

1. **Initial Visit** A preliminary visit is arranged between the applicant & his/her next-of-kin, guardians or legal representative, a senior staff member of Nutley Hall (NH) & the social care manager (where appropriate). The intention is to have an informal meeting & exchange: the applicant and their representatives gaining an overview of NH and what it has to offer; NH gaining some insight into the personality and needs of the applicant. Other NH staff are informed of the visit in advance and have the chance to make a brief acquaintance with the applicant.
2. **Information** If the applicant wishes to proceed, NH will provide him/her with a brochure, the Statement of Purpose, a copy of this Policy & Procedure & an Admission Form. Nutley Hall terms & conditions are available on request.
3. **Admission Form** Nutley Hall then requests that the admission form with personal details is completed, and reports & reviews from previous placements are forwarded.
4. **Assessment** Nutley Hall will require a full Needs Assessment from the adult social care manager & a current care plan at this stage or, in the case of self-funding applicants, will carry out the assessment itself. (The latter may be done in conjunction with Stage 6.)
5. **Needs Response** Nutley Hall will respond by recommending (in outline) how it might be able to meet the needs of the applicant if it has the capacity to do so, or alternatively give reasons for not being able to. At this stage the response to meeting needs will be given by a senior manager and will be without any commitment from NH.
6. **Interview & Trial Visit** An interview/visit is arranged at NH between the applicant, his/her representatives and NH staff. Ideally the applicant visits NH for a few days (staying overnight) in combination with the interview. Every effort will be made to enable the applicant to experience NH life as fully as possible, and to meet and get to know as many residents and staff as possible.
7. **Review & Decision** Nutley Hall carries out an internal review of the application, discussing fully the compatibility of needs and provision, implications for existing residents, household arrangements and work situations, the allocation of a room and the responsible house co-ordinator (key-worker). Staff and residents will be involved in discussions before any conclusion is reached.
8. **Offer of Place** Following a positive decision, an offer of a place at Nutley Hall will be communicated by letter, subject to Nutley Hall terms & conditions and the ensuing contract.
9. **Acceptance & Agreement** Acceptance of a place is confirmed with agreement to Nutley Hall Terms & Conditions (Parts 1 & 2) by the Applicant and his/her representatives. This, together with any local authority contract and funding agreements, must be in place before proceeding further.
10. **Trial Period** The applicant is then invited to become a resident for a trial period of three (or six) months at the agreed fee level, during which the placement may be terminated with reasonable notice on either side. Following a successful conclusion and review of this period, the applicant will become a permanent resident.
11. **Individual Plan** As soon as practicable after Stage 7 and before the end of the trial period, NH and the applicant will develop an individual care plan based on the Assessment and Needs Response (Stages 4 & 5).

(N.B. Stages prior to No. 7 may proceed concurrently, and do not necessarily occur in the sequence given.)