

CHECKLIST FOR APPLICATION FOR BASIC HOUSING MODIFICATIONS:

RAILS, DOOR WIDENING, THRESHOLD RAMPS, LEVER TAPS

Note: Ministry of Health eligibility criteria as described in the EMS Assessor Housing Manual must be met for all Basic Housing Modification applications made to **accessible**.

Checklist completed and a copy is on file for audit purposes.

Note: Where ticks are unable to be achieved in any of the boxes and issues have been identified, please complete a *Housing Modification Application form* and describe the issues in detail.

Registered Property Owner Approval Form:

By ticking this box the EMS Assessor confirms:

1. The Registered Property Owner (Legal owner is the person/s named on the rates demand notice) or their Legal Agent has signed the Registered Owner Form. A copy is retained on the EMS Assessors file for audit purposes. **accessible** does not require a copy of this form with the application.
2. The Person and the Registered Property Owner have seen the sketch plan for the rails and agree to the proposed modifications.

Housing Modification Information Form:

By ticking this box the EMS Assessor confirms this form has been discussed and given to the person named. It outlines their responsibilities when being provided with basic housing modifications.

Note: This form replaces the *Terms and Conditions Agreement for Housing Modifications*. **accessible** does not require a copy of this form with the application.

Income and Asset Test:

By ticking this box the EMS Assessor confirms that, to their knowledge, the person has **not** had previous funding for rails, door widening, threshold ramps, lever taps or other housing modifications costing more than \$8,076 incl GST.

Person Details. By ticking the following boxes the EMS Assessor confirms:

- The person has resided in this home prior to having the known disability.
- The person will benefit from the proposed modification for a minimum of 2 years.
- The person has not received funding for the same type of modification before.
- The person does not reside in a home that is built for a particular consumer group such as a residential group home or a home that is license to occupy.

Modification Details. By ticking the following boxes the EMS Assessor confirms:

- The need for the modification is essential and there are no other more cost effective options, including an equipment option to meet the need.
- The total value of the modification is greater than \$200.00 incl GST (ie total value includes the cost of the supply of the specific item plus the cost of installation).
- The request for the modification is not part of other modifications required at the home, (such as bathroom/level access shower etc). For these please complete a *Housing Modification Form* and include all the modifications together.
- In providing the proposed funded modification, the suitability of the whole home (both external and internal) will meet the person's long term disability related needs for a minimum of 2-3 years.

CHECKLIST FOR APPLICATION FOR BASIC HOUSING MODIFICATIONS (CONTINUED):

Rails Modification Details. By ticking the following boxes the EMS Assessor confirms:

- The total cost of the rails requested is > \$200.00 incl GST and less than \$1000.00 incl GST (supply plus installation costs).
- The request for the rails is to one toilet, bathing or showering facility only.
- The request for the rails is for one main access only and there is no other viable alternative access.
- The request for the rails does not include rails beyond the front or back door stairs, such as linking paths or driveways.
- The existing steps/stairs comply with current Building Code Standards for a home built after July 1992, (any flight of stairs with three or more rises has a rail on at least one side. Rise of the step/stair are no more than 190mm; tread depth no less than 280mm and uniformity in rise and tread within 10mm tolerance).
- The rise and tread of the steps/stairs for a pre-July 1992 home are of uniform design and do not make the steps/stairs difficult for anymore regardless of a disability.

Internal Door Widening Modification Details. By ticking the following boxes the EMS Assessor confirms:

- The request for the door is to a non-load bearing wall only.
- The request is **not** for an external door.
- The request for the door modification requires minor electrical/light switch relocation only.
- The 'door type' requested is for a standard hinged or surface mounted sliding door (it is not for one of the following types of doors: cavity slider, automatic, external or garage).
- The request for the doors is standard sized and is not custom sized.

Threshold Ramp Modification Details. By ticking the following boxes the EMS Assessor confirms:

- The request for the threshold ramp is < 450mm maximum length.

Lever Tap Modification Details. By ticking the following boxes the EMS Assessor confirms:

- The request for the lever tap is for the bathroom vanity only and is not required for the kitchen or laundry or included as part of a larger modification such as bathroom/level access shower.
- The request for the lever tap enables the person to independently manage personal hygiene without the support of any others. Note: Where the provision of a lever tap would not make the person independent and others still need to assist with the activity (eg hand washing or teeth cleaning) the need is not essential.

Consideration of Risk Form:

- By ticking this box the EMS Assessor confirms the timing for the provision of the basic modification is required immediately (Priority 1). The form has been completed and a copy is retained on file.
Note: If this request is a Priority 2, please note this on the form so that it can be processed as Priority 2.

Person Satisfaction Form:

This form will be forwarded to the Contractor as a works order. On completion, the Contractor will request the Person to sign the form to confirm their satisfaction with the modification.

The Contractor forwards this form with their invoice to **accessible** for payment. Note: **accessible** does not require a signature from the EMS Assessor on the *Basic Modification Satisfaction Form*.