



Sunbeam House Services

[www.sunbeam.ie](http://www.sunbeam.ie)

**Information**

**for applicants  
and their support person(s)**



## Sunbeam House Services

### Information

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## SUNBEAM HOUSE SERVICES

### Our Mission

*Sunbeam House Services provides a range of supports to adults with intellectual disabilities. We aim to empower people with the necessary skills to live full and satisfying lives as equal citizens of their local communities.*



## How to apply to Sunbeam House for a Service

Sunbeam House provides supports and services for people over 18 years of age with an intellectual disability.



### **An application can be made by you or for you:**

- Through your school
- through the HSE (Brian Miller or Rossa O'Briain)



### **This application form lets us know what services and supports you are applying for:**

- Day Training
- Rehabilitative Training (RT)
- Residential Supports
- Respite
- Supported Employment



We may ask for reports such as a School Report, Psychological Report or Medical Report. These reports help us to design a service for you and to put the supports in place that you may need.



You will be invited to visit the service, to have a look around and meet some of the other service users and staff.



The application process from start to finish can take a few months. We need to make sure that the service will meet your needs, we need to have a vacancy and we need to get funding from the HSE. Once all of these things are in place, we may be able to offer you a place.

## Entry Criteria

The applicant must have an Intellectual Disability as their primary diagnosis.  
The applicant must be over 18 years of age.  
A suitable/appropriate vacancy must exist within the organisation.  
Funding must be made available by the HSE.

## Catchment Area

Priority will be given to those who live in the North Wicklow/South Wicklow area. Occasionally, referrals are considered from outside these areas. In circumstances where the Referrals Committee are unable to make a decision or where the decision would be unclear, the Managing Director's decision will be final in all cases.

## Applications

Applications, having been initially made to the HSE's Central Referrals Committee, are then forwarded to Sunbeam House Services Referral's Committee for consideration.

## Reports

The Application should be accompanied by the following **up to date** reports:

- (1) Psychological Report
- (2) Medical Report
- (3) End of year School Report

**It is the responsibility of the referring body to ensure that all submitted reports are up to date.**

Other relevant reports may also be requested at a later stage (see list of reports) The Psychological Report must be no more than 2 years old. In certain circumstances, a slightly older Psychological Report may be considered. The absence of relevant requested reports may processing of the application.

### **Please note:**

An application cannot be processed by the Referrals Committee until all relevant up to date reports have been received.



## SUNBEAM HOUSE SERVICES

### List of reports required

In order to process any referral the following reports must be supplied.

1.  **Psychological Report**

Must include:

- Social and Developmental History
- Assessment of Cognitive and Adaptive functioning.
- Educational History – School / Class Reports for previous two years.
- Record of school placements.
- Record of work placements.

2.  **Medical Report**

The following reports (3-11) may be required at a later stage:

3.  End of Year School Report

4.  Nursing Report

5.  Physiotherapy Report

6.  Occupational Therapy Report

7.  Manual Handling Report

8.  Speech & Language Report

9.  Social Work Report

10.  Respite Service Report

11.  Other \_\_\_\_\_



## SUNBEAM HOUSE SERVICES

### Informal Visit

Applicant and parents/support person(s) are welcome to contact the Referrals Officer to arrange a visit to the relevant location.

### Details of induction process

Families/Schools/Agencies are contacted and arrangements are made for the applicant to attend their potential service. The Senior Services Manager and/or Client Services Manager will advise the structure of the induction process.

### Transport

SHS are no longer in a position to provide transport for new referrals. If you wish transport to be provided, please contact the HSE directly on this matter.

### Details of trial period

Relevant forms are completed with the Referrals Secretary on acceptance or offer of a place.

There is a trial period of six months, which is reviewed after three months.

A key worker is allocated to the applicant.

The applicant is given the opportunity to sample various modules or aspects of the service(s) offered.

At the end of the trial period the applicant either:

- a) Continues in the service.
- b) The trial period is extended.
- c) Is re-assessed for a more suitable service within the organisation.

