

Procedure for Application to (Malthouse Project)

- Applicant fills in application forms (Part A of this application form pp4-5; applicants who are not resident in one of Kenward Trust first stage projects will also need to complete main Kenward Application form)
- Applicants key worker or counsellor completes pp8-14 (Part B and risk assessment)
- Applicant or referrer returns form to The Malthouse Project if from within Kenward Trust; applicant or referrer returns form to Kenward Trust Head Office if applicant is applying from outside of the Kenward Trust (this is for administrative purposes)
- Application form is logged into Application File in Head Office, where appropriate.
- Form is forwarded to manager of the project, where appropriate.
- Any reports required for consideration of the application are requested from appropriate agencies, e.g. treatment centre, psychiatrist,
- Within 7 days the applicant is contacted and invited for an assessment interview
- The assessment process consists of two parts –
 - An informal visit to the project
 - An assessment interview with the project manager or appropriate staff.
- At the interview, both staff and applicant have the opportunity to discuss information from the application form in greater depth. The applicant also has the opportunity to ask any questions that he may have.
- A Kenward Trust assessment form is used to ensure consistency in the interview process.
- The applicant is given a copy of the licence agreement at the informal visit to the project – he is encouraged to read and agree the contents of this licence. He is also given an information pack that includes the house rules, a sample weekly rota and information about costs. Information is also given about Move-on accommodation to enable the client to make an informed choice about his next move from 1st stage.
- The applicant is advised that the outcome of the assessment will be given within 2 days.
- The outcome is given by letter which either offers or declines a place.
- The referring agency will be informed of the outcome of the assessment.
- Admission date is by agreement with applicant and project manager.
- In the case that a place is declined, the client is offered the opportunity to appeal against the decision. This is outlined in The Appeals Procedure.

**Kenward Trust
Malthouse Project**

Eligibility Criteria

Men meeting the following criteria are eligible to apply for a place at the Malthouse Project:

- Men who have experienced substance misuse problems
- Successful completion of a programme lasting at least three months at a first stage project
- That it is recognised that we will request a progress report from the treatment centre you are attending
- Service users coming to the Malthouse Project will come without a significant break from the treatment programme currently attended and without relapsing
- Service users must be prepared to take an active part in their ongoing recovery
- Service users are motivated to change
- Service users are motivated to remain abstinent from drugs and alcohol
- Service users may be homeless or at risk of becoming homeless
- Service users must be eligible for housing benefit or are financially self-supporting

Risk assessment

A risk assessment will be carried out when considering the application. This will look at whether supported accommodation is suitable. We will consider risks we can identify, for example:

- Whether the applicant suffers from a life threatening condition and is not in touch with health or other professionals
- Whether the applicant is at risk of self-harm, for example previous attempts at suicide with the likelihood of repetition
- Whether the applicant is at risk from others
- Whether the applicant may pose a risk to others either directly or indirectly.

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

We have a Policy Statement of Equal Opportunities. A copy can be provided on request. Applicants will always be subject to an assessment interview.

We are unable to offer a place to:

- Pets
- Those with a history of arson that has not been addressed
- Schedule 1 offenders who have not undertaken a specialist treatment programme
- People with acute psychiatric symptoms

If offered accommodation at the Malthouse Project, Service Users must agree to abide by the criteria detailed in the licence agreement, all of the house rules and the policies of the Kenward Trust.

The Malthouse is a short/medium stay project where it is expected that residency will last 6-18 months. It has an active move-on policy.

Prioritising Applications

- Applications will be taken in the order in which they are received.
- In the event that there are no vacancies, the client will be offered the opportunity to go on a waiting list or alternatives may be suggested.
- Applications cannot be accepted earlier than two months prior to successful completion of a first stage treatment programme.
- We always contact waiting clients first, in order of date of application, when vacancies occur.

Application for Malthouse Project

Part A: To be completed by the Applicant

NAME.....**D.O.B.**.....

CURRENT PROJECT.....

DATE.....

1. How long have you been in your present treatment centre?

2. Have you maintained yourself completely free from alcohol and other drugs during your stay at your present treatment centre ? **YES/NO**

How do you feel about that?

3. Do you feel that you have identified the issues that were the cause of your difficulties with substances? **YES/NO**

Write a little about them and how you are dealing with them now.

4. Are there any long term relationships that need to be dealt with? YES/NO

If YES please explain

5. How is your general health? POOR/MODERATE/GOOD/VERY GOOD

6. Are you taking or do you need medication?

YES/NO

If YES, what is it and what is it for?

7. How do feel about the other residents in the house you are in?

8. You will be coming to the completion of your first-stage programme. Please tell us what you have found helpful about the programme and what you have found difficult.

Helpful:

Difficult:

9. What are your long term goals?

How do you propose achieving them?

