

Referral procedure

AA01

Informal enquiries to the Manager are welcomed in the first instance. A copy of the Prospectus and Brochure will be sent on request with any additional information required. The Referring Agency is asked to complete and return a referral form **AA02** while the prospective resident will be asked to complete and return the attached private and confidential application form **AA03**.

The prospective resident and her child(ren) will then be invited to visit Ashcroft House for a half day assessment. This will be conducted by at least two staff and will also involve meeting with other residents. The purpose of this visit will be to assess whether Ashcroft House can meet the needs of the prospective resident and her child(ren), and for her to consider whether she could benefit from a placement and be able to comply with the conditions of acceptance and the House rules.

Factors that will be taken into account in this assessment include:

- Personal needs and attitude towards substance dependency
- Motivation to apply for admission to Ashcroft house
- Previous rehabilitation programme experiences (hospital, day or residential)
- Progress made in detoxification/current level of dependency
- Significant personal adult relationships
- Personal skills/abilities
- Personal/social skills development needs
- Any current social problems
- Parenting/child care abilities
- Any Court Orders/conditions relating to child care arrangements/access
- Convictions for offences
- Behaviours that could pose risks to other residents or children
- Medical conditions/current prescribed medicines
- Current housing arrangements
- Proposed housing accommodation following rehabilitation
- Proposed social support systems following resettlement
- Possible alternatives if not accepted for admission including day attendance
- Initial attitude and response to Ashcroft House staff, residents and Programmes
- Special needs of child(ren), care in nursery, attendance at school, health factors
- Understanding that parental responsibilities are retained while at Ashcroft House
- Appreciation of the commitment required to complete the rehabilitation programme

The referring agency will be required to provide a written assessment of the reasons for referral and a summary of the family and personal history for mother and child(ren).

The social worker, probation officer or other professional worker involved in making the referral and arranging the payment of placement fees, will be welcome to visit Ashcroft House either at the same time as the prospective resident and her child(ren) or separately by prior arrangement.

In addition to the contract for placement with the funding agency, all residents have individual contracts drawn up in relation to their own needs and the programmes to be provided. They are also required to sign various agreements relating to their responsibilities and behaviour while living at Ashcroft House. Copies can be viewed on request.

For children accommodated with their mothers, a written child placement plan must be completed by Ashcroft House staff in consultation with the placing local authority before the child(ren) are admitted. The placing agency must provide Ashcroft House with a copy of their care plan for each child prior to admission.

Placing agencies are required to nominate a named worker who will be responsible for maintaining contact with Ashcroft House during the placement, attending reviews as arranged and agreed and participating actively in planning and implementing the resettlement arrangements, including providing post-discharge support in the community, in addition to the support available from Ashcroft House.

The outcome of the assessment will be considered by Ashcroft House staff in consultation with the referring agency. If the prospective resident, Ashcroft House staff and the referring agency are all in agreement then a place will be offered and a date for admission agreed. If there is no immediate vacancy, then an estimated date for admission will be given and the referring agency will be responsible for keeping in touch with their client and Ashcroft House staff at least once a week to assist in maintaining the client's motivation until a place is available.

Please refer to the Statement of Purpose and its Appendices for information about Ashcroft House, the programmes offered and the reasons why some mothers may not be considered suitable for placement.