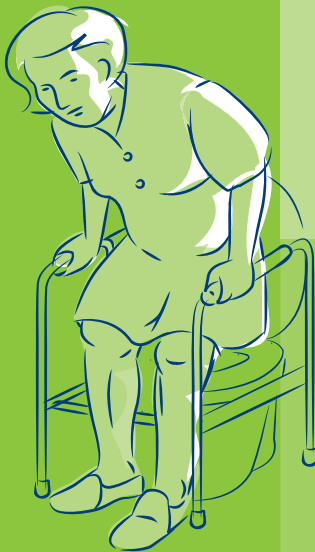
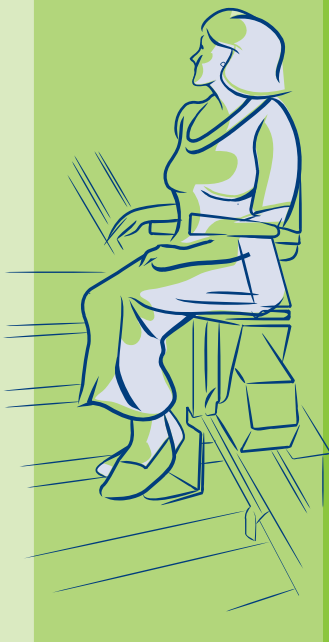


OCCUPATIONAL THERAPY SERVICES

IN HARINGEY



Contact us

If you would like further information about our service, or information on other services which may be able to help you, please contact us for advice and an information pack:

In writing:

Occupational Therapy Service

Unit 5, St George's Estate

White Hart Lane

London N22 5QL

By phone: 020 8489 1603

By fax: 020 8489 1630

By email: OccupationalTherapy@haringey.gov.uk

Haringey Integrated Community

Equipment Services

Unit 5, St George's Estate

White Hart Lane

London N22 5QL

By phone: 020 8489 1644

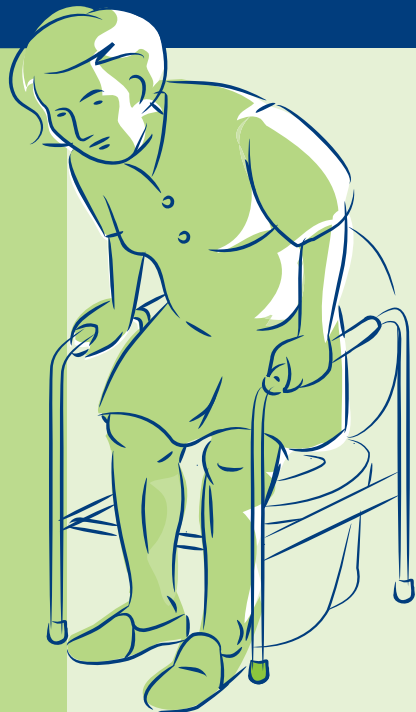
By fax: 020 8489 1630

By email: HICES@haringey.gov.uk

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»» What does Occupational Therapy do?



What does Occupational Therapy do?

The Occupational Therapy Service assesses and evaluates the physical, psychological and emotional impact of disability and the factors that can affect a person's ability to undertake everyday activities in their home environment. This may include:

- >>> getting in or out of bed
- >>> getting on or off the toilet
- >>> getting up and down the stairs at home.

We aim to deliver high quality, cost-effective occupational therapy services to Haringey residents of all ages.

Who can receive a service from us?

You may be eligible to receive a service if your life is affected by any of the following:

- >>> physical or sensory disability
- >>> life limiting illness.

You may also be eligible if you are:

- >>> a carer who provides substantial regular care for a relative
- >>> a child in need.

What happens when you contact us?

After you contact us, your request will be considered by a Senior Occupational Therapist. Our response to you will depend on the urgency of your needs. We will respond to the most urgent cases within 48 hours.

We will arrange a home visit to assess your needs. However, where the problems are more straightforward, we may offer a telephone assessment or advice and information at our drop-in service.

We will send you a letter to advise you as to what will happen next.

How can we help you?

