



30 September 2022

Liam Thornton

**Re: FOI request FOI-0104-2022**

Dear Mr Thornton,

I refer to your request of 08/09/2022 made under the Freedom of Information Act, 2014 where you sought:

1. Memos, policy papers, meeting minutes etc within DCEDIY on the issue of accommodation for vulnerable persons seeking protection from 08 December 2021 to 08 September 2022.
2. DCEDIY engagement, discussions, memos, policy agreements etc with approved housing bodies/non-governmental organisations relating to the provision of accommodation for particularly vulnerable persons seeking protection from 08 December 2021 to 08 September 2022.

I, as the Deciding Officer, have now made a final decision to part grant your request on 30 September 2022.

This letter explains the response to your FOI request in the following parts:

1. A schedule of all of the records covered by your request
2. A statement of how you can appeal this decision should you wish to do so.

**1. Schedule of records**

A schedule is enclosed with this letter which shows the documents that the Department of Children Equality, Disability, Integration and Youth consider relevant to your request.



Under part one of your request a number of documents have been refused on the basis that they are already in the public domain, as per section 15(1)(d) of the FOI act. These documents are listed on the schedule noting same.

I have also refused documents which are still part of the deliberative process as releasing them could impact out decision making, as per section 29(1)(a) of the FOI act.

Part two of your request has been refused under section 15(1)(a) of the FOI act; the record concerned does not exist or cannot be found after all reasonable steps to ascertain its whereabouts have been taken.

## **2. Rights of appeal**

Under the FOI Acts, I am required to inform you that if you are not satisfied with this decision you may appeal in writing to the Freedom of Information Unit, Department of Children Equality, Disability, Integration and Youth, Block 1, Miesian Plaza, 50-58 Baggot Street Lower, Dublin 2. You must make this appeal within four weeks from the date of this notification (the making of a late appeal may be allowed in certain circumstances). The appeal process, which is known as internal review, will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

The decision on the internal review will be given within 3 weeks of receipt of your letter. Please note that there is a fee of €30 for making an appeal or €10 for medical card holders. The fee, which should accompany your appeal, can be paid by way of electronic fund transfer to the Department of Children, Equality, Disability, Integration and Youth.

### **Publication**

All non-personal FOI requests will be recorded on an FOI disclosure log which will be published on the Department of Children, Equality, Disability, Integration and Youth website in due course.

Should you wish to discuss this matter further please do not hesitate to contact me by email at [maria.hodson@equality.gov.ie](mailto:maria.hodson@equality.gov.ie).

Yours sincerely,

*Maria Hodson*

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Maria Hodson  
IPSS Transition Team

**Schedule of Records – DCEDIY – FOI-0104-2022**

<b>Record Number</b>	<b>No. of Pages</b>	<b>Record Description</b>	<b>Granted/ Part Granted/ Refused</b>	<b>Section of Act – Part Granted/Refused</b>
1.	6	Vulnerability Assessment Toolkit	<b>Refused</b>	15 (1) (d) - the information is already in the public domain
2.	2	Vulnerability Assessment Template	<b>Refused</b>	15 (1) (d) - the information is already in the public domain
3.	7	Vulnerability Assessment Outcomes Guide	<b>Granted</b>	n/a
4.	3	Vulnerability Assessment Questionnaire	<b>Refused</b>	15 (1) (d) - the information is already in the public domain
5.	2	Vulnerability Assessment Referral Form	<b>Refused</b>	15 (1) (d) - the information is already in the public domain
6.	13	Vulnerability Assessment Policy	<b>Refused</b>	15 (1) (d) - the information is already in the public domain
7.	2	Draft High Needs Unit EOI	<b>Refused</b>	29 (1) (a) Record is part of the deliberative process
8.	2	Dedicated High Needs Residences – Minutes 06.07.2022	<b>Refused</b>	29 (1) (a) Record is part of the deliberative process

### Stage One Vulnerability Assessment Outcomes

In general, there are four possible outcomes of the S1 vulnerability assessment:

1. The applicant is deemed by the assessment officer **not** to be vulnerable within the meaning of the Reception Condition Regulations (SI No. 230 of 2018).
2. The applicant is deemed by the assessment officer to be vulnerable within the meaning of the Reception Condition Regulations (SI No. 230 of 2018) and no Stage 2 assessment is required.
3. The applicant is deemed by the officer to be vulnerable within the meaning of the Reception Condition Regulations (SI No. 230 of 2018) and a Stage 2 assessment with a social worker is required.
4. Applicant fails to attend for scheduled appointment.

