

Children's Housing Needs Pathway/Checklist

(Complex need defined as any adaptation that will involve re-configuring layout of a house, rooms, building work to create extra rooms, consideration of moving to different accommodation.)

Contact List/details:

	Name, address telephone number, secure email
Child/Young Person	
Family:	
Occupational Therapist (OT)	
Housing Tenure (please circle/highlight)	Owner Occupied/Private Landlord/ Housing Association/ S.Cambs District Council/Cambridge City Council
Home Improvement Agency (HIA)	
Private Landlord	
Housing Association	
District Council (DC) (NB DFG not usually applied for)	
Cambs County Council Responsible Officer (CCCRO)	Richard Holland
Business Support Manager (BSM)	BSOtoHOS@cambridgeshire.gcsx.gov.uk
Social Worker (SW)	
Financial and Benefits Assessor (FABA)	

As far as possible, use paperless systems between agencies. Electronic communication must be via secure email systems.

Please note section **Lead Contact**; this highlights who will be able to help you at which stage of the Pathway.

Complex Housing Needs Pathway/Checklist (for children and adults)

(Complex need defined as any adaptation that will involve re-configuring layout of a house, rooms, building work to create extra rooms, consideration of moving to different accommodation.)

Stage	Task	Date completed	Lead Contact
1. Identification of Housing Need. OT to:	Visit for initial assessment. Housing Pack left with family. (Housing Options Leaflet, CCC Top Up funding statement, Ch 6 of Legal Handbook for Disabled Children chapter on housing.)		
OT to: Supervisor's Signature: Date:	<ul style="list-style-type: none"> • Discuss in Supervision • Complete Housing Assessment Report sent to family, on file and to CCC Responsible Officer. (CCCRO) • Get Care Plan signed – OT and family, listing housing need – cc to family, on file and CCCRO. • Request Social Care Core Assessment If housing likely to be over £30k/complex needs by contacting Social Work team via a CAF if child not already open to Social Work Team. • Request Feasibility Study with costings from Home Improvement Agency /Housing Department– send Feasibility Request Letter cc to family and CCCRO 		Occupational Therapist
SW to: (SWIFT No = SW reference no.)	Update/complete Social Care Core Assessment – copies with appropriate deletions to OT and to CCCRO, SWIFT number needed		
2.Options Appraisal DC/HIA and OT to:	Joint visit to family, feasibility study completed.		
HA / HIA to:	<ul style="list-style-type: none"> • Provide sketch plans and costings for proposed options to OT and family. • Provide family with information re DFG, Relocation Grant if appropriate, complete HIA paperwork. 		Occupational Therapist
OT to:	<ul style="list-style-type: none"> • Discuss options with family, S.W, record discussion and complete Options appraisal form, signed by family and OT. • Ensure options are in line with CCC policy – improving situation, providing suitable care environment. 		Occupational Therapist

Supervisor's Signature: Date:	<ul style="list-style-type: none"> • Inform housing agencies re potential specialist equipment issues, with estimated costings. • Complete OT Risk Assessment form if appropriate. • Discuss in supervision in preparation for Children's Housing Panel. 		
3. Presentation to Children's Housing Panel.	.Administered by Therapy Health Team, Ida Darwin. (coordinates dates, agenda, papers distribution)		Occupational Therapist
OT to:	Book Panel slot. Send copies of Care Plan, Options Appraisal, Risk Assessment form to Therapy Admin, and S.W. Core Assessment Attend panel and present case.		
Therapy Admin to:	Send out copies of paper work to Panel Members, CCCRO and BSM prior to panel. Attend panel to record discussion and decisions.		
Post Children's Housing Panel Therapy Admin to: (To use Post Panel Letters A or B, use Extraordinary Panel letters when needed.)	If cost of works under £30k , inform family, OT, SW and DC/HIA and CCCRO of panel decision. Work to then proceed as per 6a. If cost of works over £30k , inform family, OT, SW, CCCRO and DC/HIA, of panel decision and request DC/HIA to discuss with family how short fall could be met.		Occupational Therapist
If District Council Housing - DC to:	Discuss with family and OT how housing needs will be met.		
For DFG HIA to:	Discuss funding short fall with family. Explore other options, with family's permission, refer to FABA, with Swift no and OT contact info		Housing Improvement Agency (HIA)
For DFG FABA to:	Carry out financial assessment, inform parents, OT, HIA CCCRO and BSM of outcome – for agreement in principle at CRP. (FABA1)		HIA
4. Presentation to County Resourcing Panel (CRP) BSM to: (for DFG Top Up only) CCCRO to:	Prepare CRP papers from electronic files and to include FABA result. Presentation to CRP for agreement in principle re funding with appropriate information. Inform family, HIA and OT outcome of panel.		HIA
5. Post panels OT to:	Send Referral Letter for DFG to HA/HIA, signed by family and OT		

6a .Housing Agency to: (NB – some families are choosing not to work with HIA – same procedure follows, but with the family taking the lead role instead of the HIA.)	Follow DFG process	6b Social Care to:	Process outcome of FAB A 2 – CCCRO to approve and sign off	HIA
	Request FAB A 2 if Top up needed (final assessment)	.	BSM to record	
	Get final plans drawn and signed by family and OT.		CCCRO to send Grant/loan to HIA	
	Planning Permission/ building Regulations submitted.		Method of repayment to CCC (CES) clearly set out for family.	
	Tenders/costings finalised.			
	Start date:			
	Completion Date:			