

Sophia House

Welcome Pack



Sophia House

Contents

1. About Sophia	Page 3
2. Mission Statement	Page 4
3. Arrival and Settling in	Page 5
4. Supporting You	Page 6
5. Getting Involved	Page 7
6. Relationships with staff	Page 8
7. House Rules	Page 9
8. Quotes from community members	Page 10
9. Paying for your Accommodation and Support	Page 11
10. Staff Structure	Page 12
11. Complaints Procedure	Page 13
12. Safeguarding	Page 15
13. Your Rights	Page 16
14. Your Responsibilities	Page 18
15. About the Property	Page 20
16. Leaving Sophia & Ending Your Tenancy	Page 21
17. House Holiday	Page 22
18. House Programme	Page 23
19. Emergency contacts	Page 24

1. ABOUT SOPHIA

Sophia House is run by an organisation called Threshold, a registered charity working in Northern Ireland. We work with people at risk of, or recovering from, mental health.

Sophia provides self-contained flat accommodation for 16 residents, both male and female.

Residents and staff live and work together in a community atmosphere, meeting regularly for group activities. All community members are encouraged to be open and discuss their feelings, including any difficulties that arise.

Our weekly community meeting allows members to support and encourage each other. In this meeting we face problems together and seek out ways of finding solutions or dealing with our difficulties.

In order that our Sophia community can help each other to learn and grow, all members need to be willing to explore their own thoughts and feelings. There are confidential safe spaces to do this on a one-to-one basis and in small and large groups which are held within the house each week.

THERAPEUTIC COMMUNITY

The aim of the therapeutic community is to provide a safe, secure and stable environment for you.

Therapeutic communities are a place for people with a long-term mental illness. These types of communities' support individuals to adapt to living in society independently.

The individuals have their own home within the whole facility but are required and encouraged to engage socially in communal areas too.

2. MISSION STATEMENT

OUR MISSION:

To be at the threshold of developments in mental health for people at risk or recovering from mental illness so that they are enabled to live full and independent lives in the community.

ETHOS:




Sophia House values and respects the individual regardless of:

- *Race or ethnic origin*
- *Religious belief or political opinion*
- *gender*
- *age*
- *disability*
- *nationality*
- *sexual orientation*

which enables participation and choice, and demonstrates accountability and quality of service.

3. ARRIVAL AND SETTLING IN

At Sophia, you have the use of a partly furnished flat plus shared use of the communal facilities including:

-  Residents' lounge
-  Laundry room
-  Kitchen

What happens on arrival?

On arrival at Sophia, a member of the Community will show you around the building, your own flat, and the areas you will share with other residents. At your first community meeting, the community will give you a warm welcome and invite you to print your hand on the 'helping hands tree'.

Later, your keyworker will work with you to identify how best we can support you during your stay here.

Settling in

Moving into anywhere new can seem daunting at times, particularly when there are so many new faces. Don't worry, it's natural to feel like this when you first arrive. We will help you to settle in and get used to things. It is very important that you can start to feel at home here.

As part of settling you into Sophia, a staff member helps you complete paperwork, e.g., an occupancy agreement, a service agreement, and a housing benefit form. We can help with other social security benefits too if you are eligible. We will go through the *New Resident's Checklist Pack* with you. Other paperwork includes a shared living agreement. We check you understand everything and are comfortable with it. We will run through fire evacuation procedures with you and discuss the health and safety of your flat, including the Environmental Risk Assessments that staff complete, alongside you.

Your flat

Your flat contains a set arrangement of furniture:

- bed & mattress
- Bedside cabinet
- chest of drawers
- oven & small fridge/freezer

These belong to Threshold and are supplied to enable you to settle in a bit easier and get you started with organising your flat. You may choose to bring in your own furniture instead or make certain alterations to the furnishings as go along.

We ask that if you are thinking about making any alterations to the flat that you consult the Manager before doing so.

Please ensure you take appropriate care of your flat and its contents as you will be liable for any damages caused.

