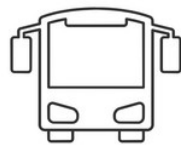
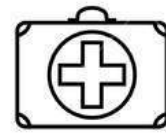
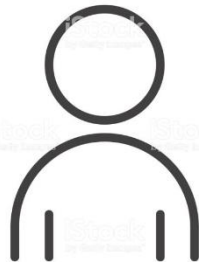




# Independence

# Booklet



Name:

Support Worker:

## Within 2 Weeks of Move In

### Key Contacts

Social Worker: \_\_\_\_\_

Leaving Care Worker: \_\_\_\_\_

Doctors: \_\_\_\_\_ Last appointment \_\_\_\_\_

Dentist: \_\_\_\_\_ Last appointment \_\_\_\_\_

Opticians: \_\_\_\_\_ Last appointment \_\_\_\_\_

Lawyer: \_\_\_\_\_

Bank details: \_\_\_\_\_

College/Employer: \_\_\_\_\_

### First Key Homes/Housing

Picture on file

Initial risk assessment complete

Individual contingency plan complete

What's on at the office explained

Emergency numbers given to young person

Flat furnished (first home grant/mustard tree)

### Health and Wellbeing

Health registration complete (GP, Dentist & Optician)  
*If young person wants to stay at previous providers,  
note above along with last appointment*

Details noted above

### Immigration

Current immigration status \_\_\_\_\_  
\_\_\_\_\_

Lawyer details noted above

**Finance and Money Management**

- Bank account set up (if possible)
- Details noted above
- Weekly money comes from where and how often \_\_\_\_\_
- Housing benefit application complete
- Council tax forms complete
- Universal credit application complete
- Water payments set up

**Housekeeping**

- Stop tap/Fuse box etc. explained (*see appendix 1*)
- Bins and recycling explained (*see appendix 2*)
- Basic safety Inc. fire explained (*see appendix 3*)

**Travel, Community and Keeping Safe**

- Local area shown and explained Inc. travel links
- Our pass application complete (if eligible)

**Education, Employment and Training**

- Current employment status and location \_\_\_\_\_
- College application complete
- Careers connect referral complete

**Personal Development**

- Keeping appointments explained (*see appendix 4*)
- Important documents and where to keep them explained (*see appendix 5*)
- Letters and bringing them into the office explained

## **Support Planning**

Initial discussion with the young person covering:

**Strengths/Positives** (what you're good at and what is going well)

**What skills/attributes would you like to improve or enhance?** (Do you have any ideas how the service can help you achieve in this area?)

**What would you want to achieve or explore while you are with us?** (What do they want their life to look like by the time they move on from us?)

## CCCC – Needs – Strengths – Activity - Community

More specific discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

Use this discussion to guide the young person to set some targets to work towards during the next 3 months *Make sure they are **S**pecific **M**easureable **A**chievable **R**ealistic **T**imely*

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:

## Within 4 Weeks of Move In

### Key Contacts

Update above if necessary

### Health and Wellbeing

LAC nurse contacted for update (under 18)  
*Immunisations and TB*

Dental appointment booked and attended  
*Or find out when next one is due at previous practice*

Nurse appointment booked and attended  
*Immunisations*

GP appointment booked and attended  
*General check up even if at previous practice*

Opticians appointment booked and attended  
*Under 18 only*

Options for emergency medical care explained  
*(See appendix 6)*

Referral to mental health services done, followed up  
*(if necessary)*

Gym pass applied for and received  
*Contact leaving care worker*

### Immigration

Update above if necessary

Travel documents/passport applied for  
*(18+, contact social worker or leaving care for money)*

### Finance and Money Management

Benefits successfully set up

### **Housekeeping**

Re-explain bins and recycling (*see appendix 2*)

Cleaning and equipment explained  
(*Inc. health and safety, see appendix 7*)

Food Hygiene explained  
(*see appendix 8*)

### **Travel, Community and Keeping Safe**

Getting to know the local area and community  
(*Things to do around here, see appendix 9*)

Roles of the emergency services explained  
(*who to call in an emergency, see appendix 10*)

