

Draft Critical Questions / Guidelines for MoH Housing Modification Applications

Note: Please read the questions in these guidelines carefully as they are written to enable a **No Issues** answer to be **Green** and a **Yes there are issues** answer to be **Red**. This will mean that for any questions where you are **Not Sure** or have identified **Yes** please investigate these further, try to resolve them, or if **unable then clearly describe the issues fully in the application**.

Green - the proposed modification is a 'Minor' or 'Standard' modification. Where there aren't any **Not Sure** or **Yes** answers it is straight forward so please complete a full application, including a quote. If not, take this case to peer review for further consideration to identify the next step.

Amber – the proposed modification is a 'Minor' or 'Standard' modification. All **Not Sure** or **Yes** answers have been investigated and resolved so a '**No Issues**' has been achieved. Proceed as for **Green**. If not, take this case to peer review for further consideration to identify the next step.

Red – the proposed modification is a 'Complex' modification. Where there are **Not Sure** or **Yes** answers take this case to peer review for further consideration to identify the next step. Complete an application using the Process for Complex Housing Modification applications and Draft Housing Modification Levels. Please identify what you think the proposed modification **might be** to meet the person's need, but **Do Not** include a quote.

Please tick the relevant box for each question and submit this checklist with your Complex Housing Modification application (all questions must be answered).

Question Check List related to the Person	No or No Issues	Not Sure	Yes
1. Has the person moved into their home with the known disability?			
2. Does the person have any eligibility issues? " No Issues " means the person does not have a personal health need and there are no concerns with them benefiting from the proposed solution or being able to remain in the home for a minimum of 2 years? (NASC has been consulted and agrees)			
If you answered Yes to Question 2 please provide more information in your application about the person's diagnosis including likely prognosis etc., and/or any issues identified.			
3. Has the person ever received funding for the same type of modification before?			
If you answered Yes to Question 4 please explain in your application how the person meets the extenuating circumstances criteria for second modifications of the same type or explain the issues.			
4. Does the person live in a shared care situation?			
5. Does the person [16 years of age and older] have any issues with proceeding with an Income and Asset Test, understanding they may need to pay a contribution towards the cost of the housing modification dependent on the outcome of the WINZ assessment where the cumulative cost of the modification is over \$7,900.00 incl GST?			
6. If the person does not want to be Income and Asset Tested. " No Issues " means that the person agrees with making a part-payment towards the cost of the housing modification for any cumulative cost over \$7,900.00 incl GST.			
7. Does the person's need for the proposed solution relate to behavioural support needs?			

Question Check List related to the Home/Environment Around the Home	No or No Issues	Not Sure	Yes
8. Are there any issues with Property Ownership? "No Issues" means that all owners documented on the Council 'rates demand notice' or agent/s have signed their approval.			
9. Is the property a private rental?			
<p>If you answered Yes to Question 10 please explain in the application</p> <p>a. What other accessible rental or social housing options have been available to/considered by the client, including HNZ?</p> <p>b. What lease term is the rental on the property – is the landlord willing to confirm it will be secure for a year or two?</p>			
10.Does the person live in a home that is "license to occupy" or similar, which has been built for a particular consumer group eg over 60 year olds?			
11.Does the person live in a HNZ home which requires more than a minor or standard modification to meet the person's disability related needs?			
<p>If you answered Yes to Question 12 have all other options been explored including moving to a more suitable home, please explain any decisions HNZ has made related to the suitability of this home and/or the issues in your application.</p>			
12.Does the home have any issues with generally accepted building standards? "No issues" means that the home is fit for habitation, and/ or has standard services, such as water, power, plumbing, sanitary, drainage services?			
13.Does the home have any significant or disputed rectification issues?			
14.Does the home have any issues with multi levels, either within and/or outside the home?			
Does the inside of the home have any issues with;			
a. Sufficient space for the number of people living in the home? "No issues" means that the space could be modified with a minor or standard housing modification?			
b. Access to essential rooms which the person needs to use? "No issues" means that the access could be modified with a minor or standard housing modification?			
c. Manoeuvring / sufficient circulating space with essential rooms, including hallways, the person needs to use? "No issues" means that the space could be modified with a minor or standard housing modification?			
Does the outside of the home have any issues with;			
a. The driveway / transfer area where a car can be parked? "No issues" means that the area could be modified with a minor or standard housing modification?			
b. Access into the home? "No issues" means that the access could be modified with a minor or standard housing modification?			
c. Paths which are unformed/broken/steep and would be unsafe /difficult to walk on even if you did not have a disability?			
d. Steps that are not even or more than 180mm in height and would be unsafe /difficult to walk on even if you did not have a disability?			

Question Check List related to the Proposed Solution	No or No Issues	Not Sure	Yes
15.Are there any issues with the proposed solution being the most cost effective option?			
16.Are there any issues with the Specialised Assessor being able to support this application?			
17.Does the person want to include additional features or modifications over and above the modification required to meet the assessed need?			
18.Does the proposed solution require adjacent land which is not owned by the property owner?			
19.Does the proposed solution require any structural changes to load bearing walls and/or significant re-design of the internal layout of the home?			
20.Are there any issues with the proposed solution remaining within the structural roof 'footprint' of the home?			
21.Does the proposed solution include a lift where the platform rises more than 1.5m from the ground /entry level to the lift?			
22.Does the proposed solution include a ramp which is longer than 6.5 metres?			
23.Does the proposed solution include any complex technical design features eg complex sanitary or drainage solutions, retaining walls, driveway / parking areas?			
24.Has the contractor identified any rectification work required to complete the proposed solution?			
25.Access into the home and the internal layout of the home is suitable for the person's long term needs? “No issues” means that with the proposed modification the home would be suitable long term to accommodate growth of the person or changes in their disability status, eg up-size of wheelchair or likely need for a wheelchair for mobility longer term.			
26.Is the proposed solution a complex modification as per the Draft Housing Modification Levels?			

Note: Have you checked that the pre and post sketch plan, and the quote match the proposed plan to meet the essential disability related need of the person? A quote is not required for Complex Housing Modification applications.