4. SUPPORTING YOU

We offer housing-related support.

Staff work to be sensitive to your needs and allow you to have choice and control.

How we will support you

Sophia members will not tell you what decisions to make or what to do with your life. Instead, the community try to work together to support each other and help you feel in control of your own life and your own decisions.

Service is provided up to 2 years. Staff will ensure you have the necessary support when you make the decision to move on. When that happens varies depending on the individual residents needs and progress.

Keywork

You will be assigned a *Keyworker* from amongst our staff team. This person will assist you with your needs and goals. Your Keyworker will spend time with you weekly, on a one-to-one basis, to help you develop your goals.

Groups

There is a set programme of groups that run on a weekly basis. These are facilitated by at least one member of staff and the group programme is designed based on the current needs of community.

The groups we run are also designed to support you to develop *through* Sophia. After a few weeks of settling in, staff will guide you to the most appropriate groups, for your needs, so that you may get the full benefit of your stay in Sophia.

All Sophia groups are run to focus on your relationships with others to help and support you develop relations, find you, take part, make decisions, develop confidence and resolve interpersonal conflict.

You will be encouraged to involve yourself as much as possible in the group programme and commit to at least two weekly groups. All members, including staff, must also join in the community meeting each week.

Support Plans

When you arrive, you will meet your new keyworker, who will use your needs and risk assessment to inform your initial support plan. Your support plan is an agreement between you and your keyworker to work towards specific housing related support goals. This will be reviewed every 12 weeks and developed during your stay at Sophia.

Reviews

A review will be held about 6 weeks after you move in to discuss how you are settling in and engaging in the community. Thereafter we do a review with you every 6 months. The Project Manager, Keyworker, Statutory Keyworker (CPN) and you will be present. This helps ensure the right forms of support are being provided for you at the correct level. You can ask for a review at any time during your stay at Sophia House.

Confidentiality

When you move in, Threshold will keep a file, logs and other confidential information about you, within locked filing cabinets. This information will only be shared with individuals who you consent to. You will be asked to sign a confidentiality statement, consent form and privacy statement. All of these will be explained to you on arrival.

5. GETTING INVOLVED

Helping to make decisions

Sophia House is your home for the next couple years. As a community we want you to be involved in decisions about how the house is run on a day-to-day basis.

Community meetings take place every week and are an essential part of community life. Here we can discuss and explore day-to-day issues that affect everyone living in Sophia. The kinds of things we discuss and agree at the Community Meetings are:

- a space to explore and reflect on any issues with each other or oneself.
- to gain support from community members.
- how everyone is getting on and what to do if there are problems.
- suggestions people have about how to do things better or differently.
- the community's rules.
- allocation of weekly housework chores – for the cleaning of the shared areas.

- community decisions can range from having to help decide who comes and goes, to purchasing new furniture.

Keywork

Each resident has a keyworker who meets with them every week. Your 50 minute keywork session gives you a routine of time for you to sit and talk about you, your concerns, and whatever arises for you here and now. This time is offered in a consistent confidential setting. It is understood that all community members attend and use this keywork space. It may take different forms depending on your needs. Over time you can develop this alongside your keyworker, using it for what we think of as an ongoing therapeutic conversation.

Relationships with Staff

Staff are here to support you on a daily basis and build a therapeutic relationship with you. It is important that as part of this therapeutic relationship that staff hold boundaries and do not share personal information or become “friends”. Staff are expected to be reliable, consistent and thoughtful for residents.

We ask to help with that, that you:

Do not ask staff for personal information such as address or phone number.

Do not try to befriend a staff member or ask to socialise with them.

Do not buy staff any gifts or name them, as will beneficiaries.

Do not request to follow a staff member on a social media site.

