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| **Extra Care Housing Scheme Application Form** |
| This form allows social care staff to introduce a potential tenant to Extra Care Housing Provider(s). With the service user's consent, the form should be completed by the social worker and returned to Policy, Information and Commissioning at awpicomm@lancashire.gov.uk. The application will be considered at a scheme allocation meeting and if approved the provider will arrange for the service user to visit the facility. Before an application is accepted and any accommodation allocated, both the housing provider and the care provider must undertake their own assessments to ensure they are able to meet the service user's needs.For further information on Extra Care, please [go to Extra Care Housing](https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/extra-care-housing/). If, you have any queries, please contact Policy, Information and Commissioning at awpicomm@lancashire.gov.uk.  |
| **Scheme Name (Please tick all that Service User wishes to apply for)****(All schemes are for age 55+ unless otherwise stated)****(Please note \* these are purpose built extra care which include a core charge).** **For applications to Primrose Gardens or Tatton Gardens (both Chorley), please go to** [**Chorley Extra Care | Chorley Council and South Ribble Borough Council**](https://forms.chorleysouthribble.gov.uk/extracarechorley)**For applications for Jubilee Gardens (Leyland) please go to** [**South Ribble Extra Care | Chorley Council and South Ribble Borough Council**](https://forms.chorleysouthribble.gov.uk/extracaresouthribble)**For applications to Lighthouse View (Wyre), please contact Regenda via** **info@regenda.org.uk** |
| **North** | ☐ Stanner Lodge (Fylde) | [ ]  St Martin's Court (Lancaster) \*  |
| **Central** | [ ]  Ainscough Brook (Preston) | [ ]  Atrium (60+) (Preston) **\*** |
| [ ]  Bannister Brook (Leyland) | [ ]  Brookside (West Lancs) |
| [ ]  Courtyard (60+) (Preston) **\*** | [ ]  Greenwood Court (Leyland) |
| ☐ Marlborough Court (West Lancs |  |
| **East** | [ ]  Dovestone Gardens (Burnley) \*  | [ ]  Greenbrook House (Whitworth)  |
| [ ]  Hyndbrook House (Hyndburn)  | [ ]  Kirk House (Hyndburn) |
| [ ]  St Ann's Court (Clitheroe) |  |
| **LAS Number** |  | **Name of Person** |  |
| **Contact Number** |  | **Date of Birth** |  |
| **Address** |  | **Self-Funder** | Choose an item. |
| **Select Move Registration Number** | Click or tap here to enter text. |  |  |
| **Expected level of support required** |  |
| **Reason for Extra Care application** |  |
| **Any moving and Handling needs?** | Click or tap here to enter text. |
| **Long Term Conditions/Diagnosis if relevant** |  |
| **Risks (to self and others)** | Click or tap here to enter text. |
| **Any need for reorientation night or day?** | Click or tap here to enter text. |
| **Social Worker Name** |  | **Contact Number** |  |
| **Email Address** |  |

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| **Office Use** |
| **Processed By** | Click or tap here to enter text. | **Processed Date** | Click or tap to enter a date. |
| **Priority** | Choose an item. |  |  |
| **Initial Application Meeting** | Click or tap to enter a date. |  |  |
| **Initial Application Notes** | Click or tap here to enter text. |
| **Further Application Notes** | Click or tap here to enter text. |
| **Application Outcome** | Click or tap here to enter text. | **Outcome Date** | Click or tap to enter a date. |

**Referral Process for Adult Social Care Workers:**

* Social care staff should, with the service user's consent, complete the Extra Care referral form and send it to CommissioningAgeWell@lancashire.gov.uk
* If it is felt that the service user's needs could be met by Extra Care, an application to Joint Allocation Meetings for Extra Care will be considered for all schemes an individual has expressed an interest in.
* If application is accepted, the housing provider will respond to the worker and arrangements will be made for the service user to visit the scheme and meet with the onsite care provider. The worker should advise whether a Mental Capacity Assessment is needed.
* If the service user wishes to apply for a tenancy after meeting with the housing and care providers, the housing provider will provide information on rent, council tax, and any other associated costs, including the core charge for onsite 24-hour background support.
* If the service user wishes to apply for a tenancy in a purpose-built scheme (\*) the core agreement needs to be signed by the service user. The core charge is payable throughout the tenancy this includes during hospital admittance. The service user or LCC is liable to ensure the core costs are paid. Refer to refer to the [core-charge-guide.pdf (lancscc.net)](https://intranet.ad.lancscc.net/media/23403/core-charge-guide.pdf).
* In purpose-built schemes (\*) core charges are payable regardless of if the tenant is in receipt of planned care. The core charge is chargeable per apartment.
* In purpose-built schemes (**\***) a separate CPLI is created for background support
* The service user will be added to the Extra Care scheme's waiting list if no current vacancy exists. With the service user's consent, their social care assessment will be shared with the providers. The housing and care providers will also conduct their own risk assessments.
* When the person is offered accommodation, the worker will check that the onsite care provider is able to meet the services user's needs and has available hours.
* where an individual chooses another provider for their planned care. Social Care worker needs to facilitate the sharing of information between the external provider and the onsite care provider.
* The worker will provide the onsite care provider with an up-to-date assessment and support plan and arrange a CPLI for the planned care. Where an individual chooses another provider for their planned care. ASC need to facilitate the sharing of information between the external provider and the onsite care provider.

Please note:

* If there are no available hours, the worker should contact the Contract Monitoring Officer via Contractmgmt.care@lancashire.gov.uk
* Self-funders will still need to pay for 24 hours background support through the core charge. Any further services would be subject to social care assessment.
* Service users pay their assessed charge as they would in any other setting.
* Workers will need to update the onsite care provider of any changes to a service user's assessed needs and personal budget.

**Priority**

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| Priority 1 | People who have an urgent need for re-housing and high care needs, who would otherwise move into a residential care setting.  This includes people who are unable to return home following a period in hospital or rehabilitation |
| Priority 2 | People who have had a social care assessment (including reablement) that indicates that their current housing is no longer suitable and extra care accommodation would meet or reduce any ongoing statutory care needs, and would promote wellbeing as defined in the Care Act   |
| Priority 3(only for Primrose, Tatton, Courtyard, Lighthouse View, & Atrium) | People who have no statutory care needs who indicate that their current housing is no longer suitable, and their independence and well-being would be promoted through living in an extra care scheme, thereby preventing or slowing down the need for care in the future |