Hope into Action Accommodation Referral Form



pabling churches to house the homeless

About this form

This form helps us decide whether the applicant is suitable for our supported accommodation.

Who fills it in?

The referring party (referrer) with the applicant's input if possible. Section 11 may be filled in by the referrer alone. The form must be completed **fully**; if a section is not relevant, please state N/A instead of leaving blank. If you are a church referrer we may call to discuss things further.

OR

An **applicant themselves.** If something does not apply to you, please write N/A in that section. Self referrals take more time, as we seek information and references. You can choose whether you'd like to fill in Section 11 for yourself or not.

What happens next?

- We will let you know we have received the application.
- If eligible, the applicant will be invited for initial interview. After this they may be invited for further assessment. Please be aware that this process can take several weeks.
- The referring party and/or referee will be informed of the outcome.
- Please note that housing may not be available immediately. Applications may be held on file until vacancies arise.

What if the applicant is not accepted?

The referring agency and/or applicant will be informed, giving reasons for the decision.

<u>Please include the following documents</u> where relevant:

- Mental Health Diagnoses
- CPA (Care Plan Approach)
- MAPPA (Multi-Agency Public Protection Arrangements)
- MARAC (Multi-Agency Risk Assessment Conference)
- Risk assessment (including OASys/safercustody or equivalent)
- Pre-sentence report and list of previous convictions including spent convictions
- Prescribed medication sheets
- Two references preferably one personal (such as a minister) and one professional (such as offender manager or employer)

If these documents are available we will need them <u>before</u> interviews can take place. If the above are not available, we require written information equivalent in nature

 Any other information which you feel will support the application

Please return this form to:

Gudrun Brown Hope into Action 128 Royal Parade Eastbourne BN22 7JY

OFFICE USE ONLY	City receiving referral:	Date received	If no vacancies, keep on file until (6 months from date received)
	Name of HIA team member	Date acknowledged	Would the applicant like this shared with other HIA cities?
	receiving referral	to referrer/ applicant	snared with other HIA cities?

1) Applicant declaration & consent
I confirm that the information I have given is correct. I understand that if any information I have
provided is found to be false you may withdraw any offer of housing, or if I have already moved
into a Hope into Action property you may take legal action, which may result in you asking me to

I understand that withholding any information which raises the risk element of my assessment may also result in me losing my accommodation and support. The first 28 days of my license will act as a 'probationary period.'

I give permission for you to obtain further information from other relevant agencies, which may include Probation, Social Services, local authority housing departments, local authority housing benefit departments, the Police, Local Authority and benefit agencies, amongst others.

Under the Data Protection Act 1998 we are required to obtain 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 you do not have to consent if you don't want your information shared. However, it may be difficult to provide you with the services you need if you do not give your consent.

Signed (applicant)	Date	
Print name		

Applicant details

move out.

piicani detaiis						
Full name						
Previous names						
Address						
Postcode		Но	ome pho	one number		
Mobile number						
N.I. number			Natio	Nationality		
Right to remain ID (if required)				hey have it to rent'?¹	No	Yes
UK/ European Passport Number			Othe	er ID seen		
Date of birth		Age		Gender	Male [Female
Are you the same se	No 🗌	Yes 🗌				
Do you need some	No 🗌 Yes 🗌					
Do you need in	No 🗌	Yes 🗌				
Do you have	any mobility issues?		Yes 🗌 lease gi	ve details:		

¹ Please refer to list of required ID and documentation for further clarification Hope into Action Accommodation Referral Form Version: 2022

Do you need an interpreter?	No Yes If yes, which language?:
Which City would you like to be housed in	
Would you be prepared to move to another city	No Yes (Please Name City or Cities)
Next of kin details	
Name	
Relationship to you	
Address	
Phone number	
Are we able to contact them in emergency or if we have concerns*? (If not who would you like us to contact?)	
Children and dependants	
Do you have (or have you had) any childr	en? Yes No
Are they 'dependent'? (are you the prima	ry care giver who gets the child benefit etc)
Do they live with you?	□No
Do you have other dependants? (eg: some	eone you care for who is reliant on you?)
Are / could you be pregnant or expecting	a baby at the moment? Yes No
Please give details for any 'Yes' boxes tic	ked above:
Pets	
Animals are not permitted at HIA houses, Yes No	do you have an pets?

