

Version: March 2015

**REFERRAL FORM FOR MIDDLESBROUGH**

**HOUSING SUPPORT SERVICES**

**Office Use Only: Key SFA**

* Key Project
* Support For All

**The Key Project / Support For All**

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| **Are you?** | **Referral Date:** |  |
| [ ]  The Applicant | [ ] The Referral Agency |
| **Eligibility Criteria:** For referrals to be considered Applicants **must**: |
| [ ]  Live in Middlesbrough[ ]  Require housing support | [ ]  Be aged 18 or over [ ]  Be willing to engage in support |
| **SECTION 1: Referrer Details *(if applicable)*** |
| Referral Agency:        | Contact Name:       |
| Tel No:        | Email:       |
| Address:       |
| **SECTION 2: Applicant Details** |
| **Title** | **Full Name** | **M/F** | **DOB** | **Relationship** | **NI No** |
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| Contact No/s:       | Email:       |
| Address *(or correspondence address if NFA)*:       | Date From:      Tenure:      Name of Landlord:       |
| Preferred Language:      Interpreter or Signer Required *if yes please describe*:       |
| Does the Applicant have a local connection to Middlesbrough? Yes [ ]  No [ ]  *If yes please give details*       |
| How long has the Applicant lived in Middlesbrough?       Years       Months |
| **SECTION 3: Other Support/Agencies** |
| Type | Contact Name and Number | Type | Contact Name and Number |
| [ ]  Family Member |       | [ ]  Probation Officer |       |
| [ ]  Friend |       | [ ]  Drug/Alcohol Worker |       |
| [ ]  Social Worker |       | [ ]  CPN |       |

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| **SECTION 4: Housing History** *5 year housing history for anyone over 16 who will be living at the property* |
| Name | Address | Start/End Dates | Landlord’s Name / Contact | Reason for Leaving | Were they the Tenant? |
|       |       |       |       |       |       |
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| SECTION 5: Support Areas *Information must be provided below for each support area selected to determine which DISC service will best suit the Applicant’s needs* |
| [ ]  Claiming benefits / maximising income[ ]  Debt problems[ ]  Access to training/ employment/ education[ ]  Gaining access to other services[ ]  Parenting or family problems[ ]  Mental health problems[ ]  Health and wellbeing[ ]  Problems with alcohol[ ]  Problems with drugs[ ]  Homelessness issues | [ ]  Finding suitable accommodation[ ]  Setting up home/furnishing home[ ]  Maintaining accommodation[ ]  Resolving dispute with landlord[ ]  Daily living skills – shopping, housework etc[ ]  Reducing anti-social/offending behaviour[ ]  Personal safety and security[ ]  Domestic abuse[ ]  Filling In forms/making phone calls[ ]  Social skills/behaviour management |
| **Claiming benefits / maximising income** *Must be completed if support area selected above* |
| Is the Applicant receiving any benefits? Yes [ ]  No [ ]  *If yes please give details of which benefits*       |
| Is the Applicant eligible for / in receipt of a Personal Budget? Yes [ ]  No [ ]  *If yes please give details*       |
| **Problems with alcohol / drugs** *Must be completed if support area selected above* |
| Please give details of alcohol / drug use:      |
| Is the Applicant engaged with an alcohol / drugs support provider? Yes [ ]  No [ ]  *If yes please give details:*       |
| **Finding suitable accommodation** *Must be completed if support area selected above* |
| If accommodation is required, has a COMPASS application been completed? Yes [ ]  No [ ]  *If yes please state band or reason for refusal and reference number*       |
| Does the Applicant need support to access a Rent Deposit Bond? Yes [ ]  No [ ] *If yes please give details:*       |
| Is anyone in the household pregnant? Yes [ ]  No [ ] *If yes please give details:*       |
| Does anyone in the household use a wheelchair or have a disability? Yes [ ]  No [ ]  *If yes please give details:*       |
| Has the Applicant received any tenancy education? Yes [ ]  No [ ]  *If yes, please give details:*       |
| Has the Applicant been threatened with homelessness? Yes [ ]  No [ ]  *If yes please give details*       |
| **Reducing ant-social / offending behaviour** *Must be completed if support area selected above* |
| Does any household member have an Anti Social Behaviour Order/ Injunction (ASBO/ ASBI), Criminal ASBO, Acceptable Behaviour Contract (ABC), or any other court order? Yes [ ]  No [ ]  *If yes please give details*       |
| Does anyone in the household have any criminal convictions? Yes [ ]  No [ ]  *If yes please give details*       |
| Has anyone in the household ever been in prison? Yes [ ]  No [ ]  *If yes please give details/ date of release*       |
| **Additional information** *Must be completed for other support areas selected above* |
| *Use this space to provide details of any other support required, priorities or any further information on the support areas above.*      |
| **SECTION 6: Risk Assessment**  |
| *Please use the following definitions to answer the questions:* |
| **LOW** | Isolated / occasional instances of non-significant incidents and/or low potential of incidents |
| **MEDIUM** | More frequent/regular incidents and/or of a more significant nature |
| **HIGH** | Likely, severe or significant |
| **Category** | **L** | **M** | **H** | **Comments** |
| **Does the applicant have a history / risk of any of the following violent offences/incidents *to* others:** |
| Physical abuse  | [ ]  | [ ]  | [ ]  | Describe below potential triggers and who is at risk:      |
| Mental abuse | [ ]  | [ ]  | [ ]  |
| Sexual abuse | [ ]  | [ ]  | [ ]  |
| Racial abuse | [ ]  | [ ]  | [ ]  |
| Verbal abuse | [ ]  | [ ]  | [ ]  |
| Damage to property/arson | [ ]  | [ ]  | [ ]  |
| **Is there a history of difficulties regarding previous tenancies?** |
| Rent arrears | [ ]  | [ ]  | [ ]  | If any identified, please give further details:      |
| Behaviour of friends | [ ]  | [ ]  | [ ]  |
| Neighbour disputes | [ ]  | [ ]  | [ ]  |
| Anti-social behaviour | [ ]  | [ ]  | [ ]  |
| Evictions | [ ]  | [ ]  | [ ]  |
| Harassment | [ ]  | [ ]  | [ ]  |
| Other | [ ]  | [ ]  | [ ]  |
| **Is there a history of or risk from others/client’s vulnerability of any of the following?** |
| Suicide | [ ]  | [ ]  | [ ]  | If any identified, please give further information including triggers, details of incidents etc:      |
| Self-harm | [ ]  | [ ]  | [ ]  |
| Accidental overdose | [ ]  | [ ]  | [ ]  |
| Misuse/non-compliance of medication | [ ]  | [ ]  | [ ]  |
| Abuse from others | [ ]  | [ ]  | [ ]  |
| Vulnerability | [ ]  | [ ]  | [ ]  |
| Mental health issues | [ ]  | [ ]  | [ ]  |
| Substance misuse | [ ]  | [ ]  | [ ]  |
| **If you are a referral agency, please state how long you have known the Applicant?**      |
| **Is it safe to visit the Applicant at home?** Yes [ ]  No [ ]  *If no, where is there another safe place?*       |
| Are there any known associates that may present a risk to lone workers? Yes [ ]  No [ ]  *If yes, please give details*       |
| **Has the applicant ever been subject to MAPPA or MARAC?** Yes [ ]  No [ ]  *If yes please give details* |
| **Has the Applicant ever been refused support?** Yes [ ]  No [ ]  If yes, please state why?       |
| **Please provide any other relevant information:**      |
| **SECTION 7: Authorisation** |
| I confirm that the information contained in this document is true and includes all relevant information required to correctly assess this referral. |
| Signed: *(Applicant)* |       | Date: |       |
| Signed: *(Referral Agency)* |       | Date: |       |
| If obtaining a signature was not possible, tick to confirm you have the Applicant’s verbal authorisation: [ ]  |
| **SECTION 8: Consent** |
| *Under the Data Protection Act 1998 it is a requirement to obtain your consent to share information about you with other agencies and organisations who may be involved in providing services to you. You have a right to prevent this and therefore do not have to consent if you do not want your information to be shared. However, it may be difficult to provide you with some of the services you need if you do not give your consent.* I give my permission for agencies to obtain further information from all other relevant agencies which may include, for example, Adult Services, landlords, police, probation, benefits agencies and housing benefit offices.I understand that this information will only be made available to all providers/organisations that are able to assist me to obtain the correct level of support and enable me to sustain independent accommodation. |
| Signed: *(Applicant)* |       | Date: |       |
| If obtaining a signature was not possible, tick to confirm you have the Applicant’s verbal consent: [ ]  |

