

## **Application Details**

### **Question 2**

#### **Date of Application**

The exact date on which the applicant household first presented as homeless

### **Question 3**

#### **Application Reference**

This must be unique for each case within the local authority. The exact format is up to each local authority to decide for themselves, though it must not be more than 14 characters in length.

You will need to ensure that your local offices do not use duplicate numbers – the stand-alone system (for those using it) will not check this and if the same number is used at more than one office then only one of the cases will be saved at the synchronisation stage.

### **Question 4**

#### **Application reference of most recent of any associated application**

The current application will have an “**associated application**” if:

**At least one of the adult members of the household was an adult member of a household that had applied previously**

*In order to identify associated applications it is essential that systems record some basic information about every adult member of each application. The standalone system has the section LA Data for doing this, and at least surname and forename of each adult member of the household must be entered here. For the principal applicant, it is essential in the standalone system that their date of birth is also entered – since matching of principal applicants when searching for an associated application is based on surname, initial of first name and date of birth.*

The reference number which should be given at question 4 is the application reference for the most recent of any associated applications which are identified (even if an earlier application has, for example, more adult members in common)

Note that only associated applications within the local authority are required. This includes those who may have previously applied at another local office – but excludes those who may previously have applied at another local authority.

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**Question 4a**

**Are all adult members of both the associated and current application the same**

If no associated application was identified then this question is not answered.

If an associated application was identified, this question (like question 4) is answered for the most recent associated application (if more than one identified).

Consider the adult members of both applications and answer 1 (for yes) if all are the same, or 0 (for no) if at least one is different. Note that to answer yes, every adult of the current application must be an adult of the associated application and vice versa. If an adult in the current application was a child at the time of application of the associated application, then all of the adults are NOT considered to be the same.

**Question 4b**

**Are the family circumstances of both the associated and current applicant households the same**

If no associated application was identified then this question is not answered.

If an associated application was identified, this question (like question 4) is answered for the most recent associated application (if more than one identified).

This is to do with the presence or absence of children in both households. If both the current and the associated applicant households contain children (irrespective of how many and whether or not they are the same children) then the family circumstances are considered to be the same – answer 1 (for yes). If neither the current applicant household, nor the associated applicant household, contain any children at all, then again the family circumstances are considered to be the same – answer 1 (for yes). If however, either the current or the associated applicant household contains children and the other applicant household does not, then the family circumstances are considered to be different – answer 0 (for no).

It is important in both questions 4a and 4b to treat members as either adults or children as they were at the time of the application. If there are children who were members of the associated application and who would be adults by the time of the current application being made – they should be still considered as children when considering the associated application.

**Examples to illustrate rules for completing Questions 4, 4a and 4b**

**Applicant number 543**, with date of application 12/7/2002, has the following members:

Bill Smith      Aged 35  
Jill Smith        Aged 30  
Jane Smith      Aged 15 (a child)

**Applicant number 1043**, with date of application 12/7/2003 has the following members:

Bill Smith      Aged 36  
Jill Smith        Aged 31  
Jane Smith      Aged 16 (no longer dependent and therefore recorded as an adult)

Assuming it is the same Bill, Jill and Jane Smith, and that none of them have applied since 12/7/2002, then questions 4, 4a and 4b would be completed as follows:

Question 4      543  
Question 4a     0 (for no)  
Question 4b     0 (for no)

**Applicant number 1543**, with date of application 12/6/2004, has the following member:

Jane Smith      Aged 17 (a single adult)

Assuming it is the same Jane Smith that applied in July 2003, and that she has not applied since, then the answers to questions 4, 4a and 4b would be as follows:

Question 4      1043  
Question 4a     0 (for no)  
Question 4b     1 (for yes)

**Applicant number 1643**, with date of application 12/7/2004, has the following members:

Bill Smith      Aged 37  
Jill Smith        Aged 32  
Jane Smith      Aged 17 (not dependent so recorded as an adult)

Again assuming these are the same Bill, Jill and Jane Smith who have already applied, and that none have applied since the application made by Jane on 12/6/2004, then questions 4, 4a and 4b would be completed as follows:

Question 4      1543  
Question 4a     0 (for no)  
Question 4b     1 (for yes)

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**Applicant number 1843**, with date of application 12/12/2004, has the following members:

Bill Smith    Aged 37  
Jill Smith    Aged 32  
Jane Smith    Aged 17 (not dependent so recorded as an adult)  
Tom Smith    Aged 2 months

Again assuming these are the same Bill, Jill and Jane Smith who have already applied, and that none have applied since the application made on 12/7/2004, then questions 4, 4a and 4b would be completed as follows:

Question 4    1643  
Question 4a   1 (for yes)  
Question 4b   0 (for no)

**Applicant number 2843**, with date of application 12/12/2005, has the following members:

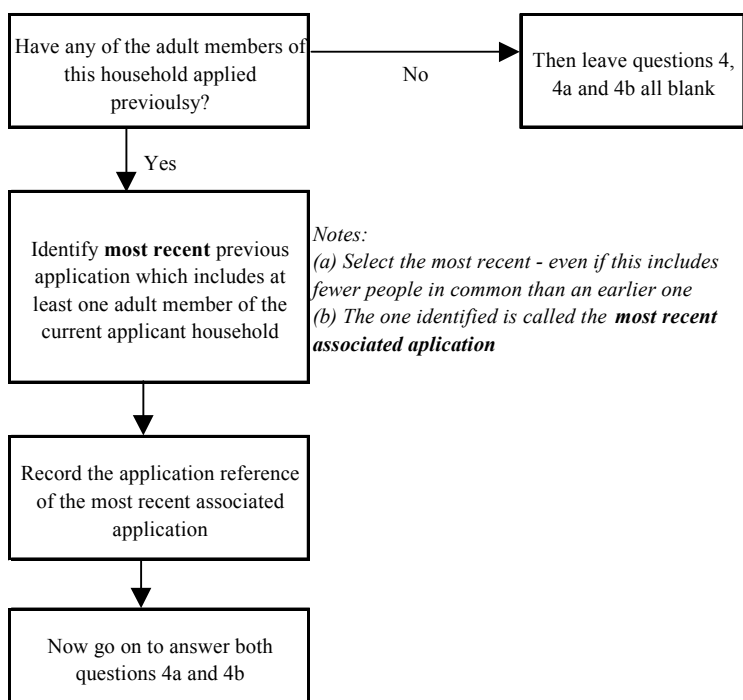
Bill Smith    Aged 38  
Jill Smith    Aged 33  
Jane Smith    Aged 18 (not dependent so recorded as an adult)  
Bob Brown    Aged 20  
Tom Smith    Aged 1  
John Brown   Aged 3

Again assuming these are the same Bill, Jill and Jane Smith who have already applied, and that none have applied since the application made on 12/12/2004, and that Bob and John Brown have not applied before, then questions 4, 4a and 4b would be completed as follows:

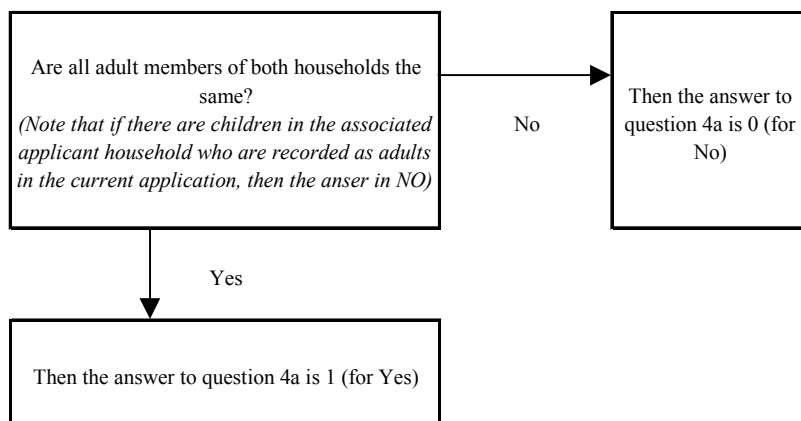
Question 4    1843  
Question 4a   0 (for no)  
Question 4b   1 (for yes)

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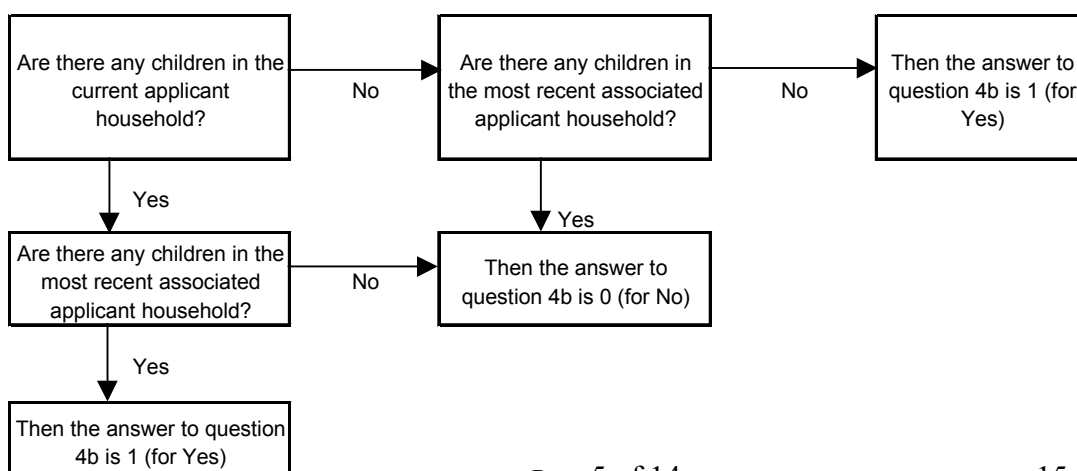
**Q4: Application reference of most recent of any associated application**