#### 1. Applicants deemed by the officer not to be vulnerable

The applicant is informed of the outcome of their assessment and issued with the following decision letter:

Name:

Person ID:

Vulnerability Assessment Reference:

Date:

Dear

**Re: vulnerability assessment outcome**

I wish to advise you that following the completion of your vulnerability assessment, you have been deemed **not** to be a recipient with special reception needs as defined in Regulation 8 of S.I. No. 230/2018 - European Communities (Reception Conditions), which transposed into domestic law EU Directive 2013/33/EU of 26 June 2013.

The Directive defines a vulnerable person as being one or more of the following:

- a minor
- an unaccompanied minor
- a person with a disability
- an elderly person
- a pregnant woman
- a single parent of a minor
- a victim of human trafficking
- a person with a serious illness
- a person with a mental disorder
- a person who has been subjected to torture, rape or other form of serious psychological, physical or sexual violence

Based on your assessment, it is the opinion of the Resident Welfare Team that you are a **not** a vulnerable person within the meaning of the Reception Condition Regulations (SI No. 230 of 2018) at this time.

If your circumstances change or you wish to contact IPAS regarding this decision you can email [ipasinbox@equality.gov.ie](mailto:ipasinbox@equality.gov.ie).

The case is closed by the vulnerability assessment officer and the decision is logged. Where required, other teams in IPAS are also informed of the decision and any relevant documents are updated.

## **2. Applicants deemed by the officer to be vulnerable – no Stage 2 assessment required**

In some cases, an applicant may be deemed vulnerable within the meaning of the Reception Condition Regulations (SI No. 230 of 2018) **and not require a Stage 2 assessment**. For example, every child or pregnant woman is identified as vulnerable by default under the Directive. In both categories, these applicants will have their reception needs met during their passage through IPAS accommodation without any special intervention required. In other cases, an applicant may already be accessing relevant services, or be in suitable accommodation for their needs.

Applicants who are deemed by the officer to be vulnerable and do not require a Stage 2 assessment are informed of the outcome of their assessment and issued with the following decision letter. **The letter must specify the category or categories under which they have been deemed vulnerable.**

Name:

Person ID:

Vulnerability Assessment Reference:

Date:

**Re: vulnerability assessment outcome**

I wish to advise you that following the completion of your vulnerability assessment, you have been deemed to be a recipient with special reception needs as defined in Regulation 8 of S.I. No. 230/2018 - European Communities (Reception Conditions), which transposed into domestic law EU Directive 2013/33/EU of 26 June 2013.

The Directive defines a vulnerable person as being one or more of the following:

- a minor
- an unaccompanied minor
- a person with a disability
- an elderly person
- a pregnant woman
- a single parent of a minor
- a victim of human trafficking
- a person with a serious illness
- a person with a mental disorder
- a person who has been subjected to torture, rape or other form of serious psychological, physical or sexual violence

Based on your assessment, it is the opinion of the Resident Welfare Team that you are **INSERT CATEGORIES OF VULNERABILITY HERE.**

IPAS will consider this information when determining your accommodation needs, and in order to direct you to any appropriate services as required.

If your circumstances change or you wish to contact IPAS regarding this decision you can email [ipasinbox@equality.gov.ie](mailto:ipasinbox@equality.gov.ie).

The relevant actions are recorded and followed up by the assessment officer. The case is then closed and the decision is logged. Where required, other teams in IPAS are also informed of the decision and any relevant documents are updated.

### **3. Applicants deemed by the officer to be vulnerable – Stage 2 assessment required**

In some cases, the vulnerability assessment officer will refer the applicant for a Stage 2 assessment. Stage 2 assessments are conducted by a social worker. The purpose of these assessments is to examine further any vulnerabilities that have been flagged in the initial assessment so that appropriate accommodation and services can be provided.

Applicants who require a Stage 2 assessment are informed of the outcome of their assessment and issued with the following letter advising that a further assessment will be carried out at a later date.

