

XXXXXX will inform you of study client contact details and study identification numbers on a weekly basis - 2 participants per week or as required

- Please let XXXXXX know how you would like to receive client names - weekly/ monthly.

Contact each client and arrange a visit within 3 weeks of being given their details

Carry out full welfare benefits advice and assessment as per normal practice. If AA or DLA please send statement to GP for completion.

- We can supply a covering letter and SAE for sending forms/statement page to GP for completion

Inform XXXXXX by email or phone on a weekly basis when client has been seen at home and advice/ assessment given

- See footnote 1

Complete a casework contact form stating which benefits are applied for and when for each client

Contact necessary organisation or the client to establish benefit outcomes for each client and log any time spent on case

Return completed benefit outcome form to XXXXXX by email or post for each client when outcomes are known and case closed

XXXXXX will contact you 22 months after start of study to determine the best way of giving you contact details of the control clients to be seen 24 months after start of study