Following an assessment we will offer information and advice regarding alternative ways of carrying out activities independently. We may provide equipment and adaptations. We will consider your needs in relation to work, education, social and family life and will also assess the needs of your carers at the same time.

If necessary we may recommend that major adaptations are carried out in your home to increase your independence.

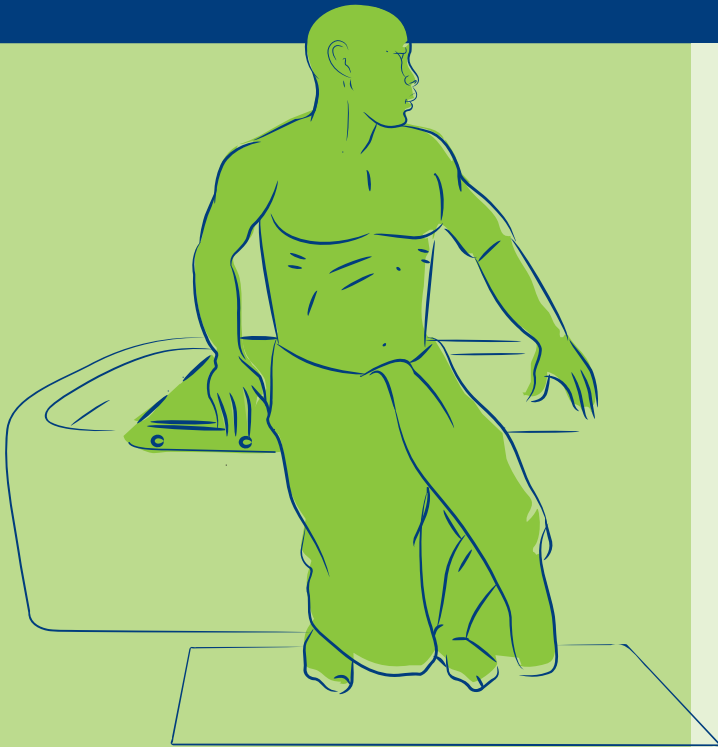
What happens after my assessment?

We will give you a copy of your Care Plan with any proposed recommendations. We may make further home visits to ensure that the equipment and adaptations provided, meets your needs.

Drop-In Service

From March 2005, we will be able to offer information and advice on equipment and adaptations from our new Drop-In Service based at the Winkfield Resource Centre in Wood Green. For further information regarding this service, please contact us in writing, by phone, fax or email, details of which are at the front of this leaflet.

»» Are you eligible to receive a service?



Are you eligible to receive a service?

When you are assessed, we use a set of eligibility criteria to define who is able to receive community care services, and to measure the level of support we are able to offer. These are set out as follows.

Children

Fair access to Care Services does not apply to those aged under 18. If you are a child with a physical disability, who has difficulty accessing essential facilities in your home, you will be eligible for Occupational Therapy Services.

Fair Access to Care Services

The Government's Fair Access to Care Services guidance sets out the criteria which all local authorities must follow when assessing new and existing service users *aged 18 and over*.

This helps us to ensure that those in greatest need and at the highest risk receive services, and that everyone who requests a service is dealt with fairly.

Eligibility criteria are used to establish the level of risk to independence in four areas:

- >>> Health, safety and freedom from harm
- >>> Autonomy and freedom to make choices
- >>> Ability to manage personal and other daily routines
- >>> Involvement in family and wider community.

National eligibility criteria are divided into four bands which describe the seriousness of risk and indicate the level of services you will require to reduce these levels of risks to your independence:

- >>> Critical
- >>> Substantial
- >>> Moderate
- >>> Low.

We will assess anyone who appears to be in need of community care services. If your assessment indicates a level of risk to your independence which falls within the critical or substantial eligibility criteria, Haringey Council will provide a service to meet those needs.

Needs which are assessed as falling within the moderate or low bands will not qualify for services from Haringey. However, we can provide information and advice about organisations which may be able to help.

Critical:

If your assessment shows you have critical needs, this means that, without intervention, there is a risk that:

- »» your life is/will be threatened
- »» health problems have developed or will develop
- »» serious abuse or neglect will occur.