Should it be deemed that during this trial period, the service does not meet the needs of the applicant; SHS reserve the right to discontinue this placement.

The placement is discontinued and the Family, Referring Agency, and Director of Disabilities, HSE, Dublin, Mid-Leinster, are informed in writing.

(A copy of the SHS Referrals, Transfers and Discharges Policies and the Referrals, Transfers and Discharges Procedures Document are available upon request)



## SUNBEAM HOUSE SERVICES

**Sunbeam House Services provide a wide range of services in a variety of locations**

### **Day Services**

The activities and supports in each day service are tailored to the abilities, needs and interests of the people attending, with a focus on developing skills and community involvement.

### **Training/Rehabilitative Training**

Trainees pursue a full time course of a specified duration, where they are prepared for independent living. Modules include computer skills, arts, leisure and culture, self-advocacy, literacy, work preparation, relationship skills and health and safety and others. FETAC and OCR certified courses are also available.

On completion of training programme, individuals are offered an on-going life-skills service that focuses on individual needs, where funding has been secured from the HSE. Some individuals may access this directly, depending on funding.

For those of a more mature age, a more flexible service is available.

### **Employment**

Connect Employment – is a supported employment service which enables people to access main stream employment of their choice based on their individual skills, interests and experience. A trained job coach is available to support the person to find work of their choice, provide training in the work site and offer disability awareness training to co-workers and employers if required.

### **Community Support Services**

This is a service provided to individuals living in their own home. Various supports including Money Management, Budgeting, Home Living and Personal Care supports are provided where necessary.

### **Flexi Service**

The Flexi Service offers individuals opportunities and choices to participate in the life of the community in order to achieve their personal goals.





## SUNBEAM HOUSE SERVICES

### Residential Services

Sunbeam House Services is a Housing Association. A SHS provide a variety of accommodation within Co. Wicklow to cater for the various levels of Client requirements.

When a request for residential placement has been received and processed, a Local Authority Social Housing Supports Application Form is sent to the applicant and/or their family for completion. In order for Sunbeam House Services to apply for the funding, all individuals on our residential waitlist must also be on their local authority waitlist.

The following gives a brief outline of the type of residential services provided by Sunbeam House Services:

- Community Housing:-** These are staffed houses/apartments in the Community for people who have medium to low support needs but still require on-going supervision. Residential funding is required for the above and a request for same is made to the HSE.
- High Support Housing:-** This area provides staffed housing alongside a variety of services for people with different complex support needs.
- Monitored Housing: -** A core group of staff provide a range of supports to individual people living independently in SHS property.
- Home Support:-** This is a service provided to individuals living independently in their own home or in private rented accommodation and who may require various supports such as Money Management, Budgeting, Home Living and Personal Care. Home support funding is required for the above and a request for same is made to the HSE.



## SUNBEAM HOUSE SERVICES

### Respite Services

Respite is a short term admission to accommodate a person requiring short stay accommodation. It is aimed to provide the individual to have a short break from home or a holiday break.

Respite admissions are planned and are non-emergency, with an agreed stay period.

- The individual may wish to join his/her friends for a holiday or social outings;
- Using Respite may be an introduction in the process of leaving home, e.g. to avail of living more independently, or requiring more care;
- Respite can be facilitated in an SHS house or away with staff for a holiday or through Homeshare;
- This service is available 24 hours, 365 days each year, but is limited in the amount of available places.

### How to apply for Respite:

An individual or relative can apply for respite by contacting the relevant Client Services Manager at the location that the individual attends. He/she will discuss the respite procedure with them and then liaise with the respite location manager.

Once the respite location manager makes contact with the individual and carer, then they will discuss the procedure with them.

Respite depends on availability so it is important to book it as far in advance as possible.



## **SUNBEAM HOUSE SERVICES**

**We hope that you found the information in this booklet useful.**

**If you require any further information, please contact the Referrals Officer at 01-2868451.**

**Please also see our website:  
[www.sunbeam.ie](http://www.sunbeam.ie) for further information.**