

Critical Question checklist for Ministry of Health Equipment Modification Services (EMS) funded Housing Modifications

This checklist is a tool for EMS Assessors to use when considering applications for housing modifications funded by the Ministry of Health through its two contracted providers, Accessable and Enable New Zealand. It is designed as a supplement to prompt critical thinking around the person's eligibility and essential need and can be used prior to submitting an application. Where issues have been highlighted it is recommended the EMS Assessor investigates the issues further and tries to resolve them. Where an EMS funding application is to be made all of the issues must be fully described.

CRITICAL QUESTIONS RELATED TO THE PERSON	No or No Issues	Not Sure	Yes
1. Did the person have their disability when they moved into their home?			
2. Is the person's primary disability a "personal health" issue? (<i>definition below</i>)			
3. Are there any concerns that the person may not remain in their own home for a minimum of 2 – 3 years? Such as degenerative/deteriorating conditions, transitions in living arrangements, carer resilience etc			
4. Does the person live in a shared care arrangement? (<i>definition below</i>)			
<i>If the answer to Q 3 or 4 is Yes complete the NASC Outcome Summary Report* to demonstrate the outcome of consultation between NASC and the EMS Assessor regarding whether the proposed EMS solution is sustainable long term.</i>			
5. Does the proposed solution relate to the person's behavioural support needs?			
<i>If the answer to Q5 is Yes, and the application is for a child or young person, provide documentation to demonstrate the "Children and Young People with Challenging Behaviours – process for consideration of EMS" has been followed</i>			
6. Has the person ever received funding for the same type of modification before?			
<i>If the answer to Q6 is Yes explain if and how the person meets the extenuating circumstances criteria</i>			



<p>7. For people over 15 years of age: Does the person have any issues with proceeding with an Income and Asset Test? If so do they understand they may need to pay a contribution towards the cost of the housing modification? (Dependent on the outcome of the Work and Income New Zealand assessment where the cumulative cost of the modification is over \$7,900.00 including GST).</p>			
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Definitions:

Long Term Support for people with Chronic Health Conditions - people aged under 65 who require long term support resulting from a chronic health condition and who do not meet eligibility criteria for Disability Support Services or long term supports provided by DHBs. This group may be considered for Equipment and Modification Services where the need relates to long term (at least 6 months) functional loss, and following the standard assessment process for EMS. This was previously known as the Interim Funding Pool (IFP).

People living in a shared care arrangement – describes where a person is living in two homes on a regular basis (usually 3 – 4 days per week in each home). This may be where a child is living in the homes of separate parents, a foster care arrangement or where an elderly relative lives with different family members who provide care. This does not include people living in residential care as their funding arrangements generally consist of full-time, ongoing support. People living in shared care may need equipment to support the person and their caregivers in both homes. Shared care for housing modifications is generally for children aged 15 years and under who live in a long-term shared care situation.

The family and assessment team need to consider:

- How permanent the current living arrangements are likely to be? (noting that these modifications will generally only be funded once) How suitable the current environment is for the person and carers? (is it an appropriate choice of home? Would it be better to relocate?)
- How much time does the person spend in each environment? (can the person/carers get by without the housing modification, for example use equipment or have a sponge wash rather than using a level access shower if only there for weekends)
- could portable equipment solutions be used?
- would provision of funding for housing modifications be a responsible use of public funds given there are limited resources?



