

Housing Functional Assessment

a Guide



Alternative Formats

If you need information from the Moray Council in a different language or format, such as Braille, audio tape or **large print**, please contact:

إذا كنتم في حاجة إلى معلومات من قبل مجلس موراي وتكون بلغة مختلفة أو على شكل مختلف مثل البراي، أسطوانة أوديو أو أن تكون مطبوعة باستعمال حروف غليظة فالرجاء الإتصال ب

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Jeśli potrzebują Państwo informacji od Rady Okręgu Moray w innym formacie, takim jak alfabet Braille'a, kasety audio lub druk duża czcionką, prosimy o kontakt:

Se necessitar de receber informações por parte do Concelho de Moray num formato diferente, como Braille, cassete áudio ou letras grandes, contacte:

Ja Jums vajadzīga informācija no Marejas domes (Moray Council) citā valodā vai formātā, piemēram, Braila rakstā, audio lentā vai lielā drukā, sazinieties ar:

اگر آپ کو مورے کونسل سے کسی دیگر زبان یا صورت میں معلومات درکار ہوں مثلاً "بریلے، آڈیو ٹیپ یا بڑے حروف، تو مہربانی فرما کر رابطہ فرمائیں:

Housing & Property
Moray Council
High Street, Elgin, IV30 1BX

0300 123 4566

housing@moray.gov.uk

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What is a housing functional assessment?

From April 2017, if you apply for housing because you think that your home is not suitable because of a health condition/ and or a disability, we will carry out a housing functional assessment.

A housing functional assessment is not an assessment of a person's condition or disability. It is a more holistic approach, taking into account mental health, physical and learning disability issues. It is an assessment of the need for another home that would either help to stabilise a clinical condition or disability or allow a person to function more independently. It is about the way a condition affects how the person manages at home.

The assessment will consider:

- if and why the current property is not suitable, or is no longer available, or it would be not be suitable to adapt; **or**
- if rehousing is needed in order to maintain the person's longer term health, welfare or independence; **and/or**
- if the person's health and welfare or independence could be significantly or moderately improved by re-housing; **and/or**
- if reasonable and practical adaptations can be made to their home, but rehousing would meet longer term needs more fully and efficiently.

The assessment will take into account the following aspects of daily living:

- mobility – how easy it is for you to move around;
- access – getting in and out of your home and rooms in it, – getting to necessary equipment and facilities in your home;
- stairs;
- transfers – for example, getting in and out of bed;
- personal care – washing, dressing and so on;
- domestic tasks; and
- current lifestyle.

When should I apply for a housing functional assessment?

You should apply for a housing functional assessment if you (or a member of your household) has a clinical condition or disability that is being made worse by your current housing situation.

How do I apply for a housing functional assessment?

You will need to fill in a housing functional assessment form. This asks for details of your circumstances. If you are applying on behalf of a member of your household, please give details of their circumstances too.

Can other members of my household apply for a housing functional assessment?

Yes. You can include anyone who will be living with you on the housing functional assessment form.

Where can I get a housing functional assessment form?

You can download a copy from our website, pick up a form from your local access point, or you can ask us for a copy (see [page 12](#)).

Can I get help to fill in the form?

Yes. You can either get someone else to fill in the form on your behalf or ask a member of our staff to help you. If someone else helps you to fill in the form, they must sign the form too.

Filling in the form

It is very important that you give us as much information as possible. You should answer all relevant questions so that we can make an accurate and fair assessment. You must make sure that you and any other adult members of your household who are applying have signed the declaration at the end of the form. If the form is not filled in properly or is not signed, we will have to return it to you to complete. This will mean that your assessment will take longer.

Do I need a letter from my doctor?

No. You do not need any letters of support from your doctor to apply. However, if you already have any information which may support your application, please attach it to your functional assessment form. For example, if you have information from your doctor, consultant, mental health professional or a social worker.

Who will carry out the housing functional assessment?

A Housing Occupational Therapist will review the information that you give in your form and carry out the assessment.

How does the assessment process work?

We will award functional assessment points based on the details you give on your form. If the Housing Occupational Therapist needs any additional information, they will contact you or if necessary any of the services/ professionals that you have listed in your application.

Categories of functional assessment points

There are five categories of functional assessment points, which are as follows.