7. House Rules

Sophia House: The Shared Living Agreement

In addition to your **Service Agreement** and **Licence Agreement**, the community agrees the following:

- Each week residents attend their keywork session, two groups, and our community meeting. If a resident misses two consecutive community meetings without reasonable explanation, their absence may be spoken about. In community meetings we listen, challenge and support one another to stay engaged in the therapeutic process.
- The culture of our community involves respect for each member. This culture is based on an understanding that even when things are very difficult we can still speak to each other, and listen to each other, in an appropriate manner. Staff support this culture.
- Residents meet with their keyworker to make a series of support plans for themselves. Your support plans have the aim of reaching your overall goals within two years. Goals are centred on furthering independence, confidence and building a network of relationships.
- Alcohol and non-prescribed drugs are not permitted in Sophia. If such substances are used in the house it will be discussed. If alcohol is taken outside Sophia the resident is not permitted to stay in communal areas when they come in again. Visitors are not allowed in Sophia under the influence of alcohol or drugs. In some cases, we would contact police e.g. when an illegal substances or intolerable behaviour is involved.
- Appropriate clothing and footwear must be worn in communal areas at all times, e.g. nightwear is not considered appropriate.
- This agreement applies to all community members. Any breach will be spoken about in a community meeting.
- A manager may issue letters from time to time to encourage and support, to caution a member about breaking an agreement, or in a more serious case to tell someone that their placement is under review.
- The community can call on the staff team to issue a letter. When a member receives a letter the matter automatically comes up for discussion in our community meeting.

It is hoped that each resident will feel part of the life of the community and be able to gain from it, contribute to it, and leave enriched by it.

8. QUOTES FROM COMMUNITY MEMBERS

“Sophia has kept me in a safe environment with support and, for the first time in my life, I have a flat on my own that has support 24 hours a day, at different levels depending on what I need.”

“Art is a small group, it’s a space for you to express how you’re feeling or if you like just to draw. Also being a part of a therapeutic community art can reflect your subconscious which no-one knows about until it’s explored.”

“The maintenance group on a Wednesday is a very practical group which involves little jobs around the house including your own flat such as unblocking sinks, putting together furniture, drilling and possibly a bit of gardening if you’re into that sort of thing”

“We have a moving on group which is a space for everyone, well not everyone, but a few people, it doesn’t always run as the title quotes. It is designed in order to help you with practical and psychological and emotional issues you have around moving on. This almost usually opens up a door for a lot of discussion on all sorts of topics.”

“The community morning is lunch which staff and residents join in. Usually we all take turns in cooking, shopping and cleaning up afterwards.”

“Keywork is a space for yourself and your keyworker to get to know each other. For starters once you feel comfortable you and your keyworker will explore any future past or present issues you may be having. Keywork is your space and it’s entirely up to you how you use it. It’s confidential and opens up a discussion for an hour or 2 half hour sessions a week. Usually keywork encourages you to explore difficulties in your life which may have brought you to Sophia house and can also help with everyday difficulties you may be experiencing, in order for you to lead a successful independent life out of Sophia”

9. PAYING FOR YOUR ACCOMMODATION & SUPPORT

Residents may be entitled to benefits such as:

- PIP
- Employment Support Allowance
- Severe Disability Allowance Severe Disability Premium
- Housing Benefit
- or Universal Credit as change is taking place in the system

When residents are not yet in receipt of any of the above, staff assist you to liaise with your CPN or social worker and to obtain help and advice from e.g. CAB / Community Advice NI. You will be offered help to complete application forms if you require that form of help.

Residents are expected to cover the costs associated with the running of their flats including:

- Payments for heating and hot water in your flat are charged at a fixed rate, currently £10.00 per week (reviewed annually). This must be paid to Threshold regularly so you do not fall more than 4 weeks into arrears. We recommend paying this by standing order.
- Each flat has a pay-as-you-go electricity meter fitted.
- You pay an annual fee of £7.50 towards the cost of a concessionary TV license that covers the whole community.

