



## Referral Procedure for New Placements

New placements are normally via Social Workers, CPNs, health workers and occasionally through other agencies or privately. All new placements must be approved for funding by Social Services, therefore it is essential for a Care coordinator or health representative to be involved at some stage in order to secure appropriate care funding.

### **1. Initial Referral**

The first stage of the process is to complete an initial Referral Form and Risk Assessment in respect of the applicant. This asks for details of the applicant's history and current care/accommodation needs along with associated risks. We also request other supporting documents, such as the most recent ICPA notes & chronological risk. This will be used to assess the applicant's suitability for a placement at Keystones. We cannot consider any application without these documents. If the applicant is eligible (eligibility criteria available upon request) we will invite them for an initial visit to our houses.

### **2. First Visit**

This is intended as an informal opportunity for us to meet the applicant, and for them to meet us and get an idea of the setup and range of support/care services we offer. It is also an opportunity for our existing residents to meet the new applicant. If both parties wish to proceed, a formal offer of placement will be made, and a final CPA meeting or discharge organised.

### **3. Care Plan Meeting**

A care plan meeting or more formal team meeting is usually arranged for the purpose of identifying the specific needs of the applicant and developing a thorough and tailored package of daily support/care. It is necessary for the Social Worker/Care coordinator/social services representative to attend, and offers a good opportunity for all agencies and parties involved with the applicant's care to meet and establish an ongoing support network.

### **4. Final Stage / Funding**

A slot in the next funding panel meeting needs to be arranged in order to secure a placement for the service user as the funding must be agreed by the panel prior to a move in date being arranged.

After funding has been agreed at panel the final stage in the referral process is for the care coordinator to complete the CS1 form, provide us with a copy and pass it on to the necessary local department for processing.

*Please note that all new placements are on a four week trial basis. We reserve the right to extend this period if necessary. After the satisfactory completion of the trial period a full tenancy will be offered (NB it is very rare for a placement to not exceed the trial period).*