

APPLICATION FOR SERVICE PROCEDURE

EVE is committed to providing a user-friendly quality service to applicants and referrers. We would be grateful if you would familiarise yourself with the information set out below. This will help ensure that the application is handled quickly and effectively.



APPLICATION DOCUMENTATION: the application process requires the completion of four forms as follows:

1. **AUTHORISATION FORM:** the applicant should read and agree with the **Authorisation Form Guidelines** (on reverse of Authorisation Form) before completing the Authorisation Form.
2. **APPLICATION FORM:** the applicant should complete, or be assisted to complete, the Application Form.
3. **REHABILITATION PROFILE:** the applicant's key worker (e.g. Community Mental Health Nurse, Occupational Therapist, Social Worker etc) should complete the Rehabilitation Profile. If the applicant is not currently attached to a clinical team, the GP can complete this form.
4. **CONFIDENTIAL MEDICAL REPORT:** the Consultant Psychiatrist (or appointee) or General Practitioner should complete the Confidential Medical Report.

EVE requires that the referrer is in a position to provide **timely clinical support** to the applicant, as required. If a **General Practitioner** does not have the capacity to offer this level of support, he/she is requested to nominate a **contact person** who can act in a clinical support role. Please supply contact details below:

Name of Contact Person: _____

Phone Number: _____

Please Note: Applications for service can only be processed when all application documentation has been completed.

PROCESSING THE APPLICATION

- If the referrer is clear about which EVE centre he/she wishes to refer the applicant to, the completed forms should be sent to the Centre Manager of the relevant EVE Centre (see enclosed **EVE Centres Contact Details**).
- If the applicant, or referrer, is unfamiliar with EVE services or would value a second opinion, EVE also provides an Advisory Team that meets fortnightly. The role of this team is to establish the 'best fit' between the requirements of the person and the service network provided by EVE. If you would prefer to use this service, completed forms should be sent to the Applications Manager at EVE, Brú Chaoimhín, Cork Street, Dublin 8.
- The Advisory Team meets every second Tuesday and an applicant will be invited by letter to meet with the Team on one of these days.
- The applicant may be invited to make an informal visit to the centre(s) that are most suited to his/her needs.
- Based upon the outcome of this informal visit(s) (which sometimes can be arranged on the same day as the Advisory Team meeting), the applicant may be offered a formal interview for service in a centre. The application documentation will then be supplied to the centre, for this purpose.
- If the applicant is applying for a training course in EVE, certain administrative information from the Application Form may be copied to the relevant appointed authority, which must approve the application for funding. A training programme cannot be offered without this approval.
- If the applicant decides to apply for a Health Service Executive funded Rehabilitative training programme or Clubhouse, he/she must register with the Rehabilitative Training Guidance Service.
- If the applicant wishes to apply for a FÁS funded training programme, he/she must register with FÁS. Registration in advance with FÁS will help speed up the application process.
- If the application for a service is agreed, the applicant may be asked to complete a trial period.
- In order to ensure that the application process is handled quickly and that an informed decision can be made about placement, applicants and referrers are requested to provide full and frank information in completing the application documentation.
- In the event that the application documents contain information that requires further clarification etc, administrative or professional rehabilitative personnel will make contact to obtain more details, as required.

If you have comments or suggestions regarding the Applications for Service process, please contact the Applications Manager on (01) 4156807 or at EVE, Brú Chaoimhín, Cork Street, Dublin 8.