



Birchwood Highland Recovery Centre

Assessment & Selection procedure

This procedure outlines how assessment and selection will be conducted following an application/referral for a place at Birchwood Highland Recovery Centre. Timescales for each part of the process are provided. All written records kept throughout the application, assessment and selection processes will be kept confidential and available to the applicant upon request under the terms of the Freedom of Information Act (2000). Before application/referral, prospective service users are encouraged to read the Birchwood Highland Recovery Centre information pack provided. Throughout the process, applicants may contact Birchwood Highland Recovery Centre to ask any questions they may have regarding their application and/or the service offered.

1. Application for Birchwood Highland Recovery Centre can be made either through completion of a relevant Referral or Application form. These forms can be obtained by contacting Birchwood Highland Recovery Centre by telephone, e-mail (info@birchwoodhighland.org.uk) or mail, or downloaded from the Birchwood Highland website (www.birchwoodhighland.org.uk). Hospitals and GP Practices in the area will also hold a supply of Application and Referral forms. Only applications/referrals meeting the Birchwood Highland Recovery Centre Moving-In Moving-On criteria (appendix 1) will be progressed further.
2. On receipt of a completed qualifying Application Form, References and a Single Shared Assessment will be requested in support of the application.

Referee details should be provided by applicants on the initial Application & Referral Forms.

3. References must come from, and those referring applicants must be: general practitioners; psychiatrists; social workers; community psychiatric nurses. Where possible these referees will have prior knowledge of applicant,
4. Applicants who meet the Moving-In criteria will be:
 - a) Visited in their current home (unless otherwise agreed) by a member of staff from Birchwood Highland Recovery Centre (ideally the person who will be the service user's key worker if their application is successful) to: establish a rapport with the applicant; discuss expectations and the support available at Birchwood Highland Recovery Centre; and assess the applicant's motivation towards recovery, and
 - b) Invited for an informal visit to Birchwood Highland Recovery Centre. At this visit they will be shown around Birchwood Highland Recovery Centre and familiarised with the facilities available and given an outline of person centred planning process and the part they would be expected to play in moving towards recovery if offered a place. This visit should give the applicant a good overview of what Birchwood Highland Recovery Centre can offer them and what will be expected of them while living there.
5. Applications will be passed to the Selection Panel (comprised of members from health, social work and Birchwood Highland) who will make a decision regarding the offer of a place in Birchwood Highland Recovery Centre, or whether the applicant should be placed on the Waiting List if no vacancies are currently available. Birchwood Highland Recovery Centre staff will keep the applicant and their referee updated on when the panel is due to meet to discuss their application.

If applicant is successful:

1. They will be invited to Birchwood Highland Recovery Centre for a half-day visit. At this visit the service user will be met and accompanied by their nominated key worker, and will;
 - a) Be shown the accommodation they have been offered
 - b) Be given the opportunity to have another look at the facilities available at Birchwood Highland Recovery Centre
 - c) Be given a brief orientation of the local area
 - d) Meet staff and current service users
 - e) Spend time working through Dreams & Nightmares (the first part of the person centred planning process)

- f) Have expectations of their commitment to recovery and the support available to them in Birchwood Highland Recovery Centre reinforced; and
 - g) Establish any immediate support needs they may require to be put in place before they move-in
2. Prior to moving-in, the new service user will meet their key worker again to discuss, agree and sign their Occupancy Agreementⁱ and put arrangements in place to pay rent.

ⁱ Can be signed at end of half-day visit if preferred

APPLICATION, ASSESSMENT & SELECTION TIMESCALES

Action	Responsible member of staff	Timescale
Sending out information pack/application/referral forms	Manager	Within 2 working days
Acknowledgement of application/referral & date of next selection panel meeting	Manager	Within 2 working days
Request for references /Single Shared Assessment	Manager	Within 2 working days
Letter informing applicant they do not meet Criteria	Manager	Within 2 working days of receipt of referral/application
Applicant contacted to arrange home visit	Manager/Key Worker	Within 1 week of referral/application
Applicant contacted to arrange initial visit to Birchwood Highland Recovery Centre	Manager/Key Worker	Within 1 week of home visit
Application forwarded to Selection Panel	Manager	Within 2 days of receipt of full paperwork, including returned references
Decision made by Selection Panel	Selection Panel	Applicant will be informed when the panel is next due to meet
Applicant advised of Selection Panel's Decision	Manager /Key Worker	Within 1 week of half-day visit to Birchwood Highland Recovery Centre
Retention of application & supporting references	Manager	For 6 months

APPENDIX 1

MOVING-In Moving-On criteria

Moving-In

Applicants are required to meet the following criteria before being considered for a place in Birchwood Highland Recovery Centre.

Applicant:

1. Is an adult (over 18) with a primary diagnosis of mental illness.
2. Is committed to working towards recovery and actively participating in person centred planning.
3. Is able to manage symptoms, with support, and willing to engage in supported rehabilitation activities.
4. Is not currently displaying suicidal or self injurious behaviour to a severe or life threatening degree
5. Is not currently displaying physically aggressive or sexually deviant behaviour that may cause issues for staff or other service users.

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6. Safety and psychological functioning are manageable within the setting
7. Risk assessment finds that all risks are manageable within the resources of Birchwood Highland Recovery Centre.

Moving-On

1. Service users' progress will be reviewed with them to determine their readiness to move back into the community. These reviews will be conducted with key workers and overseen by managers. If deemed ready to move on, key workers will work with the service user to secure appropriate accommodation and support in the community. All decisions regarding moving-on will be made in conjunction and based on the wishes of the service user.
2. Any changes that result in service users being in breach of Birchwood Highland Recovery Centre criteria during their stay will result in a review being undertaken by their key worker and their allocated manager to determine an appropriate action plan, which the service user and Birchwood Highland Recovery Centre will sign up to. The action plan will be reviewed with progress set against an agreed timescale. Should the issues remain unresolved by the time of the next review, then the key worker and manager may need to consider making a recommendation to the Chief Executive of Birchwood Highland regarding the continuation of the service user to remain living at Birchwood Highland Recovery Centre. If the recommendation is endorsed by the Chief Executive, then they will submit a recommendation to the joint selection panel for the service user's residency at Birchwood Highland Recovery Centre to be terminated with immediate effect.