PREVENTION **OF HOMELESSNESS FLOW CHART**

**‘ALL-BUCKS’**

**HAS THE PERSON BEEN DIAGNOSED WITH MENTAL HEALTH ISSUES?**

**SIGN POST TO AVDC/ OTHER SERVICES AND CLOSE**

**NO?**

**YES?**

**YES?**

**HAS THE CLIENT BEEN ADMITTED TO THE WARD?**

**NO?**

**NO?**

**HOUSING SUPPORT TO BEGIN**

**Housing Officers ACMHT (Is Based on Patient GP locality).**

**AYLESBURY-Mark Boughen 01865-901287**

**HIGH WYCOMBE-Azra Khan 01865-901344**

**CHESHAM/AMERSHAM-Azra Khan 01865-901462**

**‘Better Lives’ Level 2 Assessment Form is required**

**To be completed by the Ward Social Worker**

**Or appointed team care Coordinator.**

**(Ward staff to communicate this request)**

**(Please copy-in, the Care coordinator and Named Housing Officer)**

**HAVE YOU SENT THE FORM YES?**

**DISCUSS WITH CARE COORDINATOR. IF NOT OPEN TO A COMMUNITY TEAM, THEN SIGN POST AND CLOSE**

**PLEASE COMPLETE**

**ASAP**

**‘Duty To Refer’**

**Form**

**Up to 56 days Prior to Homelessness**

**ON THE** **FIRST DAY OF ADMITTANCE**

**IF A CLIENT IS HOMELESS OR AT RISK OF HOMELESSNESS.**

**NHS STAFF HAS A ‘STATUTORY DUTY’ TO REPORT HOUSING CONCERNS TO LOCAL COUNCILS, UNDER THE GOVERNMENTS HOMELESS REDUCTION ACT.**

**STAFF ACTION…**

**WARD STAFF TO COMPLETE THE ‘DUTY TO REFER’ APPLICATION FORM, ACCORDING TO THE CLIENTS LOCAL DISTRICT COUNCIL/ AREA CONNECTION. CLIENT ‘ID EVIDENCE’ AND ‘AUTHORISATION TO DISCLOSE’ FORM IS TO BE SUBMITTED WITH THE ‘DUTY TO REFER’ FORM, ALL FORMS ARE TO BE SENT TO THE DROP BOX AS STATED BELOW.**

**PLEASE MAKE SURE THE CORRECT DROP BOX AND CLIENT’S LOCAL COUNCIL IS CORRECT BEFORE SENDING**

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| **Housing Needs and Advice Team, Aylesbury Vale District Council, The Gateway Gatehouse Road, Aylesbury, Bucks. HP19 8FF**  **Tel 01296 585168**  **Drop Box:** [**dutytorefer@aylesburyvaledc.gov.uk**](mailto:dutytorefer@aylesburyvaledc.gov.uk)  **Housing Team, Chiltern District Council & South Bucks District Council, Council**  **Offices, King George V House, King George Road, Amersham, Bucks. HP6 5AW**    **Tel 01494 732013**  **Drop Box:** [**dutytorefer@chiltern.gov.uk**](mailto:dutytorefer@chiltern.gov.uk) |
| **Wycombe District Council, Queen Victoria Road, High Wycombe, Bucks HP11 1BB**  **Tel: 01494 421769**  **Drop box:** [**dutytorefer@wycombe.gov.uk**](mailto:dutytorefer@wycombe.gov.uk) |