For example:

- »» you live alone, have a history of falls and are unable to get to essential facilities such as the toilet
- »» you are terminally ill
- »» you are not able to transfer and need a hoist to prevent injury to yourself or that of your carer.

Substantial:

If your assessment shows you have substantial needs, this means that, without intervention, there is a risk that:

- »» you and/or your carer will be unable to continue to carry out essential tasks without unreasonable/unacceptable levels of compromise on your dependence.

For example:

- »» you are unable to manage safe transfers
- »» you experience significant difficulties in getting to the toilet, bed, chair and front door.

Moderate:

If your assessment shows you have moderate needs, this means that:

- »» you require occasional support
- »» there is a risk that there will be some difficulty for you to get to essential facilities such as the bath and toilet.

If you are assessed as being in the moderate band, you will not normally qualify for one of our services, but we will offer advice

and information on where to go for the appropriate equipment.

If your condition deteriorates, you will need to be re-assessed, and may become eligible for help under the critical or substantial categories.

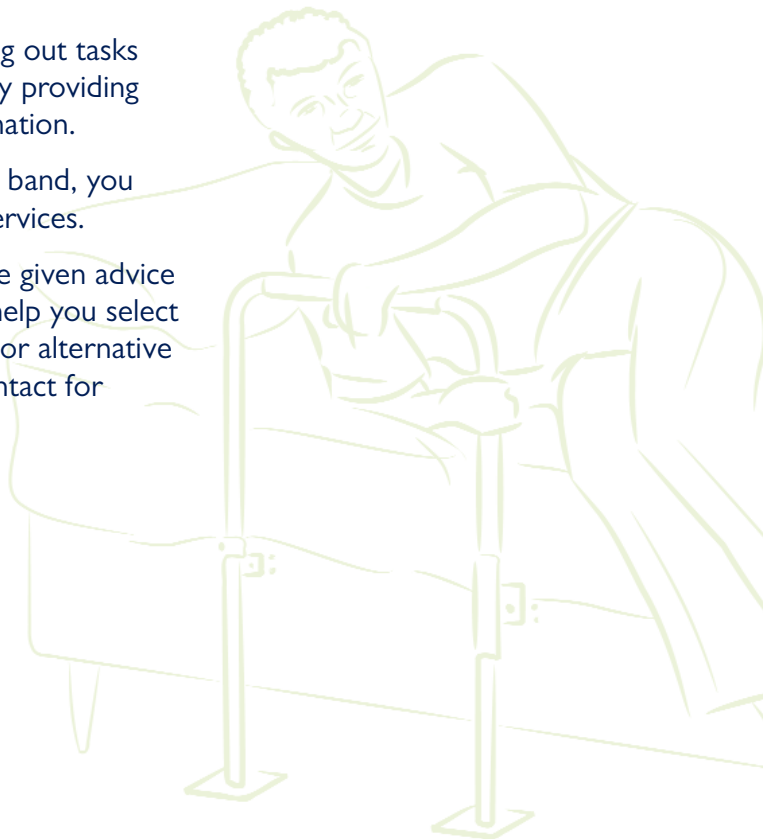
Low:

If your assessment shows you have low needs, this means that:

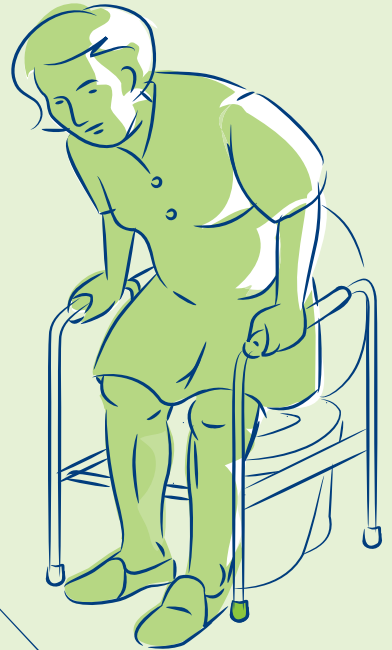
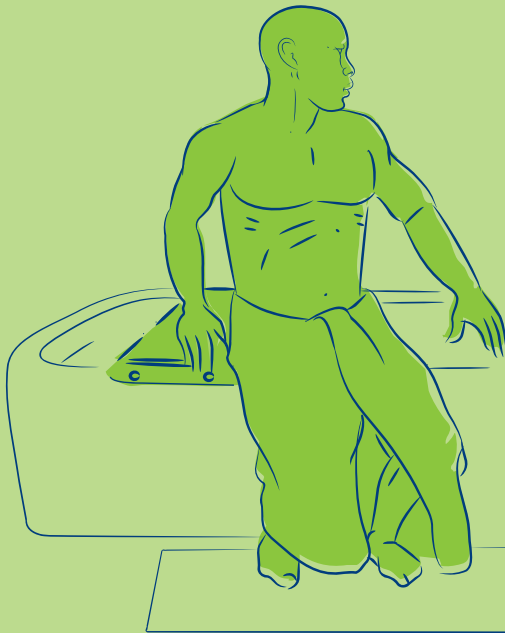
- >>> your circumstances have identified minimal risk in your daily life
- >>> any risk in carrying out tasks can be reduced by providing advice and information.

If you are in the low band, you will not qualify for services.

However, you will be given advice and information to help you select the right equipment or alternative agencies you can contact for services.



»» Equipment



Equipment

We will help you to maintain your independence at home. If we provide equipment to you, this is on a loan basis and free of charge. A member of staff will prescribe the equipment for you in your home.

We can offer a wide range of equipment to help you perform essential activities in your home, for example:

- >>> a raised toilet seat and frame [to help you to get off and on the toilet
- >>> a chair raiser to help you out of your chair by making it the right height
- >>> a rail or pillow lifter to assist your movement to and from bed.

We recognise that people will vary individually according to their needs. The assessing staff member will take these factors into account when considering solutions which will help to improve your independence and reduce any risks you may face in your home.

If you have been provided with equipment by Haringey Council and there is a fault or it needs repair, please contact our Equipment Stores, **Haringey Integrated**

Community Equipment Services (HICES) for assistance and advice. Our contact details are at the front of this leaflet.

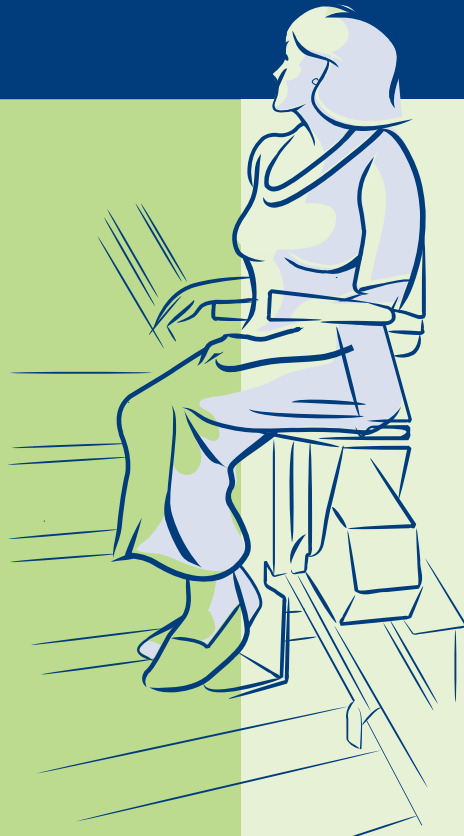
If your assessment shows that you require any special equipment, we will aim to provide you with aids that meet your assessed need in the safest and most cost-efficient way. HICES will arrange for equipment to be delivered and fitted in your home.

HICES also repairs, maintains and refurbishes returned equipment to maximise recycling. Replacement equipment will normally only be used if the original becomes damaged or unsafe to use, and if the equipment costs more than £30.00 to replace. Where possible, you will be given information on suppliers who can replace equipment costing less than £30.00.

As and when the equipment no longer meets your needs, you will be re-assessed so that we can identify ways of meeting your current needs. This may include provision of alternative equipment.

We also provide a hoist inspection service.