*We may need to contact them should you abandon the property or leave us whilst still owing money for example

2) Applicant's Support needs

Hope Into Action provide SUPPORTED accommodation. Please tick as many boxes as you like, whether they are areas in which you feel you NEED support or are CURRENTLY RECEIVING support in: (This will create your action plan, so please be honest and only tick the areas in which you are WILLING to address)

Tenancy	Keeping your room/home safe, clean and tidy		Learning how to cook	
	Warnings or evictions		Arranging repairs	
			Violent / aggressive or	
Crime	Offending behaviour		threatening behaviour	
Health – substance misuse	Drug reduction programme		Alcohol problems	
	Getting a doctor		Depression	
Health –	Exercise		Hygiene	
physical & mental	Disability issues		Mental health & wellbeing (includes counselling, specialist support or general improvements)	
Meaningful use of time	Volunteering		Interests / hobbies	
& volunteering	Short courses for leisure		'Giving back'	
	Employment		Training	
Employment, education, training	Education		Job applications & CVs	
	Literacy / numeracy		Gaining basic qualifications (e.g. English, Maths)	
Social & family	Family links (this may include drawing closer or pulling away depending on their influence)		Making new friends (and positive influences)	
relationships, inc. support networks	Re-establishing or maintaining contact with children		Gaining custody or contact of children	
	Other social networks		Isolation	
Finance &	, ,		Claiming benefits	
budgeting			Clearing debts	
Diversity	Cultural needs		Religion / faith	
Diversity	Sexual orientation			
Other	Domestic abuse		Legal matters not related to offending	
	Gambling		Help with language	
Please state any other	r areas in which you need suppo	ort:		

☐ Rough sleeping☐ Sofa surfing☐ Friends / family] Prison] Hospital	□ C	ounci	l tenancy	with	
] Hospital			,		
☐ Friends / family ☐		□Н	Housing association tenancy with			
	Foster care	 	☐ Hostel provided by			
Parental home	Bed &		Supported housing with			
-	reakfast		-PP-			
ousing History						
Have you ever lived in sl (Not including friends / f		odation?	P	□ No □	Yes	
If yes, what was your exp	perience like?					
Have you ever lived in ir accommodation?	ndependent			□ No □	Yes	
If ves. please give detail	s. including dat	es. tvpe	of h	ousing and	d reason for loss of tenancy	
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TATIL and house and live of fa	AMITTACM 41	+ C :				
				irs? (Inclu	de any hospital or prison stays)	
Address	Fr	om	То		Reason for leaving	