10. STAFF STRUCTURE

The staff structure of the house consists of:

Project Manager - Lynne Willis

Deputy Project Manager – Ciara Curran

Senior Project Worker - Gavin Hawthorne

Project Worker -

Project worker -

Warden - Heather Downs

Staff have specified responsibilities including facilitating house groups and fulfilling the role of keyworker to individual residents. Further to this, all staff participates in the general household management and the maintenance of the whole house alongside residents on a day-to-day basis.

One member of staff stays over in Sophia House each night. They are available for support during a time of crisis / emergency. If you need a member of staff during the night, you can either phone them or go to their door.

THRESHOLD MANAGEMENT:

Chief Executive: Dr. Raman Kapur

The Head of Residential Services: Ann Champion

All other correspondence to Threshold can be contacted at:

McBrien House,
432 Antrim Road,
Belfast.
BT15 5GB.

Telephone: (028) 90871313.

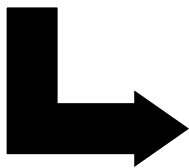
Email: info@threshold-services.co.uk



YOUR VOICE MATTERS.

Tell your keyworker? or speak to Project Manager

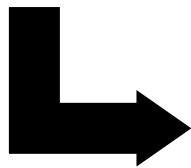
- **Resolved?** ...no
further action required



Time to write! Send to Residential Services Manager!



- acknowledgement in writing within 5 working days
- senior staff member will meet with you and those involved.



Time to wait!
Expect to hear back in writing within 28 days!

- Senior staff member will contact Assistant Director who will decide on an outcome and what action should be taken.



More information about other organisations can be found in your welcome pack.

11. COMPLAINTS PROCEDURE

WHAT IS A COMPLAINT?

If you (or your family) are unhappy about anything at Sophia House, you can tell us.

This could be:

- Something about another resident or member of staff.
- Something about how you are or were treated.
- Something about your room or the house environment.

A complaint can be about anything at Sophia that you are not happy with, whether it is something small or something more serious. We will listen to all complaints and take them seriously.

HOW CAN I COMPLAIN?

You can:

- Talk to your keyworker, the manager, any member of staff.
- Write to the manager.
- Ask someone else to talk to Sophia staff on your behalf.

We will always listen to complaints and take them seriously.

WHAT WILL HAPPEN WHEN I COMPLAIN?

Your complaint will be recorded. Depending on the severity and the nature of the complaint, will aim to have it resolved with 28 days either in-house or at a more senior management level. Some issues may need to be resolved using the support of external agencies.

NB: All new residents and staff will be issued with a copy of Threshold's Complaints Procedure on joining the community. Please read and sign this, along with a staff member. If you are not satisfied with an outcome of this procedure, you may wish to take your complaint further and you would be encouraged and helped to appeal the decision. Should you have any questions about this process, do not hesitate to ask the manager/ staff for clarification.

12. SAFEGUARDING: ADULTS AT RISK AND CHILDREN

WHAT IS AN ADULT AT RISK?

People who are:

- a. Aged 18 years old and over; and
- b. “Who are or may be in need of community care services by reason of mental or other disability, age or illness, and who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation”.

- Regional Adult Protection Forum

WHAT IS ABUSE?

The Department of Health and Social Services in its guidance on abuse of vulnerable adults defines abuse as: -

“The physical, psychological, emotional, financial or sexual maltreatment or neglect of a vulnerable adult by another person. It may take one form or a multiple of forms”.

“The lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can be perpetrated by a person/persons, in breach of that trust, who have influence over the life of a dependent, whether they be formal or informal carers, staff or family members or others. It can also occur outside such relationship.”

HOW CAN I REPORT ABUSE?

You can:

- Talk to your keyworker, the manager or another member of staff.
- Write to the manager.
- Ask someone else to talk to Sophia staff on your behalf.

WHAT WILL HAPPEN WHEN I REPORT ABUSE?

Your report will be recorded and we will follow Threshold's adults at risk policies and procedures.

NB: All new residents and staff will be issued with a copy of Threshold's *Adults at Risk Procedure* on joining the community. Please ensure that you read and sign this, along with a staff member. Should you have any questions about this process, do not hesitate to ask the manager/ staff for clarification.