»» Adaptations



Adaptations

An adaptation is an alteration to your home which will enable you to use or access facilities within the home independently. Following your assessment, we can recommend adaptations to assist with problems such as getting into and around your home, getting to the toilet and using the bathroom.

Adaptations fall into two categories.

Minor adaptations

Examples: grab rail, stair rail, chair-raise, or widened step.

In most instances the work will be carried out by Haringey Council. However, if your home is privately owned and the costs of the work exceeds £500, your case will be referred to Environmental Services who will assist you with applying for a Disabled Facilities Grant to cover the cost of the works.

Council tenants do not need to apply for Disabled Facilities Grant.

If you live in private rented accommodation, we will require permission from the landlord before we are able to adapt the property. We will send our

recommendations for Housing Association tenants to their landlords, who usually undertake to install minor adaptations for their tenants, with the exception of bed and chair-raises. These will be provided by the Occupational Therapy Service technician.

Major adaptations

Major adaptations refer to larger scale installations such as level access showers, ramps or stairlifts.

When we recommend a major adaptation, various checks will be carried out to ensure that the adaptations are feasible and that they constitute the most appropriate and cost-effective solution to meet your particular needs. Once the appropriate adaptation has been agreed, the process of arranging for the adaptations to be carried out will depend upon who owns your home.

Private Sector and Housing Association Properties

If you are a homeowner and intend to pay for the adaptations yourself, we will assist with advice and recommendations.

Some homeowners, privately

tenants and Housing Association tenants will be eligible for a Disabled Facilities Grant to pay for all or some of the adaptations. You will be referred to the Housing Renewals team in Environmental Services who will:

- »» assess your eligibility
- »» advise on loans
- »» provide information on technical feasibility
- »» process the Disabled Facilities Grant application
- »» provide a list of architects/builders to carry out the work.

Written permission will be required from the landlords of private tenants before any work can be carried out.

Housing Association tenants

We will ask your Housing Association whether they can provide funding for your adaptation. If they cannot, your case will be referred to the Housing Renewals team in Environmental Services who will assess your eligibility for a Disabled Facilities Grant.

If your work is to be funded via a Disabled Facilities Grant, written permission will be required from your Housing Association before any work is done.

Disabled Facilities Grants

© **Background**

Disabled Facilities Grants are mandatory, provided the works meet defined criteria and are available to applicants following an assessment by an Occupational Therapist employed by the Council.

© **What will be funded?**

The Disabled Facilities Grant is for adaptations recommended by a Council's Occupational Therapist following an assessment under the Chronically Sick and Disabled Persons Act 1970 or, in the case of children, the Children's Act 1986.

© **How much is the grant?**

The Council will fund adaptations up to the mandatory grant maximum (currently £25,000), subject to means testing.

If the cost of the work exceeds £25,000, additional funding will need to be raised. Financial assistance will be sought through

the Houseproud Scheme (see below). Should Houseproud (or other financial institution) be unable to offer a loan then applicants may be offered an extended home improvement grant to cover the client contribution. The grants have a 20 year repayment condition attached.

⊙ **Who is eligible?**

Disabled applicants who have been assessed by an Occupational Therapist as requiring adaptations to their property.

⊙ **What conditions apply to disabled facilities grants?**

- >>> The grant is offered on condition that the owner and disabled person meet the criteria.
- >>> Conditions of sale to bona fide applicants do not apply.
- >>> If the Council offers an extended grant to cover any client contribution then the grant must be repaid in full if the property is sold within 20 years.
- >>> Those who have exercised the Right to Buy will be eligible for financial assistance towards a disabled facilities adaptation.

⊙ **How will the grant be administered?**

- >>> Applications for assistance will only be considered following a referral from the Occupational Therapy Service.
- >>> Grant assistance will be subject to a full and complete application form.
- >>> Payments for grants that have an applicant's contribution will only take place once that contribution has been paid in full.

Houseproud

⊙ **What is Houseproud?**

Houseproud is targeted at older homeowners and those who have a disabled person in their family. It was set up in order to allow older people to remain in their own homes for longer and to keep families with disabled members together, by ensuring that they had a safe and secure property to live in.