**Q4a: Are all adult members of both the associated and current application the same**



**Q4b: Are the family circumstances of the associated and current applicant households the same**



## **Characteristics of the Household**

### **Questions 5 and 6**

#### **Numbers of adults and children**

For the purposes of these questions the **definition of a child** is as follows:

**“Children” include the following:**

**(a) all persons aged 15 years or less, and**

**(b) any persons aged 16, 17 or 18 who are unable to support themselves, either as they are receiving or about to begin full time education or training, or for some other reason (e.g. they have a learning disability)**

A child/children should be considered as dependent in line with the appropriate paragraph, presently 7.2, in the Code of Guidance on Homelessness.

Where the composition of the household changes throughout the course of the application, then there is no requirement to update the details of the case. However, if your management systems require the data to be updated, then the SE should be sent revised data so that the information held by SE is consistent with that held by the authority.

### **Question 5**

#### **Number of adults in the household at the time of application by age and gender**

The age of a member of the household is the age they are/ were on the date of application (as recorded at question 2).

**Retirement age is defined as 60 for females and 65 for males**, so that the age bands are as follows:- for men: 16-24, 25-65, 65+, for women: 16-24, 25-60, 60+.

Although a person is aged 16 they may not be considered to be an adult (see above for definition of a child) and so would not be included in the answer to question 5.

There must always be at least one adult in the applicant household. Therefore, where a person aged 16, 17 or 18 is the only household member they would always be considered an adult. Also where a person aged 16, 17 or 18 is the partner of the only other household member, then they would be considered to be an adult.

**NB: Under no circumstances should any children aged 16, 17 or 18 be recorded as both an adult and a child.**

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***GUIDANCE NOTES - continued***

**Question 6**

**Number of children in the household at the time of application by age and gender**

Include all members of the household who satisfy the definition of child as set out above.

The age of each child is the age they are/ were on the date of application (as recorded at question 2).

**Question 7**

**Is there a married/ cohabiting couple in the household**

This does not just apply to the main applicant but to all adult members of the household. If any two of the adult members of the household are a “couple” then answer yes to this question.

Note that this only applies to adult members of the household. However, bear in mind the rules about when to record 16-18 year olds as adults as opposed to children which are set out in question 5 above. That is: “where a person aged 16, 17 or 18 is the partner of the only other household member, then they would be considered to be an adult.”

**Questions 8, 9 and 10**

**Characteristics of Main Applicant and Partner**

These questions are to be answered of the **main applicant and their partner only**. (If no one member of the household can obviously be identified as the main applicant – then ask the household to nominate one member of the household to be such.)

If the main applicant is not part of a couple then these questions should be answered for the main applicant only. (Note that if there is a couple in the household which does not involve the main applicant these questions are NOT for answer in respect of that couple.)

It should be noted that **all three questions should be answered for the main applicant**. If the main applicant has a partner in the household **then all three questions should also be answered for the partner**.

**Question 10**

**Ethnic Group**

The applicant(s) should be asked to classify themselves, and no assumption should be made if an answer is not given or seems to be incorrect. Applicants should be allowed to refuse to answer this question (and the answer then coded as 16 “*Refused*”). They may also be allowed to classify themselves as something different to the given list (and the answer coded as 14 “*Other*”).

## **Circumstances of the Household**

### **Question 11**

#### **Has the applicant come directly from the family home**

Answer yes to this question if the applicant's last settled accommodation was the family home, and they were living there up until no more than 6 weeks ago. The applicant may have moved around within the six week period prior to presenting e.g. staying with friends, but as long as they were settled in the family home prior to this, you would answer 'yes' to this question.

Definition of **settled accommodation** is as follows:

**A dwellings in which the applicant was resident for a continuous period of at least 6 months**

There is no fixed definition on "family home" and the applicant should be allowed to decide themselves whether the accommodation they were settled in 6 weeks ago was the family home.