You will be provided with a child visitation policy when you move in and asked to let staff know if any children are visiting you.

13. YOUR RIGHTS

This part of the Residents' Handbook tells you about the rights you have while living at Sophia house. You need to remember that your rights are balanced by your responsibilities, which we tell you about in the next section.

As well as respecting Human Rights (e.g. respect, dignity and equality) we also ensure that the following rights are upheld in order to demonstrate our determination to provide a safe and secure environment:

Your right to confidentiality

We understand that confidentiality is important, and we will always work to safeguard confidential information about you.

This means that:

We will not share information about you with anyone else unless we have your permission first.

- ▶ We will only ever override this rule if we are concerned for your or others' safety and well-being and we need to get help.

- ▶ We will keep any information about you protected and we will restrict access to that information to people with a need to know. This will include your Keyworker and any other individuals involved in your care and support.

- ▶ We will always work strictly to our Confidentiality Policy and the requirements of the Data Protection Act 1998.

All residents have a right to request access to their file and to all information stored about them. If you would like to see a full copy of our policy, please ask a staff member.

Your right to privacy

We want to give you as much privacy in your own flat as we can. We also need to make sure that you and all other residents at Sophia are always safe. Staff will not go into your flat without permission unless this is necessary. We will always ask for your permission first, if this is possible. However, there are some cases in which we will enter your flat, even if you have not given us permission.

This will include times when staff believe that:

- ▶ Something is happening in your room which is breaking the law.
- ▶ There is a serious risk to your health and well being.
- ▶ We need to make repairs urgently and we need access to your flat to do this. In the case of non-urgent repairs we notify you in advance.

Your right to occupy

Your rights as a Licensee

As long as you stay in the house you will be a licensee. This means that:

- ✓ You have signed an agreement with Choice Housing called a License of Occupy.

You will also sign agreement with Threshold called the Service Agreement – this is a contract between you and us about the support you receive in Sophia house.

A summary of your other rights

Your Licence to Occupy contains a detailed list of other rights.

YOU HAVE THE RIGHT TO:

- ✓ **Peaceful enjoyment of your flat in Sophia House**
 - This means that you should be able to feel comfortable at Sophia, knowing that other people will behave considerately towards you.
- ✓ **Have repairs done as required**
 - As your landlord, Choice will carry out all repairs necessary to keep the building in a good condition.

✓ **Be consulted about any changes to your Licence to Occupy agreement and/or to housing management policies.**

- Your License to Occupy cannot be changed without your agreement once you have signed it.
- If Choice intends to change the amount of rent you pay; they will give you at least 28 days' notice.
- Also, if they intend to change their housing management policies (for example their policy for repairs), they will consult you first.

✓ **Access information.**

- You also have the right to information about the content of your Licence to Occupy and about Choice's repairing obligations, policies and procedures on consultation, housing allocations and transfers.
- In the case of wishing to access your files, you will need to give two weeks written notice.

✓ **Complain if you're not happy with how things are going.**

- We want your experience with us to be as positive as possible. But we realise that sometimes things will be difficult or they won't go as you would like them to. We explain how to complain in the section on Making Comments and Complaints.

14. YOUR RESPONSIBILITIES

This part of the Residents' Handbook tells you about the responsibilities you have while you are staying with us. Your responsibilities are balanced by your rights - as set out in the previous section.

A summary of your responsibilities:

Your Accommodation Contract lists all the things you are responsible for while you are staying with us. As a reminder we will tell you your main responsibilities below.

YOU ARE RESPONSIBLE FOR:

✓ **Keeping to the terms of your Occupancy Agreement.**

- This means that you must not break any of its terms or conditions. If you want help to understand your Accommodation Contract better, please speak to a staff member.

✓ **Paying the charges for your gas on time.**

- This means that you must ensure you are up to date with gas payments; which are charged at £10.00 per week.

