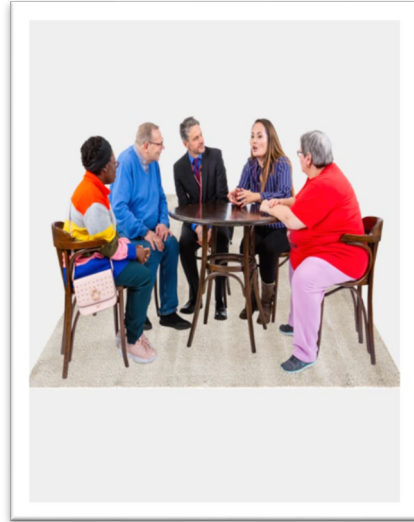
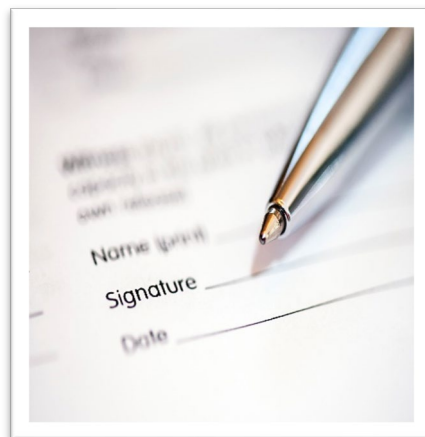



Easy to Read
Admissions for Residential Placement Policy
Sunbeam House Services




1 When a Sunbeam House Services client wants to apply for a residential placement in Sunbeam House Services, the Client Service Manager will meet with you and your family or advocate to talk about your application for a residential placement. They will also tell the Senior Service Manager. If you are not a Sunbeam House Services client already, you must apply to the Disability manager in the HSE, who will then contact us on your behalf.







2 Your client service manager will complete a Residential priority form and a HSE form called a DSAMT which assesses your needs and gives the reason you need a residential placement. They will then send them to the Referrals officer to



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	<p>share with the Referrals Committee.</p> <p>You will also have to fill out a County Council housing form to make sure that you are on the housing list.</p> <p>We can help you to do this.</p>	
<p>3</p>	<p>The Referrals Officer will put your name on the Sunbeam House Residential priority list and the HSE will put you on their residential list, to be considered each time a suitable vacancy comes up.</p>	
<p>4</p>	<p>Each time a vacancy becomes available the Referrals committee will assess you and anyone else on the list that needs the placement, depending also, if the location is suitable for you.</p> <p>The HSE will also consider you each time they have a suitable vacancy.</p>	

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<p>5</p>	<p>Sometimes it takes a bit longer to find a residential placement and so the Client Service Manager, Senior Service Manager and the HSE will decide what support can be given to you until a placement is available.</p>	
<p>6</p>	<p>You will be informed when a place is available for you to move to, and you will be allowed to visit the location to help you decide if you would like to go and live there.</p>	
<p>7</p>	<p>If you decide you would like to live there, the clients service manager and Senior Service Manager will work on a plan with you and your family, to help you settle in.</p>	

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8 When you have settled into your new location, the Referrals Officer will write to the HSE to let them know that you have moved to a residential location and they will also change your location details on CID, our computer database.



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