### **Question 12**

#### **Has any member of the applicant household slept rough during the 3 months preceding their application**

Answer yes if **any** member of the applicant household slept rough **for at least one full night** at some point during the last 3 months.

The 3 months period is to be considered as the 3 months immediately preceding the date of the application (including the night before the application)

The definition of **rough sleeping** is as follows:

**Sleeping outside, either in the open air (such as on the streets or in doorways, parks or bus shelters), or in a building or other place not designed for habitation (such as barns, sheds, car parks, cars, derelict boats, stations etc.)**

### **Question 13**

#### **Did any member of the applicant household sleep rough on the night immediately preceding the date of application**

Note again that this refers to **any** members of the household. The date of application is as given in question 2. The definition of sleeping rough is as given above.

Note that if the answer to this question is yes, then the answer to question 12 will necessarily also be yes.

**Question 14**

**Was the applicants most recent accommodation preceding presentation settled accommodation**

For most recent accommodation this means the accommodation in which the applicant household most recently spent a full night, prior to the date of application.

Settled accommodation is as defined above – at question 11

**Question 15**

**What is the full post-code of the applicant's last settled home if within Scotland**

For definition of settled accommodation see above – at question 11

Answer this question only if the applicants last settled accommodation was in Scotland, and give the **full** unit post-code.

If the applicants last settled accommodation was outwith Scotland answer this question as NS

If the applicants last settled accommodation was not known answer this question as NK.

**Question 16**

**Main reason for loss/ potential loss of accommodation**

This should be the reason, as agreed with the applicant themselves

Only one reason should be given. If the applicant household considers that there is more than one reason, the one which is the most dominant should be recorded, or if they have equal weight the one nearer the top of the list should be recorded.

Note that applicants whose reason is that they have been discharged from a mental establishment should record the reason as option 24 *“Discharged from hospital”*.

If the only reason is that the applicant is an “asylum seeker”, then the reason should be recorded as option 31 *“Not reasonable to continue to occupy accommodation: unsafe to return (for reason other than any above)”*

For those applicants who give the reason as “No fixed abode” – the reason why they have no fixed abode needs to be elicited.

## **Assessment Details**

### **Question 17**

#### **Assessment Decision**

If the applicants homelessness was resolved prior to an assessment decision being made – and hence they withdrew their application, record as 9 “*Homelessness resolved prior to assessment decision*”.

If the applicant withdrew their application prior to an assessment being reached but it is not known if they have resolved their homelessness record as 8 “*Lost contact or withdrew before assessment decision*”. If the local authority lost contact with the applicant before an assessment decision could be made, record also as 8. In this case the date of assessment must be at least 28 days after the date of application – since this is the accepted minimum period which must be allowed for applicants to make contact again before their case is written off.

### **Question 17a**

#### **Household likely to become homeless within 2 months**

This question is for answer only if the answer to question 17 is 7 – i.e. only for those applicants assessed as neither homeless nor potentially homeless – and for these applicants it is a mandatory question.

Under the current legislation a household is regarded as potentially homeless if they are likely to become homeless within 28 days. New legislation may increase this period to 2 months. For those applicants that are assessed as neither homeless nor potentially homeless, consider whether they are likely to become homeless within 2 months (an inclusive 62 day period).

If the new legislation were to be put in place, then this question would no longer be required.

### **Question 18**

#### **Date of Assessment**

Record the date the assessment decision was made, regardless of when the applicant was informed of the decision. In the case of those applicants with whom the local authority lost contact this date must be at least 28 days after the date of application.

The date should be the date that the assessment decision recorded at question 17 was actually made (rather than the date it was communicated to the applicant). If an appeal changes the original decision, the date should be the date the results of the appeal are made known. If an appeal does not change the original decision, the date should be the date of the original decision.

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GUIDANCE NOTES - continued***

**Question 19**

**Was the assessment decision reached after appeal**

This question must be answered for all cases where the assessment decision is 1-7 (i.e. the applicant has been assessed as being either homeless or potentially homeless or neither)

If an appeal changes the assessment decision, an amendment should be made to the relevant questions in this section and an updated case submitted. If an appeal takes place at all (whether or not the assessment decision is changed as result of the appeal) the answer to this question should be yes.

Please note that if appeals have been made where the assessment decision is either 'lost contact' or 'homelessness resolved' (8 or 9) and these are overturned with the original decision being deemed to be correct you will not be able to record this appeal under the current system.

**Question 20**

**Category of Priority Need**

This question must be answered for all applicants. **The homelessness officer should determine the priority need, based on their assessment.**

Options 20 of this question are for those found not to be in priority need. If the applicant has been assessed as non-priority, or found to be neither homeless nor potentially homeless, the answer to this question should be 20 "*Household not in priority need*".

