

ACORN HOUSE

INITIAL REFERRAL PACK



ELIGIBILITY

ACORN HOUSE

The organisation's philosophy of support is to give each individual to whom we offer a service the best possible opportunity to gain the skills and confidence necessary to enable them to play an active role within the community and to move on to independent accommodation. As a result we can only offer support to those who we feel can benefit from a service of this nature. The support services we offer are funded by supporting people. The supporting people team therefore have a legitimate interest in our referral and selection policy.

Acorn House is a relatively new project with 16 individual bedrooms, located in Shoreditch, next door to St. Leonard's church. It is part of the Spitalfields Crypt Trust, a Christian organisation that was established in 1965 to provide residential care and rehabilitation for homeless men with alcohol problems.

WHO IS IT FOR?

Admission is exclusively for men with a history of Alcohol abuse and homelessness,
In need of the support offered,
Aged at least 25 years plus,
Able to share with people from a variety of backgrounds, ages, sexual orientation, race, colour, cultures and disability,
Able to manage on a day-to-day basis with background practical support, the level of which may vary according to different needs,
Able to budget for themselves, with support
Able to manage own medication, if prescribed and with support,
Able to negotiate the physical aspects of the building (with necessary adaptations made by the organisation where possible) and manage simple household tasks.

APPLICANT WILL, IN GENERAL, BE EXPECTED TO MEET ALL THE ABOVE CRITERIA.

In addition to the above criteria, Acorn House is for any who is serious to achieve their goal in life and would like to do something positive and constructive in dealing with their problems.

We are determined in the words of the rough sleepers unit, "to get people off the streets and into accommodation, with the right sort of support...." and we add the right attitude.

If you or your client wants to make a real change towards independent living, motivation and self confidence, Acorn House would give you the tools and provide pathway to progress.

HOW LONG CAN SOMEONE STAY?

A resident can stay as long as he needs to, provided he is still reaping the benefits by participating in the rehabilitation programme. Ideally we feel that residents should stay for between 6 to 12 months. We have very limited move-on options available and no referral rights to Local Authorities or Housing association from Acorn House.

EXPECTATIONS

Acorn House is a rehabilitation centre, so residents must not use alcohol or indeed any drug whilst in residence. Each client is expected to actively participate, co-operate and apply themselves to our set of programme outlined to them. Clients attending for assessment interview must be sober and willing to work with us.

Acorn House is a friendly project and staff will seek to provide every resident with all their support needs in a way that is fair and equitable, with all necessary steps taken to address the needs of minority and disadvantage groups.

REFERRAL

Acorn House takes referrals from different sources such as:

Social Services

Probation/Prison

Community Mental Health Teams

LA Housing Dept (homeless unit)

Health Authority/GP services

Detox Unit

Self Referral/Direct Application

Other Statutory/Voluntary Agencies

The initial enquiry is generally made by Telephone. On receipt of their enquiry, details of the caller/Correspondence/ and prospective resident are taken and this is kept in our referral file. A referral form is immediately faxed to the caller/correspondence responded, which he/she would have to fax back/post to us once the form is completed.

On receipt of the completed application form, the Manager, Head of Therapy or a Senior Worker makes the initial consideration as to the suitability of the prospective resident. If the applicant is suitable one of our Panel of Assessors mentioned above would make contact with the person enquiring and an interview would be arranged. Prospective residents are expected to be sober on the interview date; otherwise the interview would have to be re-scheduled when the client is sober.

INTERVIEWS

Interviews are conducted by at least two members of our senior staff using our interview form. During the course of the interview, the management, service charges and the ethos of Acorn house would be explained to the prospective applicant.

After the interview the Panel of Assessors would review the suitability of the applicant. The applicant will be informed of the outcome as soon as possible except in cases where a decision could not be agreed immediately. At this stage the interview notes and application forms should be kept together for filing. If the applicant is accepted he will be asked to move in immediately if there is a vacancy. Otherwise, the applicant would be added to our waiting list until a vacancy becomes available.

For the applicant moving in immediately Staff on duty would see if help is needed with moving in, their keys would be handed over to them and the new resident would be introduced to other members of the household. Where a prospective resident cannot move in immediately a suitable date would be arranged.

In the first week, the needs of the new resident would be critically assessed. Thus if the assessment need of the new resident does not require home detoxing, the Key Worker will go through the welcome pack and complete all the necessary forms which would be filed in the new residents' folder.

Where an applicant is refused, they would be informed immediately and a letter of our refusal would be sent to the referral agency as soon as possible. The applicants' records would be kept on our file for future reference for at least 12 months.

HOW APPEALS CAN BE MADE

The applicant/referral agency can appeal against any negative decision in writing within 7 days of the application being rejected. The project manager will consider the appeal and will take into account all information already provided plus any new/additional information that is available and will make the decision. A decision will be made within 7 days and will be communicated to the applicant/referral agency in writing.

If the applicant/referral agency is still dissatisfied with the decision they have the right to appeal to the director within 7 days following the receipt of the appeal outcome. The director will consider the appeal and other information available and will make the decision. A decision will be made within 7 days and will be communicated to the applicant/referral agency in writing. The director's decision is final.

ACORN HOUSE REFERRAL FORM

Date Referral Received: _____

Thank you for your enquiry about a vacancy at Acorn House. Please read the notes to ensure that only appropriate referrals are made. The referral Agent to explain the nature of support service offered at Acorn House before completing the form with the applicant.

PERSONAL DETAILS OF APPLICANT

Client's Name:		Date of Birth:
Nationality:		
N.I No:		
Present Address:		
If NFA, in which Borough?		
How long in that Borough?		
What links do you have with Hackney?		

ETHNIC ORIGIN

White	White British	
	White Irish	
	White Other	

Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other	

Black or Black British	Black African	
	Black Caribbean	
	Black Other	

Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian	

Chinese or Other	Chinese	
	Other	
	Refused	

BENEFITS:

What ID do you have?	
What Benefit do you receive?	
Do you have an order book/Post Office Account?	
Where did you make your last claim?	
How long have you been receiving this benefit?	

REFERRED TO ACORN HOUSE BY:

Name of Referral Agency	
Name of Referral worker	
Contact Address	
Contact Tel/E-mail address	
How long have you known the applicant?	

SOURCE OF REFERRAL (Please tick appropriate box)

LA Housing Dept (HPU)	
Social Services	
Probation Service/prison	
Community Mental Health Team	
CAT Worker	
Voluntary Agency	
Self Referral	
Health Services/GP	
Police	
Day Centre	
Detox Unit	
Other(Please Specify)	

OTHER INFORMATION:

History of Homelessness:	Details of Alcohol/Drug Abuse:
Any History of DT's or Fitting:	Previous Treatment Details:

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COMMUNICATION /MOBILITY (Indicate appropriately Yes/No)

Interpreter Required	Yes/No
Vision Impairment	Yes/No
Mobility Impairment(please state)	
Primary Language(please state)	
Can read/write English	Yes/No
Other(please state)	

TO BE COMPLETED BY ACORN HOUSE STAFF

Suitable for Interview? Yes/No	Date of Interview:
Reason for rejection for Interview (if applicable)	
Place Offered: Yes/No	Date of Admission:
Reason for rejection(if applicable)please specify below:	

Please Fax this form to 020 7729 0221 or post it to;

**Referrals,
Acorn House,
116-118 Shoreditch High Street,
London
E1 6JN**