Category A	Points 500
<p>Awarded where the illness will become life threatening if the person were to remain in their current accommodation; or</p> <p>Where (due to illness and dysfunction) it has been clearly established by health professionals that you are no longer able to safely remain in your current accommodation.</p>	
<p>Category A points may be awarded where:</p> <ul style="list-style-type: none">• essential daily care needs cannot be met due to significant barriers;• a person is not able to return home from a hospital admission due to significant barriers within the property.	
Category B	Points 350
<p>Awarded where the illness is likely to continue to seriously deteriorate if the person remains in their current accommodation; or</p> <p>Where you are long term and substantially disabled and due to this it has been established by health professionals that you are unable to safely access and use essential facilities in your current home.</p>	
<p>Category B points may be awarded where:</p> <ul style="list-style-type: none">• it has been clearly established that a long term health condition (e.g. a severe and advanced autoimmune disease or mental health illness) is seriously worsened by the persons current housing conditions;• due to long term and substantial dysfunction it has been established that a person is not able to access and use essential first floor facilities.	

Category C	Points 150
<p>Awarded where it has been established by a health professional that a change of property would significantly increase your level of safety, ability and independence when completing essential day to day activities.</p>	
<p>Category C points would be appropriate where:</p> <ul style="list-style-type: none"> • due to long term and substantial dysfunction it has been established that the person is at risk when using stairs to reach facilities within the property; • the health condition is being made significantly worse due to social isolation and immobility. 	
Category D	Points 50
<p>Awarded where a change of property would moderately increase your level of safety, ability and independence when completing essential day to day activities.</p>	
<p>Category D points would be appropriate where:</p> <ul style="list-style-type: none"> • steps and stairs or bath access are difficult for the person to use – although they can manage (with equipment or adaptations) on most days; • social isolation and immobility is making their health condition worse. 	
Category E	Points 0
<p>No points will be awarded where there are no recognised barriers in place for you in carrying out day to day activities.</p> <p>No points will be awarded where we can provide alternative solutions. For example, aids and adaptations.</p>	

Are there any special circumstances?

Yes. We may take account of the following circumstances.

Extra bedroom

We will consider your request for an extra bedroom if you:

- have a full-time carer and receive Higher Disability Living Allowance (care component), or Higher Attendance Allowance or enhanced daily living component or enhanced mobility component;
- have a serious illness that means you should have your own bedroom.

Ground-floor housing

If you find it hard to manage the stairs in your home, we may suggest that you are considered for ground-floor housing. However, we may also suggest that your current home is adapted to allow you to continue to stay there. For example, by installing a stairlift.

Sheltered housing

We may decide that sheltered housing is more suitable for you. For example, if you are elderly, ill or disabled and you need support and general supervision while in your own home.

How long will the assessment take?

We will write and tell you the outcome of the assessment within four weeks of receiving your form. Sometimes it will take longer, but we will tell you if this happens.

What if I already have an application under the previous scheme?

If you already have an application under the previous scheme (called a medical assessment) you will retain the points that have been awarded until:

- you are housed;
- there is a change of circumstances that directly affects your points;
- you ask for a review of their points; or
- your housing application is cancelled.

What if I disagree with the decision?

If you disagree with the decision you can ask for it to be reviewed by our appeals panel. Your request should be made in writing to:

Senior Housing Needs Officer
Housing and Property
Moray Council
PO Box 6760
Elgin
IV30 1BX

What happens at the appeals panel?

We have set up an appeals panel to assess any requests asking us to review our decision. The appeals panel is made up of the Housing Needs Operational Manager, the Senior Housing Needs Officer and the Advanced Occupational Therapist.

The Housing Occupational Therapist will present their reasons and rationale for their original decision to the appeals panel. The panel will review all of the evidence and decide whether the level of priority should remain or change. We will write and tell you the outcome of the review and the reasons for the decision.

What if I want to make another functional assessment application?

We will not accept another functional assessment application from your household for twelve months from the date of the original decision, unless:

- there is a significant decline in the health of those who have applied for points and there is evidence to verify this;
- a different person within the household applies for points;
- you change your address;
- your housing situation becomes worse; or
- the person who has been awarded the functional assessment points leaves the household.

If any of these circumstances apply, you may also need to fill in a new form but we will tell you if this is the case.

Your Notes

Contacts

Housing and Property
PO Box 6760
Elgin
IV30 1BX

0300 123 4566

housing@moray.gov.uk

We are continually trying to improve the services that we offer and welcome any comments or suggestions. Please send them to:

Housing & Property (Housing Policy)
Moray Council
PO Box 6760
Elgin
IV30 1BX

housingpolicy@moray.gov.uk

Or visit any of our access points:

Buckie Access Point
13 Cluny Square
Buckie
AB56 1AJ

Forres Access Point
Auchernack
High Street
Forres
IV36 1DX

Elgin Access Point
Council Office
High Street
Elgin
IV30 1BY

Keith Access Point
The Resource Centre
26 Mid Street
Keith
AB55 5AH



We review our leaflets regularly to make sure you have the most up-to-date information. However, the content of this leaflet is only correct at the time it is published.

For more information or advice contact us on **0300 123 4566** or visit our website at **www.moray.gov.uk/housing**