

# **Hart Homes Medical Assessment**

## **Information for Applicants**

HS15 Medical Assessment  
Date Reviewed: March 2018

## Who can be assessed for medical priority?

Where a request is made for a medical assessment to be carried out, the applicant's circumstances will be checked. A medical assessment will only be carried out where the following criteria are met.

1. **A link between the applicant's housing and health is indicated, where a negative effect to health is being caused;**
2. **The applicant meets the local connection criteria;**
3. **As a result of a medical assessment, the applicant is likely to be moved to a higher band than the band they are currently placed in.**

Both physical and mental health issues can be considered under a medical assessment.

**"Our Engagement and Support Team can provide you with information, assistance and advice to help you to resolve your housing situation."**

## How will the assessment be carried out?

The applicant will be required to complete a medical form giving full details of how their housing is having a negative effect on health.

This should be returned with any supporting information (such as information from appropriate health professionals i.e. G.P, Consultant, Occupational Therapist, Community Mental Health Team).

On receipt of the medical form, the Nominations Officer at Hart District Council will carry out an initial assessment to determine whether the application requires referral to the Medical Adviser.

A paper based assessment will then be carried out; you will not be required to have a face-to-face assessment. The assessment will be carried out by either the Nominations Officer/Engagement and Support Manager, or by the Medical Adviser as outlined below.

A referral to the Medical Adviser will be made in the following instances:

- Where an application is requiring assessment for placement into Band A or Band B, where an assessment cannot be made by the Engagement and Support Manager on welfare grounds.

Where an application is requiring assessment for placement into Band C, where the Nominations Officer requires further medical knowledge, or second opinion for a decision to be made. A referral will not be made to the Medical Adviser in the following instances:

- Where the Engagement and Support Manager assesses an applicant as Band A or Band B on welfare grounds.
- Where an application is requiring assessment for placement into Band C (those moving from Band D).

### How will I find out the outcome of the assessment?

Applicants will be notified of the outcome in writing within 10 working days of the medical assessment being carried out.

### What priority will be awarded?

Applicants assessed as eligible for medical priority on the housing register will be placed into one of the top three bands (Band A – Band C) depending on the outcome of the assessment.

<b>BAND A</b>	Emergency medical and / or disability because current accommodation has been assessed as wholly inappropriate to occupy
<b>BAND B</b>	Urgent need to move on medical and / or disability grounds; accommodation has been assessed as not wholly inappropriate to occupy but it is unable to address a major proportion of applicant's housing needs
<b>BAND C</b>	Need to move on medical grounds and / or disability where current accommodation is having a significant effect on medical condition

### What if I require ground floor accommodation for medical reasons?

Applicants who have a confirmed ground floor need (written confirmation from the Medical Adviser, or an appropriate medical professional, i.e. doctor, occupational therapist which has been agreed by the Hart Housing Team) will be placed into Band B where the following criteria are met.

- Applicant would otherwise meet the criteria for Band C;
- Applicant currently lives in a flat/maisonette above the ground floor with no access to a lift, or in a house with an internal staircase

This preference will only be considered when applicants 'bid' for accommodation which is advertised with a ground floor need preference. When such properties are advertised, the advert will advise that preference may be given to applicants with a medical need for ground floor accommodation.

Where applicants apply for non-ground floor accommodation, the Band B preference will not be considered.

### How will I know that the assessment is fair?

Assessments are carried out in line with the Banding Assessment Criteria.

Details of Hart's Banding Assessment criteria can be found in our leaflet *HSO1 'Applying for a Home, how we assess your housing need'*.

All applicants are assessed based on the relationship between the severity of the health conditions and any effect housing is having on health. Assessments are also carried out considering the housing need of other applicants on the housing register, and the demand for, and supply of social housing.

### What can I do if I do not agree with the medical assessment?

The medical appeals process works in two stages.

**Stage 1** - If you are unhappy with the assessment outcome, an appeal can be made in writing to the Engagement and Support Manager with additional supporting evidence advising why you feel the assessment outcome is incorrect. If the appeal is upheld a new band will be awarded by the Engagement and Support Manager.

**Stage 2** - If you are still unhappy with the decision, you will have the right to a further appeal to be conducted by an Independent Medical Adviser who will then re-assess. The outcome of this will be confirmed by the Council in writing.

### Change in circumstances

It is important that you notify the Council of any changes in your circumstances, including changes in your health. If there is a significant change in your health, you can complete a further medical form. However, a further assessment will only be carried out where it is demonstrated that a likely move to a higher band will be appropriate.

### Confidentiality

Upon submitting a medical form for assessment, applicants will be asked to sign a disclosure to confirm that they are happy for the information provided on the form to be shared with the Medical Adviser, and for the Medical Adviser's assessment to be shared with Hart District Council. It will also allow Hart District Council to make any relevant enquiries to third parties relating to the medical assessment if required (i.e. G.P).

The information passed across to the Medical Adviser for the assessment to be carried out will be done so securely, and the assessment details will be kept on the secure housing system.

### Am I able to see and review the information I have provided as part of my Housing Register application?

Under the General Data Protection Regulation (GDPR) you have the right to ask for a copy of the information we hold about you and to correct any inaccuracies in your information. The personal information you provide will be used to process your Housing Register application and may be shared with internal departments and external agencies. We need your permission to process this information so that you can be placed on the Housing Register. More information on how we would use, store and process your personal information is provided on the application form.

### Where should I send my completed medical form?

Please send your completed form, together with any supporting information to:

Housing Services  
Hart District Council  
Harlington Way  
Fleet  
Hampshire  
GU51 4AE

### How can I contact the Housing Service Team at Hart District Council?

Tel: 01252 774420  
Email: housing@hart.gov.uk  
Web: www.hart.gov.uk

This leaflet, along with all other housing advice leaflets is available via our website at [www.hart.gov.uk](http://www.hart.gov.uk)

## Contact details

Address: Hart District Council,  
Harlington Way,  
Fleet, Hampshire,  
GU51 4AE

Tel: 01252 622122

Email: [enquiries@hart.gov.uk](mailto:enquiries@hart.gov.uk)

Web: [www.hart.gov.uk](http://www.hart.gov.uk)

Facebook: [/HartDistrictCouncil](https://www.facebook.com/HartDistrictCouncil)

Twitter: [@HartCouncil](https://twitter.com/HartCouncil)

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