10. Are you capable of voluntary work? YES/NO

a) What sort of voluntary work do you prefer?

b) Would you consider further education or a college course? YES/NO

11. What do you do when you feel like having an alcoholic drink or other drugs?

12. What are you 3 best points?

1)

2)

3)

13. What are the 3 worst aspects of your personality?

1)

2)

3)

14. When would you hope to move?

15. Anything else you want to say in support of your application?

Please go to the next page:

BENEFITS AND IDENTITY

- | | |
|---|---------------|
| 1. Are you claiming Housing Benefit? | YES/NO |
| 2. Have you got any of the following means of personal identity: | |
| a. Birth Certificate | YES/NO |
| b. Driving Licence | YES/NO |
| c. Valid Passport | YES/NO |

You will need to have **AT LEAST ONE** of these before you move to the Malthouse to enable you to Claim Housing Benefit

- | | |
|---|---------------|
| 3. Are you in receipt of Benefit? | YES/NO |
| If you are, | |
| a. What Benefit is it? <i>(Circle as appropriate):</i>
INCOME SUPPORT/INCAPACITY BENEFIT/EMPLOYMENT & SUPPORT
ALLOWANCE/OTHER (please give details) | |
| b. How are you paid?
GIRO/DIRECT TO BANK/POST OFFICE CARD | |
| c. How much do you receive?
..... | |

d. What day is it paid?

.....

e. How frequently?

WEEKLY/ FORTNIGHTLY

Signed..... Date.....

Application for (Malthouse Project)

Part B: To be completed by the House Manager at your present house

1. Do you confirm the details in part A? YES/NO/YES BUT....

2. What in your opinion is the applicant's attitude towards his former problems?

3. Please comment on how, in your opinion, the applicant is engaging in the general overall programme.

4. Please comment on the applicant's attitude and ability with regard to:
 - a. Financial Matters

b. Authority

c. Hygiene

d. Support (AA, etc)

e. Medication

f. Self-esteem

g. Counselling

h. Work

5. Do you support this application?

YES/NO

6. Expected departure date from 1st stage _____

Signed... (House Manager)

Date.....

Form completed by.....

Date.....

RISK ASSESSMENT FOR FINAL STAGE PROJECTS

To be completed by the Project Manager at your current project

CLIENT'S NAME.....

CURRENT PROJECT.....

DATE.....

N = No; Y = Yes

1. RISKS TO SELF

	Prior to Admission To 1 st Stage	Now	Comments
Express high level of distress hopelessness etc			
Believes nothing can change for them			
Believes no control over their life			
Expressing suicidal ideas			

Considered/planned suicide intent			
Previous attempts on their life			
Previous use of violent methods			
Recent significant life events			
Poor physical health			
History of poor compliance and engagement in treatment			
Living alone			
Injury to self, either direct or by extreme risk taking			
History of overdosing			
History of previous drug use			
Deliberate self harm			

2. RISK OF SELF NEGLECT

<i>(Continued from previous page)</i>	Prior to Admission To 1st Stage	Now	Comments
Failing to eat and/or drink properly			
Difficulty in communicating need			
Difficulty in managing physical health			
Lack of positive social contact			
Denies problems perceived by others			
Injecting related risks			
History/evidence of injected sites			

Injecting related positive viral status			
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3. RISK TO OTHERS

	Prior to Admission To 1st stage	Now	Comments
Preoccupation with violent fantasy			
Expressing intent to harm others			
Known personal trigger factors when intoxicated			
Denies previous dangerous acts			
Poor impulse control			
Lack of concern for others			
Exploitation of others			
Previous history of violence			
<i>(Continued from previous page)</i>	Prior to Admission to 1st stage	Now	Comments
Previous use of weapons			
Previous sexual offending			
Previous history of violence towards professionals			
Harassment of others			
History of arson			
Admission to prison/high security unit			

4. RISK FROM OTHERS

Exploitation by others			
Harassment by others			
Stated abuse by others			
Experiencing significant debt			
Pressure of eviction/repossession			
Highly suggestible			

5. OTHER RISKS TO CONSIDER

Storage of medication			
Culturally/socially isolated			
Care for dependant children or adults			
Children at risk/on At Risk Register/in care			
Sexually inappropriate behaviour			
<i>(Continued from previous page)</i>	Prior to Admission to 1st stage	Now	Comments
Ongoing/previous mental health problems			
Using Prescribed Opiate Based Pain Relief			
Others – please specify			

Kenward Trust



Please comment on the following: *transforming lives, creating new futures*

Mental Health issues/history and how it is managed at present:

Offending history:

Family relationships:

Engagement with programme (including groups, work programme, counselling etc):

What do staff and manager consider to be the applicant's biggest challenges at the present time?

Any other relevant information:

Form completed by.....

Date.....

Please ensure that you contact funders to negotiate funding of therapeutic costs.

Check List

Form	Completed
Kenward Trust Application Form	
Application Form – Part A	
Application Form- Part B	
Risk Assessment form	
Funders contacted re therapeutic costs	

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Please return these forms to:
Patricia Goacher
The Malthouse
Church Street
Uckfield
E Sussex
TN22 1BS

Thank you for completing the forms