✓ **Using Sophia House as your home.**

- This means that you must use Sophia House as your full-time home.
- It also means that you can't run a business from Sophia or use it for any illegal or criminal purposes.

✓ **Not causing a nuisance to others.**

- This means that you and any of your invited visitors must not do anything that would be a nuisance to or annoy neighbours, other residents or employees of Sophia House, Threshold.

✓ **Keeping to the Community Rules.**

- We try to have as few rules as possible but the rules we do have are important.
- You must not break any of these rules or you may risk losing your placement here.

✓ **Not causing racial and/or other harassment.**

- This means you must not harass or allow any of your visitors to harass anyone else on the grounds of their race, colour, religion, sex, sexual orientation or disability.
- It also means that you must not interfere with the peace and comfort of Sophia House or cause offence to any other members of the community.

✓ **Not making/causing unacceptable noise.**

- You must also make sure that unacceptable noise cannot be heard outside your room, particularly between the hours of midnight and 8 am.

✓ **Not keeping pets.**

- Due to the nature of the project, it will not be possible to keep pets.

✓ **Keeping your flat in a good and clean condition.**

- You must keep your flat in good condition and keep it clean.
- You must also not make any alterations, improvements or repairs to the premises without permission.

✓ **Making sure you or your visitors don't damage property.**

✓ **Reporting disrepair & giving access for repairs.**

✓ **Leaving your flat and communal areas clean & tidy.**

✓ **Not letting other people live in your flat.**

✓ Keeping to the Health, Safety and Fire rules/regulations of Sophia House.

✓ Insuring your own belongings.

- Your personal property has limited insurance cover under Threshold's policies. You may therefore, wish to take out your own additional insurance. The property is insured for fire, burglary, third party and public liability. However, any individual's actions will have a direct bearing on the outcome of any claim.

✓ Keeping your keys safe. If you lose your key it will be necessary for you to pay for a replacement.

✓ Coming to house meetings, groups and keywork.

15. ABOUT THE PROPERTY

Threshold and **Choice** work together like this:

Threshold manages Sophia House and other houses for people at risk or recovering from mental health problems.

- This means that we are responsible for the day-to-day running of things.
- It also means that we are the ones supporting you and working directly with you.

Choice own the property you are staying in.

- This means they are responsible for certain things like getting the repairs done.

Staff in Sophia will carry out weekly fire tests and both announced and unannounced drills will happen at least twice per year. Other health and safety and maintenance checks will also be carried out by staff to ensure everything within Sophia is working correctly.

ERAs (Environmental Risk Assessments) will be completed every 3 months in your flat, alongside your Keyworker, to ensure everything in your flat is working correctly and well maintained. Any maintenance issues will be reported to the appropriate person and fixed promptly. However, some repairs may be your own responsibility.

16. Leaving Sophia House & Ending Your Tenancy

Sophia House provides short-term support, specifically over a period of 2 years, to help you return to the wider community with a greater degree of independence. We will encourage you to involve yourself in the house programme and develop an individually catered plan to enable your personal exploration and development. We aim to meet all your housing related support needs, such as shopping, cooking, maintaining your property etc.

Our programme is also designed to help you along a developmental pathway so that by the time you are entering your second year, you are actively engaged with the wider community and are ready, both practically and psychologically, to move on.

As you near this time, Sophia staff and the Community Mental Health Team will encourage you to make use of the resources available to enable a smooth and successful transition. We have developed several effective links with the Housing Executive, private landlords and other types of accommodation providers to strengthen the moving on process.

When the time comes to say goodbye, after all the hard work you've done, we ask that you formally end your tenancy by contacting us and providing a letter outlining your intention to leave. We ask that you provide us with 4 weeks' notice in order to help us prepare for your departure and another resident's arrival.

As part of the moving on process, your keyworker will provide you with 6 weeks of keywork to support you in your transition into the wider community.

Breaking the conditions of your Service Agreement and License to Occupy

Refer to your Service Agreement and License to Occupy. Any decision impacting on your tenancy will be thoroughly discussed with you and the members of your multi-disciplinary team.