3) Current accommodation details

ii yes, was ine ev	iction for any of the	ionowing reasons:	
	В	secause you were violent	□ No □ Yes
	Because you	were harassing someone	□ No □ Yes
	Becaus	e of non-payment of rent	□ No □ Yes
	Because you we	ere drug taking / dealing	□ No □ Yes
	Ве	ecause of noise nuisance	□ No □ Yes
		Because of ASB	□ No □ Yes
	ority do you have connection with?		
Are you on a local	-	No Yes If yes, w	rhich one?
	e a copy of the housing ing/homelink number:		
Harra way applied	to any other	No Yes	
Have you applied supported housing	•	If yes, give details of ago	encies and responses received.
		lease tick and move to tence or give details of mo	
	plicant's current sen		
	Offence:	tence or give details of mo	ost recent sentence.
	Offence:	Length of sentence: e and type of release:	ost recent sentence.
Please state ap	Offence: Likely release date Name and address	Length of sentence: e and type of release: s of prison:	ost recent sentence.
Please state ap	Offence: Likely release date Name and address	Length of sentence: e and type of release: s of prison:	Prison number:
Please state ap	Offence: Likely release date Name and address	Length of sentence: e and type of release: s of prison:	Prison number:
Please state ap	Offence: Likely release date Name and address Offender manager	Length of sentence: e and type of release: s of prison: r / probation details so we	Prison number:
Please state ap	Offence: Likely release date Name and address Offender manager Offence: Please tick all that	Length of sentence: e and type of release: s of prison: f / probation details so we apply:	Prison number: e can receive and OAYSYS report:
Please state applications of the prison Community Order	Offence: Likely release date Name and address Offender manager Offence:	Length of sentence: e and type of release: s of prison: r / probation details so we	Prison number: e can receive and OAYSYS report:
Please state applications of the prison Community Order Suspended	Offence: Likely release date Name and address Offender manager Offence: Please tick all that Unpaid Work Exclusion Residence	Length of sentence: e and type of release: s of prison: // probation details so we apply: Prohibited Activity Programme Supervision	Prison number: can receive and OAYSYS report: Specified Activity Curfew Attendance Centre
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Please provide details of past offences, crimes or investigations: Tick all that apply Arson: Yes No Risk to children: Yes No Sex offences: Yes No Do you have any history of the Offense against vulnerable adults: Yes \square No \square following: Violence (ABH/ GBH/ DA etc): Yes 🔲 No 🔲 Child Protection Issues: Yes No Supply of Illegal Drugs: Yes \(\square\) No \(\square\) Are you registered under the sex offenders Registration Act Yes No Are you or do you think you may be on the barred list for working Yes No No with children or vulnerable adults? Are you on a MARAC. If Yes, please give details of IDVA: Yes No Yes No Are you on a MAPPA. If Yes, please give details of level: Sentence received or decision made Date Offence(s) Please give details of previous offences (or attach list of previous convictions) Please list any court cases/police

investigations pending/ongoing, TIC or state none

5) Substance use

Substance users must be stable or addressing their drug / alcohol misuse in a planned approach via support services. This is because of the difficulty managing health and safety problems caused by chaotic substance users in shared residential environments.

Are you using, abusing or have you				
ever used, any of the following?				
	Current	Previous	Never	
Alcohol				
Amphetamines (speed)				
Cannabis				
Cocaine				
Crack Cocaine				
Crystal Meth				
Ecstasy				
Heroin				
Opiates/Opiods				
Ketamine				
'Legal highs', i.e. New Psychoactive				
Substances (NPSs)				
Methadone				
Prescription medication				
Solvents				
Tranquillisers				
Other (please specify)				
Please tell us about your previous and		•		
E.g. how much did you use, how often	, when was t	the last time	, triggers o	or reasons for drug use
Do you carry a Narloxone Pack?	□ No □	Yes		
Are you on or awaiting any drug or	☐ No	Yes		
alcohol treatment programme?	If was place	an aire det	aila of agos	ncy and programme:
	ii yes, pied	ise give dei	ans or ager	ncy and programme.
In a typical week how many units of al	cohol do yo	u drink? (if y	you're unsi	ure about 'units' please
In a typical week how many units of all state what and how much you drink)	cohol do yo	u drink? (if y	you're unsi	ure about 'units' please
In a typical week how many units of all state what and how much you drink)	cohol do yo	u drink? (if y	you're unsi	ure about 'units' please
1	cohol do yo	u drink? (if y	you're unsi	ure about 'units' please
	cohol do yo	u drink? (if y	you're unsi	ure about 'units' please
	•		you're unsi	ure about 'units' please
state what and how much you drink)	orevious alc	ohol use		
state what and how much you drink) Please tell us about your current and p	orevious alc	ohol use		
state what and how much you drink) Please tell us about your current and p	orevious alc	ohol use		
state what and how much you drink) Please tell us about your current and p	orevious alc	ohol use		

