



Independence

Inclusion

Recovery

How to apply for
Housing Support
or residency in
Birchwood Highland
Recovery Centre

Housing Support is provided by Inverness, Lochaber, Easter Ross and Caithness Support Services

Birchwood Highland Recovery Centre is located at Muirfield Lane, Inverness, IV2 4AX

How do I make an application for Housing Support?

You can make an application by getting in touch with one of our local teams:

Inverness Team
Birchwood Highland
Upper Floor
5 Wells Street
Inverness, IV3 5JT
☎ 01463 241 009

Easter Ross Team
Birchwood Highland
108B High Street
Invergordon, IV18 0DR
☎ 01349 853 153

Lochaber Team
Birchwood Highland
Flat 5, Meall na Mara
Alma Road
Fort William, PH33 6HD
☎ 01397 700 944

Caithness Team
Birchwood Highland
1 Amherst
Malcolm Street
Wick, KW1 5AF
☎ 01955 603 380

What information do I need to provide for Housing Support?

If you have a Care Manager, they will complete a Single Shared Assessment and Housing Support Plan with you.

They will assess whether you need housing support, or housing support and personal care.

They will advise you of any costs for the service, by reviewing your finances with you. They will also tell you who to make payments to.

Once the forms are completed, they can be sent to the Birchwood Highland Support Service office in the area you live in (see addresses above).

How do I make an application for residency at Birchwood Highland Recovery Centre?

You will need to complete the Recovery Centre application form. You can get one from:

The Manager
Birchwood Highland Recovery Centre
Muirfield Lane
Inverness, IV2 4AX
☎ 01463 716 600

or from:

The Administrator
Birchwood Highland
Head Office
5 Wells Street
Inverness, IV3 5JT
☎ 01463 236507

You can also download an application form for the Recovery Centre from our website: www.birchwoodhighland.org.uk/Recovery-Centre.htm

What information do I need in order to complete a Recovery Centre application form?

The form is very short and asks questions relating to your present circumstances.

You will be asked to provide names, addresses and telephone numbers of up to four professional contacts, for example general practitioner, consultant psychiatrist, community psychiatric nurse and social worker.

By signing the form, you are giving your consent for Birchwood Highland to contact these people to ask them for information in support of your application.

What costs may I have to pay for services?

For having **Housing Support** services:

- ◆ Your Care Manager will carry out a financial assessment, which will tell you whether you need to contribute towards the service, and if so, how much it will cost.

For **Personal Care at Home** services:

- ◆ If you are aged 65 or over, you will receive free personal care, regardless of your income.
- ◆ If you are under age 65, your Care Manager will carry out a financial assessment with you and advise you of any contributions you will need to make towards the costs.

For residency at **Birchwood Highland Recovery Centre**:

- ◆ Before you take up residency at the Centre, your Care Manager will carry out a financial assessment and will advise you if you need to contribute towards the service, and if so, how much it will cost.

Other leaflets in this series

Confidentiality – it's your right

How to complain (Birchwood Highland Complaints Procedure)

How to see your Support Plan and Records

Statement of Rights

Copies of these leaflets are available from any member of Birchwood Highland Staff, or they can be downloaded from the website, www.birchwoodhighland.org.uk/Leaflets

The information in this leaflet is based on the key principles set out by the Scottish Commission for the Regulation of Care:

- ◆ Accessibility
- ◆ Fairness
- ◆ Effectiveness
- ◆ Clarity
- ◆ Confidentiality
- ◆ Impartiality

We have also made changes to this leaflet, taking the comments of service users into account.

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