Members of the Sophia community can also be consulted on matters that have a communal impact. Sophia House operates a '3 letter system' to support residents who are in breach of their contract. The manager has ultimate decision-making powers on individual tenancies including the issuance of a 'Notice to Quit' and emergency eviction procedures.

17. House Holiday

There are lots of opportunity to have fun while at Sophia! From time to time we run events such as cake sales, paintballing, go-karting, horse riding, trips to the aquarium and we organise a house holiday every year. Last year we went to Donegal!



Sophia Programme 2019

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Morning	<u>10-11am</u> Breakfast			<u>11am-11.30am</u> Chores <u>12 – 1.30pm</u> Community Lunch			
After noon	<u>12-1pm</u> Health & Well Being Group <u>2pm-3pm</u> Stepping Stones Walking Group	<u>1.30-3pm</u> Staff Meeting <u>3.30-4.30pm</u> Community Meeting	<u>1.50- 2.45pm</u> Staff Clinical <u>3-3.50pm</u> Expressions Group	<u>2-2.50pm</u> Thoughts & Feelings Group	<u>3-4pm</u> Social Group		
Evening		<u>6pm-7pm</u> Cookery Group					

Contact numbers

Emergency

Police/fire/ambulance	999
Police non-emergency	101
Dalriada doctor	02825663500
Crime-stoppers	0800555111

Doctor's surgeries

Abbotts' Cross Medical	02890364048
Rosehall medical practice Mallusk Rd	02890832188
Tramways medical practice Farmley centre, Farmley Rd	02890342131
Whiteabbey medical centre Doagh Rd	02890808200
Glengormley health centre Carnmoney Rd	02890849142

Hospitals

Antrim Area Hospital	02894424000
Holywell Hospital	02894465211
Mater Hospital	02890741211
Whiteabbey Hospital	02890865181
Royal Hospital	02990240503

Dentists

Ab Dental surgery Portland Ave	02890836692
Dental World Ballclare Rd	02890838899
Craig + Associates Carnmoney Rd	02890842277
M.Irwin Hightown Rd	02890833650

General

Medicare	02890342533
Community Advice NI	02890852271
Glengormley Library Carnmoney Rd	02890833797
Glengormley Post Office	02890342021

Transport

365 taxis	02890365365
Bridge taxis	02890773639
Translink	02890666630



THRESHOLD

Application Form for Supported Accommodation

To be filled in by Referrer

Name: _____ D.O.B.: _____

Current Address: _____ N.I. Number: _____

GP: _____ Referral Agent: _____

_____ Tel No.: _____

Tel No.: _____ Psychiatrist: _____

Tel No.: _____

Next of Kin: _____ Social Worker/ C.P.N.: _____

Tel No.: _____ Tel No.: _____

Have you been asked to leave any of your previous addresses? Yes / No

If yes, please give details: _____

(This will not automatically exclude you from being allocated Threshold housing)

Have you applied for or rented accommodation from the Housing Executive, Private Sector or Housing Association? Yes/No (If yes, please give details).

Have you ever been denied tenancy?	Yes/No (please give details)
Please give details of your medical / psychiatric history?	
Do you have any special needs, i.e. dietary, educational, medical, etc.?	
Have you been in contact with your GP/Psychiatrist in the past 12 months?	
Yes/No: _____	Approx. Date: _____
Date of Hospital admission in the past and which hospital: _____	
Current Treatment/Medication: _____	
Employment History: _____	

(This will not automatically exclude you from Threshold housing)

Principles:

1. A programme will be developed with each resident in terms of rehabilitation and development of skills required for independent living.
2. This will be incorporated in an agreed Support Plan.
3. This will include:
 - Keywork sessions
 - Contributing to the running of the unit through joining in regular meetings of all residents and staff ('community meetings'). There is an expectation that residents will take part in activities offered at the unit.