Houseproud is also a means of providing people over 60, who may not qualify for grant aid, with the means of carrying out repairs to their properties.

Houseproud is further used to release equity for those who wish to top up the basic Wind and Weather Tight Grants of £5,000 in order to carry out more extensive works to their property.

Houseproud also provides financial assistance to Disabled Facilities Grant applicants who fail the means test for grant aid towards adaptations, or to those who require works that exceed the maximum £25,000 grant. The scheme is led by the Home Improvement Trust (HIT), a non-profit making organisation that guarantees not to repossess any home.

The scheme offers:

- »» a complete improvement package
- »» an affordable, risk-free way of funding works through the release of equity in owner-occupied homes
- »» expert financial advice
- »» partnership working with HIT, who will deliver the scheme through a service level agreement.

HIT obtains valuation and legal services for applicants, and

organises local and land registry searches. The Trust also co-ordinates the payment of legal fees, the release of funds, and the payment of contractors. This service is offered to an applicant for £500, which, for those who qualify, may be paid by the Council in the form of a grant.

The Trust proposes that local authorities use their Home Improvement Agency to co-ordinate the process at a local level. This involves filling in the application forms, monitoring the process through the Trust on behalf of the client, and acting as a link with the Council.

Details of Houseproud are available from:

Houseproud
Dept. HGY
Nottingham
NG1 1BR

Phone: 0800 783 7569.

N.B. Once an application has been referred to Houseproud the application process falls outside the grant policy.

For more information about the Grants process contact:

Housing Grants & Regeneration Team

639 High Road
Tottenham
London N17 8BD

Phone: 020 8489 5152

Fax: 020 8489 5113

How do I maintain and repair equipment that is provided under a grant?

The grant is provided to enable you to pay for the adaptation that you require and to help you live independently. If you live in a private property, the adaptation belongs to you after installation and you are responsible for its maintenance. An extended maintenance warranty for some items, for example, a stairlift, can be included in the grant to cover the first few years. We will be happy to discuss any maintenance issues with you.

We are not able to assist with the removal of any mechanical installation such as hoists, stairlifts or step lifts.

Home Improvement Agency

The Home Improvement Agency is operated by Haringey Environmental Services and Haringey Metropolitan Care and Repair. This is an advisory and support service helping homeowners and private sector tenants to adapt their homes to meet their needs and so enabling them to maintain an independent lifestyle. The Home Improvement Agency can help to:

- >>> find builders, obtain estimates and supervise works to adapt your home
- >>> arrange for grant assistance, where eligible, and assist in completing forms
- >>> complete benefit application forms and check that you are receiving the correct entitlement
- >>> advise you on other options available to you if it is not possible to meet your needs stay in your present home.

Advice is free of charge, but there is usually a fee charged for other services, which is normally covered by grant assistance.