CRITICAL QUESTIONS RELATED TO THE PERSON'S HOME ENVIRONMENT	No or No Issues	Not Sure	Yes
8. Are there any issues with property ownership? <i>"No Issues" means that all owners documented on the Council 'rates demand notice' or agent/s have signed their approval.</i>			
9. Is the property a private rental which is not Housing New Zealand (HNZC) or Council owned?			
<p><i>If the answer to Q9 is Yes respond to the following issues:</i></p> <p><i>a. What other accessible rental or social housing options (including HNZC and Council) have been made available or considered by the person?</i></p> <p><i>b. What is the term of the lease on the property?</i></p> <p><i>c. Is the landlord willing to confirm the tenancy will be secure for 2-3 years?</i></p> <p><i>d. Has there been discussion about moving to a more suitable home?</i></p>			
10. Does the person live in a HNZC home which requires extensive modifications to meet the person's disability related needs? Such as needing an access modification solution for a rise of over 1m or a major internal redesign.			
<p><i>If the answer to Q10 is Yes respond to the following issues:</i></p> <p><i>a. Has there been discussion with HNZC about the suitability of the home?</i></p> <p><i>b. What other accessible options have been made available to/considered by the person?</i></p>			
11. Does the person live in a home purpose built by an organisation (e.g. HNZC, Council or Retirement Village) for a specific age group such as the elderly?			
12. Are there any issues with sufficient circulation space for the person getting around within and between essential rooms of the home, e.g. small room, narrow hallway etc?			
<p><i>If the answer to Q12 is Yes is the situation complex and needs more consideration about suitability for the person's long term needs, please describe the issues fully.</i></p>			
13. Does the home have multi levels (either into or between levels of the home) ? <i>No issues for Q 13 means the person does not need to have to</i>			



<p><i>access essential rooms on the upper levels of the home, eg they can live on the ground level or the access to the home can be modified with a non-complex modification to make it suitable for the person's long term needs.</i></p>			
<p>14. Are there any issues with sufficient space for the number of people living in the home? Such as several people living in a 2 bedroom property which is a social rather than a disability related need.</p>			
<p>15. Are there paths or steps which are unformed, broken or steep which would be unsafe to walk on even if the person did not have a disability?</p>			
<p>16. Does the home have generally accepted building standards? <i>No issues means that the home is fit for habitation, and/ or has standard services, such as water, power, plumbing, sanitation, drainage services and that there are no known significant home maintenance (rectification) issues relating to the modification.</i></p>			



CRITICAL QUESTIONS RELATED TO THE PROPOSED SOLUTION	No or No Issues	Not Sure	Yes
17. Do you support the application?			
<p>18. Are there concerns that access into the home and the internal layout of the home may not be suitable for the person's long term needs?</p> <p><i>No issues means that with the proposed modification to the home it would be suitable long term to accommodate growth of the person or changes in their disability status.</i></p>			
<p>19. Does the person wish to include additional features over and above the modification required to meet the assessed need or use their own builder?</p> <p><i>No issues means that the modification will be completed by Accessable or Enable New Zealand List Contractor as per the assessed need / plan. Where the person wants additional features or to use their own builder, please note this in the application including details of the additional features or modifications. A Cost Contribution process may need to apply.</i></p>			
20. Is the proposed solution essential and the most cost effective option? Have all other alternatives been considered including equipment or a more cost effective modification?			
21. Are you aware that the proposed solution may include modifications which involve significant internal re-design of the home? Such as changes to load bearing walls, complex sanitation or drainage solutions, significant redesign of internal layout of home, or needing changes outside the structural roof 'footprint' of the home.			
<p>22. Are you aware if the proposed solution may include modifications which involve significant external re-design of the home environment?</p> <p>Such as changes to drainage, retaining walls, driveways or parking areas.</p>			
<p><i>If the answer to Q21 & 22 is Yes, complete the NASC Outcome Summary Report*. Where issues are identified please describe these fully in the application and ensure the person is aware that the situation is complex and will need careful consideration in collaboration with the EMS Provider. Please also note if the input of a consultant is being requested to assist with the evaluation of potential options?</i></p>			



<p>23. Does the proposed solution include an access modification where the rise is more than 1m from the ground /entry level?</p> <p><i>No issues means that the proposed modification has a rise up to 1m and is not likely to be over \$15,000.00 including GST maximum threshold.</i></p>			
<p>23. Does the proposed solution require adjacent land to complete the modification which is not owned by the property owner or shared with others?</p>			
<p>24. Where funding is being sought for modifications to the inside of the home only (such as a level access shower) or for access into or between levels of the home only (such as a chair stair lift). Confirm that the other aspect of the home has been considered and is suitable to meet the long term needs of the person?</p>			