### **Education, Employment and Training**

Currently in Education, Employment or Training

Update above if necessary

### **Personal Development**

Provisional licence applied for

National insurance number letter applied for  
(*if not known*)

Red cross find my family appointment booked  
(*if necessary*)

Hobbies and activities discussed



## 3 Months after Move In

### Key Contacts

Update above if necessary

### First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

### Housekeeping

Re-explain bins and recycling (*see appendix 2*)

### Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

Use this discussion to guide the young person to set some targets to work towards during the next 3 months *Make sure they are **S**pecific **M**easureable **A**chievable **R**ealistic **T**imely*

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:

## 6 Months after Move In

### Key Contacts

Update above if necessary

### First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

### Housekeeping

Re-explain bins and recycling (*see appendix 2*)

### Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

Use this discussion to guide the young person to set some targets to work towards during the next 3 months *Make sure they are **S**pecific **M**easurable **A**chievable **R**ealistic **T**imely*

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:

## 9 Months after Move In

### Key Contacts

Update above if necessary

### First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

### Housekeeping

Re-explain bins and recycling (*see appendix 2*)

### Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

Use this discussion to guide the young person to set some targets to work towards during the next 3 months *Make sure they are **Specific Measureable Achievable Realistic Timely***

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:

# 1 Year after Move In

## Key Contacts

Update above if necessary

## First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

## Housekeeping

Re-explain bins and recycling (*see appendix 2*)

## Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

Use this discussion to guide the young person to set some targets to work towards during the next 3 months *Make sure they are **S**pecific **M**easureable **A**chievable **R**ealistic **T**imely*

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:



## 15 Months after Move In

### Key Contacts

Update above if necessary

### First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

### Housekeeping

Re-explain bins and recycling (*see appendix 2*)

### Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

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<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:

# 18 Months after Move In

## Key Contacts

Update above if necessary

## First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

## Housekeeping

Re-explain bins and recycling (*see appendix 2*)

## Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

Use this discussion to guide the young person to set some targets to work towards during the next 3 months *Make sure they are **S**pecific **M**easurable **A**chievable **R**ealistic **T**imely*

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:

## 21 Months after Move In

### Key Contacts

Update above if necessary

### First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

### Housekeeping

Re-explain bins and recycling (*see appendix 2*)

### Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

Use this discussion to guide the young person to set some targets to work towards during the next 3 months *Make sure they are **S**pecific **M**easureable **A**chievable **R**ealistic **T**imely*

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:

## On Move out

### Key Contacts

Update above if necessary

### First Key Homes/Housing

Risk assessment complete

Individual contingency plan complete

### Housekeeping

Re-explain bins and recycling (*see appendix 2*)

### Support planning

**CCCC – Needs – Strengths – Activity - Community**

Review last targets, add them to table if not complete

Discussion around how the young person is feeling, how they are doing and what goals they want to achieve in the next 3 months. *Cover areas such as: health (mental and physical), education and employment, socialisation (friends, hobbies, interests), keeping safe, links to the community, enjoyment, and readiness for move on.*

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<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

<u>Target</u>	<u>Steps to achieve</u>	<u>Who can help?</u>	<u>Time frame</u>	<u>Progress</u>

Review date:

Reviewed by:



## Before Move On

E-Safety  
(see appendix 11)

Relationship and Sex Education  
(see appendix 12)

Personal Development  
(see appendix 13)

Careers  
(see appendix 14)

Cooking  
(see appendix 15)

Budgeting  
(see appendix 16)

Health and Hygiene  
(see appendix 17)

Law and Society  
(see appendix 18)

Basic IT skills  
(see appendix 19)

## Move On

- Manchester Move application complete
- Band 1 application complete  
(*contact leaving care worker*)
- Manchester Move bidding explained
- Bidding weekly
- Licence and Tenancy agreements explained  
(*see appendix 20*)
- Alternatives to social housing explained  
(*see appendix 21*)
- Decorating and DIY  
(*see appendix 22*)
- Bills and Budgeting  
(*see appendix 23*)
- Move on paperwork completed
- Housing benefits change of circumstance complete
- Universal credit change of circumstance complete
- Council tax change of circumstance complete
- Turn on and test at new property booked
- Water bill transferred (if necessary)