DECLARATION:

I accept these principles, which have been explained to me, and I wish to apply for accommodation. All the information I have given is true.

Signed: _____

Date: _____

Date application received: _____

Received by: _____

Psychiatric History Form for Sophia House

Consultant Psychiatrist's Name: _____

Client's Name: _____

Brief Psychiatric History:

Are there indications/ patterns of behaviour that the client displays when becoming unwell?

History of self-harm or suicide attempts - *Brief summary and dates:*

History of violence and/ or aggression - *Brief summary and dates:*

History of alcohol and/ or drug related problems – *Brief summary and dates:*

Has the client ever been convicted of an offence or are there any related behaviours or incidents that we should know of? – *Brief summary and dates:*

What is the client's level of ability? (*Daily living skills i.e. will they be attending work, New Horizons, shopping, cooking, self-care, housework, etc.*)

Is the client able to self-medicate?

Are they compliant with medication?

If not, tell us about their level of need in this area:

Signature: _____

Title: _____

Date: _____

Client Experience Form for Sophia House

- 1) Please describe the nature of your difficulties as you see them, mentioning how long you have had them, and your present condition.
- 2) In what ways do your difficulties affect your life generally at the present time?
- 3) Please tell me something about the members of your original family.
 - a) Mother
 - b) Father
 - c) Others important to you

- d) Please describe the general atmosphere at home. Mention any separations, or other difficulties you experienced during your childhood.
- 4) If you are living with someone, or are in a close relationship, please describe any particular difficulties you are experiencing.
- 5) Please mention any other current difficulties in your current family situation.
- 6) What gives you satisfaction in life?
- 7) Please tell me how well you get on at work and mention any particular plans or prospects you have for the future.

8) In what way do you expect Sophia House to help you?
When you imagine yourself using support, what form does it take?

9) Please use this space if there is any other relevant information, which might be important or helpful in relation to your difficulties.

Name:

Signature:

Date:

THRESHOLD MONITORING FORM

FAIR ACCESS

The Northern Ireland Act 1998, places duties on organisations, including Threshold, to have due regard to the need to promote fair access to our services:-

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women;
- between persons with a disability and those without; and
- between persons with dependents and those without.

These are generally referred to as the Section 75 categories.

Threshold has an Equality Policy which sets out how we will meet the statutory equality duties. In order to constantly monitor our policies, we need additional information on those who are affected by them in relation to the Section 75 categories.

Please find attached a form, from which this information will be gathered and which Threshold will treat in the strictest confidence. **The information you provide will be managed so as to fully protect your confidentiality.**

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SECTION 75 MONITORING QUESTIONNAIRE

1. To which of these ethnic groups do you consider yourself to belong?

White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Mixed ethnic group	<input type="checkbox"/>
Other ethnic group	<input type="checkbox"/>

2. Do you consider yourself to have a disability?

By disability we mean any physical, sensory, mental or learning impairment that has a substantial and long term (lasted or expected to last 23 months or more) adverse impact on your ability to carry out normal day to day activities, without mechanical or electronic assistance or the adaptation of your workplace.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

3. Please indicate your community background

I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant nor a Roman Catholic community background	<input type="checkbox"/>

4. What is your marital status?

Married/Civil Partnership	<input type="checkbox"/>
Living with a partner	<input type="checkbox"/>
Single (never married)	<input type="checkbox"/>
Separated/divorced	<input type="checkbox"/>
Widowed	<input type="checkbox"/>

5. What is your age?

I am Years old

6. Do you have any dependants?

By dependants we mean whether you have primary responsibility for the care of a child (aged 16 and under), for the care of a person with a disability or for the care of an elderly person.

Yes	I do have dependants	<input type="checkbox"/>
No	I do not have dependants	<input type="checkbox"/>

7. Gender

Male

Female

☐

☐

8. Sexual Orientation
- I am gay or lesbian (homosexual)
- I am straight (heterosexual)
- I am bisexual
- Other (please specify)
- ☐
- ☐
- ☐
- ☐

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