## **HBC Process for Major Adaptations – RSL Properties** (Appendix 1)

(RSL Delivery Route)

Referral to HBC ILS from tenant, landlord or other source

OT/CCW assessment – any major adaptations required to be prioritised in line with DOH FACS criteria. Work to be necessary and appropriate to meet needs of disabled person

Note:-

If RSL uses freelance OT then recommendations must be agreed with HBC ILS

Recommendation agreed by Practice Manager

No



Case referred back to OT/CCW

Yes



Letter sent to tenant on behalf of partnership together with copy of Care Plan and information (DVD) on the adaptation process

OT/CCW informs RSL contact. Written proposals – ILT 8 form



Copy of letter held in HBC funding waiting list. Any waiting list enquiries referred to RSL



Once LA budget agreed in April, HBC will inform RSL of availability for known tenants on waiting list.

For 2008/09 funding to be offered to cover 50% of eligible costs.

Funding to be allocated on a percentage basis of the total RSL stock within the HBC area

\* Proposed that if going through the RSL delivery route that the tenant will not be means tested and delivery will not follow DFG requirements eg. completing application forms etc.

Grant availability to be reviewed on a quarterly basis and RSL's informed



Continued overleaf

## Note:-

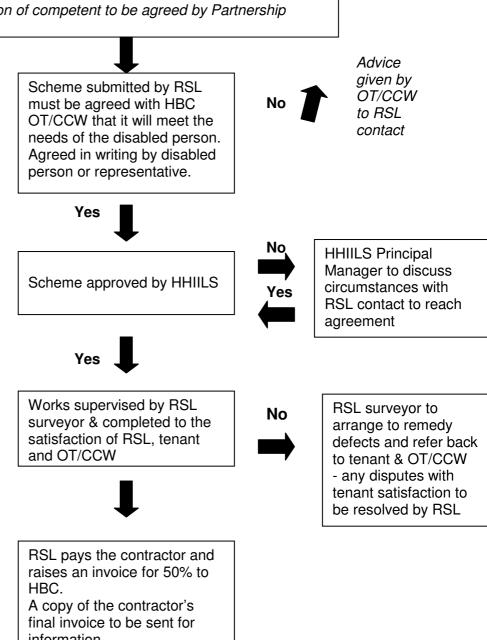
For existing cases on RSL waiting lists as at 1<sup>st</sup> April 2008 the RSL to inform HIILS Principal manager of details of priority cases requiring partnership funding. Priority will be in date order or in line with the

RSL's agreed priorities.

RSL to complete an application form for each property requiring adaptation with copy of specification and layout sketch.

Also to demonstrate VFM either;

- 3 competitive tenders from competent\* contractors, or
- Copy of the previous tender framework, or
- Copy of the schedule of rates, or
- In house construction rates
- \* Definition of competent to be agreed by Partnership



Any latent defects or ongoing maintenance to be the responsibility of the **RSL** 

In the event of unforeseen

work being required this

advance by the HHIILS

must be agreed in

Principal Manager

information.

Note: Minor adaptations, stairlifts & equipment services are not included in this process.

Key – OT Occupational Therapist **CCW Community Care Worker** ILS Independent Living Service HHIILS Halton Home Improvement & Independent Living Service DOH Department of Health FACS Fair Access to Care Services