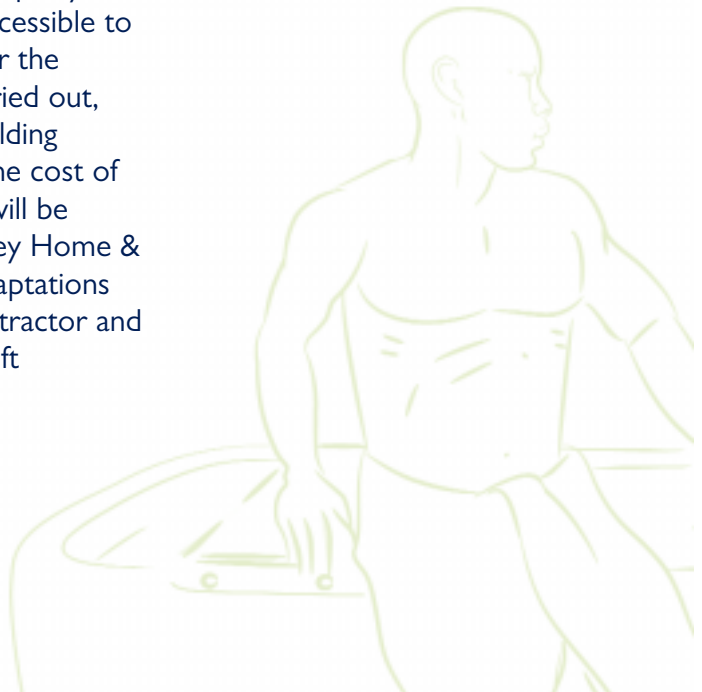
Council tenants

If you live in a council property, once you have been assessed by an Occupational Therapist we will work jointly with an Operations Surveyor from Haringey Home & Building Services - Adaptations Team to design the most appropriate solution to meet your needs. Once you have met the surveyor you will be given the surveyors direct contact phone number and will be regularly updated on the progress of your adaptation. Where the cost of the works exceeds £25,000, you will be offered the opportunity to transfer to another property which will be more accessible to you. If it is possible for the adaptations to be carried out, Haringey Home & Building Services will pay for the cost of the work. The work will be carried out by Haringey Home & Building Services - Adaptations Team, Partnering Contractor and Approved Specialist Lift Contractors.

© How are the adaptations maintained and repaired?

The Housing Service is responsible for any maintenance or repairs which are subsequently required for your adaptations.

The Occupational Therapy Service is not able to assist with the removal of any mechanical installation such as hoists, stairs or step lifts. Haringey Council currently does not remove adaptations once they have been installed.



Occupational Therapy Services - translation request

If you want this leaflet in your own language, please tick the box, fill in your name and address and send this form to the Freepost address below.

Albanian

Shërbimet e Terapisë së Aktiviteteve

Ju lutem na tregoni nëse doni një kopje të Shërbimeve të Terapisë së Aktiviteteve në gjuhën tuaj apo tjetër që nuk është e radhitur, duke shenjuar ✓ kutinë përkatëse, plotësuar emrin dhe adresën tuaj dhe dërguar formularin tek adresa e mëposhtme me Postim Falas.

Bengali

অপনি যদি এই 'অকুপেশনাল থেরাপী সার্ভিসেস' প্রচারপত্রের পক্ষে আপনার নিজের বা অন্য কারো সেবা নেই এমন কোন ভাষায় চান, তাহলে উপযুক্ত বাক্সে টিক চিহ্ন দিনে, আপনার নাম ও ঠিকানা লিখে এই ফর্ম নিজের প্রার্থনায় বা অন্য কারো প্রার্থনায় পাঠিয়ে দিন।

French

Services d'ergothérapie

Si vous voulez une traduction de "Occupational Therapy Services" (Services d'ergothérapie) dans votre propre langue ou dans une langue non citée, cochez la case voulue, donnez votre nom et envoyez le coupon à l'adresse ci-dessous (inutile de timbrer).

Kurdish

Xizmetên Terapiya Karbendiyê

Heka ku hun qopyeke Xizmetên Terapiya Karbendiyê / Meslekî bi zimanê Kurdî an bi zimanekî din dixwazin, ji korema xwe qutîya minasib îşaret bikin, nav û edresa xwe tijî bikin û formê bişînin edresa li jêr. Pûl hewce nake.

Somali

Fadlan nasoo wargali haddi aad jeceshahay in Adeegyadda Qaybta "Occupational Therapy" laguugu soo turjumo afkaaga hooyo amaba luuqad kale oon kuxusunayn halkan, haddii aad sidaas jeceshahay faldan calaamadee sanduuqa kuhaaboon luuqadaada, kadibna kuqor magacaaga, cinwaankaaga kuna soo hagaaji

Turkish

"Occupational Therapy Services" broşürünü kendi dilinizde veya listede bulunmayan başka bir dilde istiyorsanız, lütfen uygun kutuyu işaretlemek, adınızı ve adresinizi yazmak ve formu aşağıda verilen Freepost adresine göndermek suretiyle bize bildirin.

Please tell us if you would like a copy of this charter in any of the following formats, and send the form to the freepost address below.

In large print

On disk

On audio tape

In Braille

Name: _____

Address: _____

Postcode _____

**Please return to: Haringey Council, Translation and Interpreting Services
FREEPOST LON18649, London, N22 8BR.**