Are you registered with a GP? No Yes	1		
If yes, please provide name and address:			
Do you have any concerns about your:			
Mental / emotional health & wellbeing	☐ No	Yes	Previously
Medical / physical health	□ No	Yes	☐ Previously
If yes or previously, please provide details (this might include treatment received, medicatio	n taken, symp	toms etc.)	
If you suffer from mental health issues how would attitudes, behaviour, etc):	we know you	are becoming	unwell (describe
7) Meaningful use of time and employment Please write something about the things you have occupy your time: Employment, education, training		y do, and/or w	rould like to do to
Sport, music, arts, other hobbies and talents			
Literacy / numeracy needs, including help with lar	nguage		
cial Networks / family and friends			
Please give some details about your social networ	ks, both posit	ive and negat	ive
Family links	Peers / frien	ds	
Domestic Abuse	Other Faith o	groups/clubs	
Do you feel Isolation / loneliness	-	ocial networks s you're trying	we should be aware to avoid etc)

6) Physical, Mental Health and Wellbeing

8) Financial situation		
What is your current	☐ Jobseeker's Allowance (JSA)	☐ Working Tax
income?		
(tight all that apply)	Employment Support Allowance	Child Tax Cre

8) Financial situation		
What is your current income? (tick all that apply)	☐ Jobseeker's Allowance (JSA) ☐ Employment Support Allowance (ESA) ☐ Disability Living Allowance (DLA) ☐ Personal Independence Payment (PIP)	 □ Working Tax Credits (WTC) □ Child Tax Credits (CTC) □ Income Support (IS) □ Wages □ Other:
How much do you		
receive and how often?		
On what day?		
-		
Do you have any rent	☐ No ☐ Yes	
arrears?	If yes, please give details, including the	amount owed, and any
	agreements you have made to repay the	em
Do you have any other	☐ No ☐ Yes	
debts?	If yes, please give details, including the	amount owed, and any
(e.g. Loans from friends, Council Tax, benefit overpayments, payday or personal loans, credit cards, catalogues)	agreements you have made to repay the	em
9) Your goals, interes	ts and motivation	
Are there any skills or into over the next two years of	erests you would like to develop? What w f your life?	ould you like to see happen

Are there any skills or interests you would like to develop? What would you like to see happen over the next two years of your life?
How would a place with HIA help you? Please include anything else about yourself or your situation which may be helpful to Hope into Action staff when considering your suitability.

It have no desire to change I really want to try I'm completely committed Can you give us an example of how you have implemented positive change in your life: Please place a cross on the line to show how able you feel to make the necessary changes. O There's no way I can do it I think I can do it with support I'm completely able to do it on my own In what area(s) of your life, will you benefit from our support the most? 10) Other agencies To are receiving help from any other person or agency, please list them here (e.g. doctor, social wood bation officer, community psychiatric nurse, advocate, family, friend etc.). Hope into Action may come as part of our assessment process to discuss your housing and support needs. It is essential Hope into has this information to ensure we can offer appropriate accommodation and support. Name(s) Job title & agency Contact address Telephone & email address *Referrer can choose to complete this either with the applicant present or not. PLEASE INCLUDE ANY AGENCY RISK ASSESMENTS WITH THIS APPLICATION Referrer, please indicate whether you consider the applicant to present a risk in any of the following categories: To the community	Please place a cross	on the line to show how	w strong your	desire is to char	ige.
Please place a cross on the line to show how able you feel to make the necessary changes. 0 5 10 There's no way I can do it I think I can do it with support I'm completely able to do it on my own In what area(s) of your life, will you benefit from our support the most? 10) Other agencies 10) Other agencies 11) Other agencies 12) Our are receiving help from any other person or agency, please list them here (e.g. doctor, social wo obtain officer, community psychiatric nurse, advocate, family, friend etc.). Hope into Action may core may part of our assessment process to discuss your housing and support needs. It is essential Hope into has this information to ensure we can offer appropriate accommodation and support. Name(s) Job title & agency Contact address Telephone & email address *Referrer can choose to complete this either with the applicant present or not. PLEASE INCLUDE ANY AGENCY RISK ASSESMENTS WITH THIS APPLICATION *Referrer*, please indicate whether you consider the applicant to present a risk	0 I have no desire to chanç		ınt to try	I'm comple	
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11) Risk of harm assessment / Safety issues *Referrer can choose to complete this either with the applicant present or not. PLEASE INCLUDE ANY AGENCY RISK ASSESMENTS WITH THIS APPLICATION Referrer, please indicate whether you consider the applicant to present a risk	bbation officer, commu em as part of our assess tion has this information	unity psychiatric nurse, assment process to discuson to ensure we can offe	advocate, famil ss your housing er appropriate a	ly, friend etc.). He and support need accommodation a	ope into Action may contacteds. It is essential Hope into and support. Telephone & email
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	-		To self		
·		- 1 -	To the comm	nunity	

