



Supported Housing
Mental Health
Referral & Selection

Aims and Objectives

Catalyst will provide and facilitate appropriate levels of Housing related support to people with a diagnosis of mental illness living in their own accommodation.

Catalyst will enable each tenant of the service to maintain their tenancy and independence by adapting the level of support according to individual need identified through their support plan.

The purpose of supported accommodation is to prepare tenants for move on to more independent living or for referral to be made on to higher supported accommodation if it is required.

Tenants will be expected to move on from supported accommodation within two years (or sooner dependent on the scheme) and will also need to be prepared to apply for privately rented accommodation if they are unable to apply or obtain housing through the local authority lettings process.

Referrals

Referrals will be accepted from:-

- CMHT
- Local Partnership Trust
- Self Referrals
- Catalyst Housing Association
- Local Authorities
- Housing Providers
- Voluntary agencies

Catalyst will consider referrals from agencies that work with our client group, all referrals should be made using the most recent application form which is available from the Catalyst website: <https://ald.chg.org.uk/supported-housing> or by calling 01582 869 320. Applications sent on an old or partially completed form may not be considered.

Agencies with access to move on accommodation should be able to commit to re-housing the individual at a later date.

Eligibility Criteria

Prospective tenants must be aged over 18

Applications will be prioritised by consideration being given to the following –

1. Support Need
2. Risk
3. Housing need
4. Compatibility with existing tenants in the service
5. Local connection in the area they are applying to

Applicants will have a diagnosis of mental illness and require support compatible with that offered in the service.

Whilst consideration will be given to people with additional disabilities, such as mild learning disabilities, the primary diagnosis should be one of mental health

Applicants will undergo or have undergone a form of needs assessment, where identified needs are able to be met. This will be carried by Catalyst Housing Association. We reserve the right to decline any application where we feel that the mental health condition is not the primary need of the applicant at the time of applying.

The applicant's current mental health state must be sufficiently stable at the point of application for them to manage independently with the level of support offered by Catalyst.

Applicants will be expected to contract separately for any domiciliary care or primary health care needs

Catalyst will consider applicants with a past history which included incidents of violence and/ or abuse of alcohol or illegal substances. However, in order that their application may be assessed fully we will require a full and detailed history from professionals currently involved in their care. All known suicide attempts and significant incidents of self-injury need to be included in the report, as well as any significant history of harm or threat of harm to others. If the relevant paperwork isn't available this will be risk assessed by Catalyst.

Exclusions

Applications cannot be accepted from those currently abusing illegal drugs or who are alcohol dependent. Exceptions may be made where the applicant is currently undergoing a programme of rehabilitation. This is subject to

satisfactory references being received from the relevant agency confirming attendance, progress and current risk level.

Applicants will not be accepted where Catalyst considers their current or historic risks to be unmanageable within the service. We are also unable to accept applicants who have a history of arson.

Catalyst reserve the right to decline or withdraw an application at any point based on risks or if the support needs are deemed unmanageable within the service. Applications may also be withdrawn where referring agencies fail to provide a recent and up to date risk assessment outlining all known current and historic risks.

Selection Procedure

After the referrer has consulted with the potential applicant, enquiries should be made to confirm that there is a vacancy for the applicants chosen area at: <https://ald.chg.org.uk/supported-housing>

If there are no suitable vacancies at the point of referral and pending an initial review of the supporting paperwork the application will either be invited to a needs assessment. Alternatively, their application may be filed on the waiting list and a needs assessment will be carried out when a suitable property becomes vacant. If there is a vacancy or space on the waiting list an application form will be completed jointly by the referrer and applicant and consent signed by applicant.

The application form together with a copy of the applicants Care Plan, Risk Assessment and/or any other relevant paperwork should be forwarded to Catalyst Housing Association. Inclusion of relevant paperwork will ensure that there is no delay in assessing the referral.

All applicant information will be considered in line with the 'Eligibility Criteria'.

Catalyst Housing Association will interview and complete a 'Needs Assessment Form' with every applicant who meets the 'Eligibility Criteria'. Invitation to a needs assessment does not guarantee that the applicant will be housed or that there is a vacancy available.

Where mutual agreement on selection of a tenant cannot be reached, the decision should be referred to the Catalyst Supported Housing Manager or an Area Manager.

Successful applicants will be offered an appropriate occupancy agreement in writing by Catalyst Housing Association stating a proposed commencement date.

If no placement is available successful applicants will be added to the supported housing waiting list for a period of six months. After this time a new application will need to be made. We reserve the right to close the waiting list to any property where we have an exceptionally high number of applicants. Applicants will need to re enquire and re-apply at a later date if this is the case.

At commencement of the tenancy, Catalyst Housing Association will meet with prospective tenant to fully explain and sign up the Tenancy Agreement.

Tenants who move into a property where staff are on site will be met by a member of staff and together they will identify the levels of support required, taking into account cultural and ethnic requirements and whether there is a need for literacy and/or advocacy support. A Support Agreement will be drawn up, a review date will be agreed and a copy will be signed and retained by both parties.

Tenants who move in to a non-staffed property will be given details of our floating support service. Some of our properties are in areas where we do not provide a floating support service. In this instance we will provide details of other support services in the area.

Where feasible all new tenants should complete an application to the local authority housing list/ choice based lettings scheme to ensure there are options for move on accommodation in the future.

Unsuccessful applicants will be notified in writing by Catalyst Housing Association stating reason for refusal, right to appeal and information on other providers who may be able to offer suitable housing. Where appropriate applicants will be offered an opportunity to remain on a Waiting List for six months pending a further suitable vacancy.

Support provided by Catalyst Housing Association

Tenants will be issued with an appropriate occupancy agreement. Rent, Service and Support Charges will be shown on the Agreement, together with rent review dates and a breakdown of services offered.

We will ensure that tenants understand their rights and responsibilities and the aims of the service. An advocate will be used where appropriate.

We offer housing related support in the following areas –

- Managing money
- Going to work or college
- Using spare time
- Managing the home
- Managing health and lifestyle

Staying safe and secure in the home
Helping to achieve my life choices

Equal Opportunities

Our equal opportunities policy tries to ensure that no discrimination occurs within the Association. Our policies and procedures are intended to operate fairly whatever the nationality, race, colour, ethnic origin, disability, political or religious beliefs or sexual orientation of our tenants, shared owners, leaseholders and other customers.

In order to ensure that access to housing is fair and open, we collect statistics about the ethnic origin of those who apply to us, those we place on a Waiting List and those we house. We also monitor the percentage of housing offered to people who have a disability. If a person is not accepted for housing, we also monitor the reasons for this.