Option 21 is for those with who resolved their homeless plight prior to assessment, or the authority lost contact with them prior to making an assessment. Even if the authority initially assessed the applicant as in priority need, then this option should be selected if the applicant withdrew or contact was lost.

Options 1-19 are the priority need categories. If an applicant is assessed as in priority need one of the options 1-19 must be selected. If the applicant is in priority need for more than one of the 19 reasons, then select the one which is the most significant.

## **Outcome Details**

### **Question 21**

#### **Contact Maintained**

This question must be answered for all cases where an assessment decision was made (that is the answer to question 17 was 1-7).

Note that if the applicant died before the local authority discharged its duty, please give the answer 1 (i.e. lost contact before discharging duty).

### **Question 21a**

#### **Was the local authority duty discharged before the applicant became homeless**

This question is to be answered for all applicants that were assessed as potentially homeless and for whom the local authority maintained contact until the case was closed (that is those for whom the answer to question 17 is 4,5, or 6, and for whom the answer to question 21 is 2).

### **Question 22**

#### **Last action taken in respect of the application**

This question must be answered for all applicants with whom the local authority maintained contact until the case was closed (i.e. all cases where the answer to question 21 is 2).

**Note that this question is about the action taken by the local authority.** If the applicant found themselves accommodation (either on the basis of A&A provided or not) then this is not recorded here – the final housing outcome is recorded at question 23.

Note that for the first three types of outcome a different response is required depending on whether or not the applicant took up the accommodation arranged by the authority.

If advice and assistance was provided in addition to some other outcome, please record the housing outcome over and above the A&A. Record the final outcome as providing A&A only if the local authority did not also secure an accommodation outcome for the applicant or transfer them to another authority.

### **Question 23**

#### **Re-housing outcome following final discharge of duty**

This question must be answered for all applicants with whom the local authority maintained contact until the case was closed (i.e. all cases where the answer to question 21 is 2).

Note that this is the FINAL outcome of the case, whether or not the outcome was arranged by the local authority. So if the applicant found accommodation for themselves the type of tenancy which they found should be recorded – even though it was not secured by the local authority.

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**Question 23a**

**Was the final outcome with some sort of support**

This must be answered for all cases where a final outcome was given (i.e. question 23 was answered as 1-13).

**Support is where:**

**Either: (a) there is a live in warden or some other accommodation officer,**

**Or: (b) the household has been provided with a package of support as agreed with social workers and others**

**Support is defined by the fact that, without it, the accommodation solution secured would not be sustainable. It is accepted that support can range from limited input, perhaps on request, to 24 hr care.**

**Question 24**

**Did the household occupy temporary accommodation**

This question is in two parts:

- (a) temporary accommodation provided prior to the assessment decision being made
- (b) temporary accommodation provided after the assessment decision has been made, but prior to the final outcome

For each part there is an option of the various types of accommodation which could have been provided, and for each type an answer must be given – either 0 (for No), 1 (for Yes without support) or 2 (Yes, with support). The question are designed in such a way that if more than one type of temporary accommodation is provided for the applicant then this can be recorded.

See question 23a above for the definition of support.

If no assessment decision was made (i.e. question 17 was answered 8 or 9) then the answers to parts (a) and (b) should all be 0.

If an assessment decision was made, but the authority lost contact before the final outcome, then the answers for part (b) should all be 0.

If an applicant was placed in temporary accommodation before an assessment decision was made, and they remained in the same temporary accommodation after the assessment decision was made, please record this in both part (a) and (b) of the question.

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**Question 25**

**If advice and assistance provided – was it by the LA, other or by both**

This question must be answered for all applicants where the last action taken by the authority was to provide advice and assistance.

**Question 26**

**Further action by the authority**

This is in two parts, and both must be answered for all applications (Yes or No)

- (a) Was social work already involved at the time the applicant presented as homeless  
(b) Was social work brought in during the course of the application

The answer cannot be Yes to both parts.

Involvement would include joint assessments, integrated assessments, as well as referrals either from or to social work.

**Question 27**

**Date of Last Action Taken**

This should be the date on which the local authority carries out its final action with respect of the applicant's homelessness application (i.e. the date of the latest action from the list below)

- the date that a tenancy is secured (if the authority secured accommodation for the household) or the day the household left temporary accommodation if that was later.
- the date that the last piece of advice and assistance was given (if A&A only was the answer to Q22)
- the date on which the case was transferred to another authority (if this happened)
- the date on which the very final decision/action was taken if the answer to Q22 was "None of the above"