

SOUTHSIDE HOUSING ASSOCIATION

Stage III Medical Adaptations Procedure

First Approved: September 1997
Reviewed and Amended: August 2008
Next Review Due: August 2009

1.0 PURPOSE OF PROCEDURE

- 1.1 This procedure is to give guidance to staff on the systems to be used for dealing with enquiries and referrals from the Social Work Department for Disabled Aids or Adaptations for the Association's tenants.

2.0 TENANT ENQUIRY

- 2.1 When a tenant makes an enquiry about receiving aids or adaptations in their home, staff should refer them to their local Social Work Office.
- 2.2 The Social Work Department arranges for an Occupational Therapist to visit the tenant and assess the need and type of adaptation or aid required.

3.0 CATEGORIES OF ADAPTATIONS

- 3.1 There are two categories of adaptations: -
a) Temporary Adaptations
b) Permanent Adaptations
- 3.2 The Social Work Department is responsible for the supply of Temporary Adaptations eg bath aids added to existing bath. The Association is responsible for Permanent Adaptations and can apply to Glasgow City Council for H.A.G. funding to pay for the adaptations.

4.0 REFERRAL FROM SOCIAL WORK DEPARTMENT

- 4.1 Following the Occupational Therapist's visit to the tenant a Referral for Permanent Adaptation Assessment Form is received at the Association. The Development Officer will record the form in the Disabled Adaptations File, and a control sheet will be completed for each referral received.
- 4.2 The Assessment Forms are priority rated by the Occupational Therapist.
1 = Immediate Priority, and then on a sliding scale upwards, the higher the number the less urgent the need.

- 4.3 The Development Officer, upon receipt of the referral, will ask Housing Management to ascertain whether the tenant has a transfer application pending, as a possible transfer may deem the adaptation request invalid.

5.0 INSPECTION

- 5.1 The Development Officer will then instruct the work required.
- 5.2 Before proceeding with an application for funding, Development and Maintenance staff will assess whether a visit to the tenant is necessary, to ascertain the suitability of the premises for the requested adaptations, and whether a joint visit with the OT is required for complex adaptations.

6.0 HOUSE UNSUITABLE FOR THE ADAPTATIONS

- 6.1 Occasionally a problem may arise where the adaptations requested by the Social Work Department cannot be carried out to the premises concerned for technical reasons.
- 6.2 Should the circumstances referred to in 6.1 arise, Maintenance staff will advise the Development Officer that the works requested cannot be instructed. The Development Officer will then notify Social Work, in writing, of the decision taken and reasons why.

7.0 APPLICATION FOR HAG FUNDING

- 7.1 The Development Officer is responsible for collating all the information required for HAG funding.

8.0 ORDERING THE ADAPTATION

- 8.1 The order to carry out the work will be issued by Development Staff. If the cost of any adaptation is likely to exceed £15,000, the Associations' approved Tender Procedure will apply. Generally the lowest tender will be accepted.
- 8.2 Target for completion of referral will normally be no more than 6 weeks from receipt of referral and will be agreed with the contractor and the tenant will be kept informed of progress.
- 8.3 The Development Staff will ensure that Supporting People Staff or any other care agency are informed of timescales and all other details.

9.0 POST INSPECTION

- 9.1 The Maintenance staff will inspect the quality of work and ensure that the tenant is satisfied with the adaptations.
- 9.2 The invoice will then be authorised for payment by the Development Officer.

9.3 Maintenance will input details of the permanent adaptations to the property database in the Association Computer System. Broadly the Association will not undo previous medical adaptations.

10.0 The Development Staff will advise the OT upon completion of the adaptation.