**Transitional Shelter (Individual) Social Report Template**

Email to : transitionalshelter@allkin.org.sg

* Referral Agency Case Ref (where relevant)\*: type here
* Referring worker (name/designation): type here
* Name of main applicant: type here

[ ] MSF referral form filled up (Compulsory) – retrieve from [MSF-Form](https://cdn.sanity.io/files/ujrdx6te/production/80d24ff0f9b724d06359372bdbaa3610fce574f7.docx)

1. **Applicant Background - illustrates through Genogram and Ecomap\***

(*Describe the relationship and interaction between the applicant with his/her family members. Do also include the involvement of systems and its impacts).*

Checklist for diagrams\*\*

[ ] Genogram [ ] Ecomap

**

Describe diagram where needed here.

1. **Current/previous assistance received by and social support of applicant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of agency | Assistance amount | Period of assistance | Name of POC | Email of POC | Contact of POC |
| e.g., SSO | $400 | Jun to Dec | Mr A | sso@msf.gov.sg | 6789 1234 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Housing matters*:***
	1. ***Home ownership and housing history*** *- illustrates through Timeline\**

Please fill in the information as much as possible so that we can facilitate the application.

* 1. ***Current housing situation and attempted solutions*** *(Describe applicant’s current’s residence at the point of application. Do also include applicant’s efforts and attempts to resolve housing issue. For instance, approaching informal systems or utilizing resources (e.g., savings).*

This is the applicant history, future plans please list below.

* 1. ***Housing plans*** *(Describe applicant’s long term housing plan (LTHP). For instance, applicant is looking to rent a flat from HDB under the Joint Singles Scheme (JSS).* *To also include point of contact of HDB officer, email & contact number)*

Click or tap here to enter text.

 **\*For applicant planning to apply for HDB flat (Rental or Purchase)** Choose an item. **\*must choose 1**

[ ] A**pplied to HDB before but rejected:** when? type here[ ]  **Applied to HDB on** when? type here **but no outcome.**[ ]  **Applied to HDB on** when? type here **awaiting allocation. : Pls attached documentation from HDB.**

Describe your selection further.

1. **Needs of applicant**

|  |  |  |
| --- | --- | --- |
| **What are we worried about?***(Please share on the specific area of needs and its impact on applicant)* | **What’s Working Well?** | **What needs to happen?** |
|  |  |  |
| Describe how would the shelter alleviate applicant’s situation: |

1. **Risk and safety concerns of applicant**

*(Describe the type, onset, causal factors, frequency, and severity, etc)*

Click or tap here to enter text.

1. **Applicant’s physiological, socioemotional, and mental functioning**

*(Describe applicant’s disposition, ability to be independent and be in a communal setting. Do include past and current physical and mental health diagnosis)*

 **IF THERE ARE KEY AREAS OF NEEDS/CONCERNS, please tick accordingly.**

1. [ ] Mobility
e.g walking aid, wheelchair, electric PMD.
2. [ ] Caring for personal hygiene and basic needs
e.g can maintain personal hygiene and grooming.
3. [ ] Behavioural
e.g staying and interacting with other.
4. [ ] Psychiatric / Medical
e.g info on past and present condition, medication management.
5. [ ] Social and Emotional
e.g describe of any present support or lack of support.
6. [ ] Cognitive
e.g describe of any memory or processing impairment.
7. **Employment**

*(Include current employment, history of employment, income drawn and period of employment)*

Choose an item. *\**If not working now.

Describe more and remember to attach supporting document in referral.

1. **Financial situation - illustrates through an Income & Expenditure (I&E) table:**

*(Include* *arrears, hire purchase and other loans if any)*

Click or tap here to enter text.

*You can copy and paste your table below for I&E*

1. **Breakdown of cash proceeds from sales of flat**

*Illustrate in table format. Provide letter of undertaking if unable to furnish information.*

|  |  |  |
| --- | --- | --- |
| **Cash Proceeds** | **Distribution Party** | **Amount Distributed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Any other information helpful for assessment of suitable for admission to shelter?**

Click or tap here to enter text.

Referral by: Click or tap here to enter text.

 Designation: Click or tap here to enter text.

 Date: Click or tap here to enter text.

Contact/Email: Click or tap here to enter text.

 Support by: *(where necessary):* Click or tap here to enter text.