	*If you can not give an edu	cated answer	ПТС	☐ Towards previous victims			
	please state so and we will	contact		Maryanda athan tananta			
	alternative sources			Towards other tenants			
			☐ Fr	om others			
	Is there any history of the f						
-	By the client?		Towa	ards the client?			
	Physical abuse		☐ Pl	Physical abuse			
	Mental abuse		□ M	☐ Mental abuse			
	Sexual abuse		□ Se	☐ Sexual abuse			
	Racial abuse		☐ Ra	☐ Racial abuse			
	☐ Verbal abuse		□ v	erbal abuse			
	☐ Intimidation/Bullying		☐ In	☐ Intimidation/Bullying			
	Damage to property			Damage to property			
-	What is your assessment based on?						
D.	eferrer's details						
14							
	Name						
	Job title						
	Address						
	Postcode			Contact number			
	Email address						
	Relationship to Applicant How long have you known them?			(please include whether it	's a personal or professional capacity)		
	How often do you see ther continue once they a						

Referrer's assessment

What is the current housing situation of the applicant? Why do they need supported housing? Why do you feel Hope into Action would be a suitable supported housing option for the applicant? Your assessment should include information about the following points: Risk of harm Offending history/likelihood of re-offending Behaviour traits Attitudes (especially on cultural / racial diversity, gender, sexual orientation) Motivation to address support needs Attendance and engagement with support agencies, e.g. Probation, drug/alcohol agencies Any other information that would be helpful to staff assessing suitability of the applicant What is your knowledge of the applicant's suitability to live in shared supported accommodation with other tenants who may be vulnerable? (If you don't know him/her well enough to make informed comments, please state this.) What is the current and future level of contact you plan to have with the applicant? I confirm that, to the best of my knowledge, the information contained within this application is truthful, accurate and as complete as possible. Signed (referrer): Date:					
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Signed (referrer): Date:					
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Monitoring

Hope into Action is committed to eliminating discrimination and promoting equality of opportunity. To ensure this we monitor the race, ethnicity, gender and disability of all applicants.

Your information will be treated in the strictest confidence and used only as described above. It will not form part of the decision making process.

You do not have to complete this section if you don't want to.

			_			
Gender:	Male	Female Tra	ansgender	Prefer no	ot to say	
Age:	Under 20	21 - 30 31	-40	50 🔲 5	1-60 🗌 61+	
	Prefer not	t to say				
Do you conside:	r vourself to	have a disability?	Yes	No	Prefer not to say	
-	hat sort of d		<u> </u>	_	_ ,	
<u>-</u> _	disability	Hearing d	lisability	□ P	hysical disability	
	ing disabili	·	ental health disa		refer not to say	
		<u>. </u>		<u> </u>		
Sexuality:	Heterose	kual Homosex	ual Bise	xual Pı	refer not to say	
Religion:		Prefer not to	say			
Which group be	est describe	es your ethnicity?				
☐ Prefer not to	say					
			Ι		T	_
	White	☐ British	☐ Irish		Other	
Black or Black	ack British	☐ Caribbean	African		Other	
Asian or As	ian British	☐ Indian	Pakistani		Bangladeshi	
		Other				
	Chinese	Chinese	Other			_
	Omnose					
	Mixed	☐ White and black Caribbean		☐ White and black African		
		☐ White and Asian		Other		
Gypsy an	d traveler	Romany Gypsy	Traveller –	Irish	Traveller - other	\dashv
			origin			_
		Other				