Name:

Person ID:

Vulnerability Assessment Reference:

Date:

**Re: referral for a Stage 2 vulnerability assessment**

Following your vulnerability assessment on the XX/XX/XXXX, you will now be referred for a Stage 2 vulnerability assessment with a member of the Resident Welfare Team.

The purpose of your Stage 2 assessment is to examine further any vulnerabilities that you may have in order to determine if you are a recipient with special reception needs as defined in Regulation 8 of S.I. No. 230/2018 - European Communities (Reception Conditions), which transposed into domestic law EU Directive 2013/33/EU of 26 June 2013.

The Directive defines a vulnerable person as being one or more of the following:

- a minor
- an unaccompanied minor
- a person with a disability
- an elderly person
- a pregnant woman
- a single parent of a minor

- a victim of human trafficking
- a person with a serious illness
- a person with a mental disorder
- a person who has been subjected to torture, rape or other form of serious psychological, physical or sexual violence

The Resident Welfare Team will contact you at a later stage to schedule an appointment for your Stage 2 vulnerability assessment.

Please note, **this assessment relates to accommodation and reception needs only and is not part of your international protection application.** You will be invited for interview by the Department of Justice to discuss your claim for asylum separately.

If you have any questions about your vulnerability assessment, please contact the Resident Welfare Team at [ipasinbox@equality.gov.ie](mailto:ipasinbox@equality.gov.ie).

The applicant is then moved to the Stage 2 assessment queue and will be issued an appointment with the social worker at the next available.

#### **4. Applicant fails to attend for scheduled appointment**

Where an applicant has previously consented to participate in an assessment and fails to attend for their scheduled appointment without notice, IPAS will operate a two-strike policy. In the first instance, the applicant will be issued with the following letter:

Name:

Person ID:

Vulnerability Assessment Reference:

Date:

**Re: vulnerability assessment - missed appointment**

A vulnerability assessment was scheduled for you on **DATE at TIME** with the Resident Welfare Team. As you did not attend your appointment and did not contact us to reschedule, we were unable to conduct your vulnerability assessment.

The International Protection Accommodation Services will reschedule your appointment for a later date. You will receive a letter in due course advising you of the date and time for your rescheduled appointment.



If you no longer wish to take part in a vulnerability assessment, please write to us at [residentwelfareteam@equality.gov.ie](mailto:residentwelfareteam@equality.gov.ie).

**Participating in a vulnerability assessment is voluntary and is not part of your international protection application.** You will be invited for interview by the Department of Justice to discuss your claim for asylum separately.

If you have any questions about this letter or your vulnerability assessment, please speak to the staff in your centre or contact the Resident Welfare Team at [residentwelfareteam@equality.gov.ie](mailto:residentwelfareteam@equality.gov.ie).

The applicant will then be placed back into the queue and rescheduled for an assessment. This may be scheduled for a time after the applicant has been dispersed from the National Reception Centre.

Where an applicant fails to attend for their second scheduled appointment, the case is closed by the vulnerability assessment officer and logged as a no-show. The applicant is then issued with the following letter:

Name:

Person ID:

Vulnerability Assessment Reference:

Date:

**Re: vulnerability assessment - missed appointment**

A vulnerability assessment was scheduled for you on **DATES** with the Resident Welfare Team. As you did not attend your appointments and did not contact us to reschedule, we were unable to conduct your vulnerability assessment.

If you do not wish to take part in a vulnerability assessment, you do not need to do anything as the International Protection Accommodation Services (IPAS) now considers your vulnerability assessment process ended.

However, if you wish to make a new request for a vulnerability assessment, you can write to us at [residentwelfareteam@equality.gov.ie](mailto:residentwelfareteam@equality.gov.ie) and we will contact you to arrange an appointment.

**Participating in a vulnerability assessment is voluntary and is not part of your international protection application.** You will be invited for interview by the Department of Justice to discuss your claim for asylum separately.

If you have any questions about this letter or your vulnerability assessment, please speak to the staff in your centre or contact the Resident Welfare Team at [residentwelfareteam@equality.gov.ie](mailto:residentwelfareteam@equality.gov.ie).

Where required, other teams in IPAS are also informed of the decision and any relevant documents are updated.