worker will be able to explain this)

Once a number of referrals have been made, DCP will arrange a meeting of the Working Group to consider the information received about the individuals and the needs of the other tenants living at the property at the time. From this detailed information, the Working Group will identify which applicant would be most suitable to be considered for the tenancy.

DCP will inform the social workers who have made the referrals of the decisions made by the Working Group.

The successful applicant and their carers will be invited to visit the supported living house to meet the tenants and the staff and to decide if they are still interested in the proposed rehousing. They will then be invited to make a number of additional visits to the property with each visit lasting longer at the house. The number of visits made will depend on the needs of the individual applicant and the needs of the existing tenants.

Consultation will take place throughout this process with the existing tenants and the DCP staff at the house to ensure that no problems have been identified either with the suitability of the applicant or with the existing tenants. If problems are identified at any stage, these will be discussed with the applicant, their carers and their social worker. If the decision is made that the application for accommodation will be refused, the individual concerned will have the right to appeal to NWHT about the decision not to grant the tenancy to them.

At any time during the process the applicant and their carers may decide to withdraw their application.

If the application is withdrawn, then the process will begin again with the person identified by the Working Group as having the second greatest need will be invited to visit the house.

DCP will assist the applicant to complete a tenancy application form for NWHT. They will also arrange a meeting with the applicant, their carers, their social worker and representatives of NWHT. This meeting will provide an opportunity to discuss the obligation to pay rent, daily living expenses and care and support costs. There will also be an opportunity to discuss the tenancy agreement and to answer any queries. If the applicant still wants to proceed with the move to the supported living house, the representative from NWHT will assist them to sign their tenancy agreement. A moving in date and tenancy start date will be agreed at this time.