

Procedure for Application to Primary Stage Projects

Eligibility Criteria and Prioritising Applications for Primary Stage Projects

Eligibility Criteria

Applications will be welcomed from any person who is seeking Primary Stage Rehabilitation.

We aim to be as inclusive as possible, and wherever we can, offer a personalised programme within the proven Kenward Trust structure.

The following covers the main requirements an applicant must meet:

Prior to Arrival:

- We require a current Recovery Plan, including an in-depth Risk Assessment from the Referral Agent; this must also include comprehensive move on arrangements. In the case of privately funded clients we will require current information including medical information, housing, etc.
- Confirmation of funding must be provided, in writing, from the Referral Agent, or in the case of non-commissioned applicants, by signed contract
- Those female applicants who may be pregnant and wishing to enter our services will also be considered and we will require:
 - a) comprehensive specific care plan including involvement of doctors, substance misuse midwives and health visitors and engagement with appropriate medical services
 - b) a clear agreement around length of stay at the project
 - c) agreement with social services about the safeguarding needs of the child
- Where there are complex mental health needs we require an up-to-date psychiatric report to ascertain the level of risk and determine whether the service user will be suitable for a Kenward Trust project. If the applicant is subject to an enhanced CPA we require confirmation from the allocated CMHT of maintaining the service user's case as open.

This would be in conjunction with a written report outlining:

 - a) a comprehensive Action Plan should there be a deterioration in mental health, to a point of concern
 - b) discussion and plan regarding service provision following successful completion of the programme
 - c) Plan of action should the applicant leave the programme prematurely, i.e. an unplanned departure

- For those applicants who are subject to MAPPA or MARAC conditions we require a detailed explanation and description of what these are and accurate information regarding contact agencies and individuals. NB. Those with previous offences of a sexual nature will be considered, but may not be suitable for certain projects
- Any applicant with a previous arson conviction will only be considered if 7 years has passed since the date of their conviction
- Applicants will always be subject to an assessment interview; this will usually be with the project manager or the admissions manager on the project. In cases where it is not possible for the applicant to visit the project (e.g. currently in prison, or in detox and the advice is the applicant should remain in the unit) the Admissions Manager will endeavour to carry out a visit in person – if this is not possible a telephone assessment will be carried out as a last resort. The assessment interview will include:
 - a) Completion of a Kenward Trust interview form –this is used to ensure consistency in the interview process.
 - b) The applicant is given a copy of the Interview Brochure– s/he is encouraged to read and agree the contents of the House Rules and Conditions of Residence.
 - c) The applicant will be advised of the outcome whilst at the assessment, unless there are circumstances that need further investigation. In which case efforts will be made to inform the applicant of the decision as soon as possible. The applicant will be encouraged to consider carefully his/her decision should an offer of a place be made and inform staff by telephone within 24 hours
 - d) The referring agency will be informed of the outcome of the assessment
 - e) Admission date is by agreement with applicant and Project Manager/Admissions Manager
 - f) In the case that a place is declined, the applicant is offered the opportunity to appeal against the decision. This is outlined in The Appeals Procedure.

NB - the above list is only a guideline. Kenward Trust operates a policy in ensuring access to assessments and admissions into projects are as easy as possible for the applicant. Where necessary, and in agreement with the Referral Agent, there would be the possibility of transport to assessment/admission. In short we will endeavour to work closely with the Referral Agent as flexibly as possible whilst maintaining a high level of service and professionalism throughout the process.

Upon Arrival:

- Applicants must have successfully completed either a community or in-patient detox process.
- Applicants must be a minimum of 48 hours clean and sober on arrival. Applicants will be tested to confirm this; should they test positive they will be asked to leave the project immediately.

- Applicants must join one of Kenward Trust's treatment projects without a significant break from the detox programme and without relapsing.
- Any ongoing medication requirements must have been declared and agreed upon prior to arrival. In the event this includes a change of, or withdrawal from prescribed medication a written contract will be required. This will of course be undertaken under the medical supervision of the local GP surgery.
- A risk assessment will be drawn up in considering any application to determine whether the project is suitable for the applicant's needs. We will consider risks we can identify, for example:
 1. Whether there is a life threatening condition which is not being treated by health or other professionals
 2. If there is a significant risk of self-harm, for example previous attempts at suicide with the likelihood of repetition
 3. If there is any risk from others
 4. If there may be a risk to others either directly or indirectly

These are some examples – there may be other risks to be considered

NB – None of these will be an automatic disqualifier from entry to a project, the purpose of a risk assessment is to ascertain whether it would be possible to offer a place where any risks could be safely and appropriately managed in an agreed way.

We have an Equality and Diversity Policy, a copy of which will be provided on request.

- Applicants must be prepared to take an active part in their ongoing recovery
- Upon arrival there will be a thorough induction process which will include allocation of a key worker/recovery integration worker and an initial keyworking session.

Prioritising Applications

- Applications will be taken in the order in which they are received
- In the event that there are no vacancies in the relevant Primary Stage project the applicant will be offered the opportunity to go on a waiting list
- At times when all projects are full it may not be possible to give an exact vacancy date, applicants are asked in this instance to keep in regular contact with the project in order to show motivation for the time when a vacancy arises
- We always contact waiting applicants first, in order of date of application, when vacancies occur