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| **SECTION 9: Equal Opportunities** |
| We aim to promote equality and inclusion to ensure fair access to the service in line with the Equalities Act 2010.  These questions are used to monitor access to the service and are not used to make decisions on eligibility or allocation. We will not discriminate unlawfully and our Equality Protocol is available on request.  |
| **Ethnicity** |
| **Asian**[ ]  Bangladeshi [ ]  Pakistani[ ]  Indian [ ]  Other | **Black**[ ]  African[ ]  Caribbean |
| **Chinese or other ethnic group**[ ]  Chinese[ ]  Other | **Gypsy and Traveller**[ ]  Gypsy [ ]  Irish Traveller[ ]  Other |
| **Mixed**[ ]  White and Black Carib [ ]  White and Black Afr [ ]  White and Asian [ ]  White and Other | **White**[ ]  White British **[ ]** Eastern European[ ]  White Irish [ ]  White Other |
| [ ]  Prefer not to say | [ ]  Not known |
| **Religion/ Belief** |
| [ ]  Christian[ ]  Muslim[ ]  Hindu[ ]  Jewish[ ]  Sikh | [ ]  Buddhist[ ]  Atheist[ ]  Agnostic[ ]  Other:      [ ]  Prefer not to say [ ]  Not known |
| **Marital/Civil Partnership Status** |
| [ ]  Married[ ]  Single[ ]  Divorced[ ]  Widowed[ ]  Prefer not to say | [ ]  Civil Partnership[ ]  Dissolved Civil Partnership[ ]  Separated[ ]  Other:      [ ]  Not known |
| **Gender** | **Sexuality** |
| [ ]  Male[ ]  Female[ ]  Transgender[ ]  Other:      [ ]  Prefer not to say [ ]  Not known | [ ]  Heterosexual[ ]  Gay [ ]  Lesbian[ ]  Bisexual[ ]  Other:      [ ]  Prefer not to say [ ]  Not known |
| **Pregnant or given birth in the last 6 months?** | [ ]  Yes [ ]  No [ ]  Prefer not to say [ ]  Not known |
| **Disability** | [ ]  Yes [ ]  No [ ]  Prefer not to say [ ]  Not known |
| A person is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities. |

**Next Steps:** Send by email, post, fax to: gateway.referrals@disc-vol.cjsm.net (secure) gateway.referrals@disc-vol.org.uk (please password protect) Tel: 01642 211255 Fax: 01642 241860

DISC, Ground Floor, Newham House, 96-98 Borough Road, Middlesbrough, TS1 2HJ