



Accessible Checklist Guide for EMS Advice Challenging Behaviour Housing Modifications

Please use this checklist to guide your EMS Advice content when submitting via aSAP for Professional Advisory review

General

- I have identified “Challenging Behaviours” in the ‘Summary of Need’

Clinical Profile

Fill in ALL sections of the Clinical Profile. NB. Remember to click on **ADD** for each section.

The Clinical Profile provides the ‘big picture’ or **background information about the person** – the information in these fields is retained so that you, your colleagues and Accessable can see the historical information when submitting current and future Advice Requests.

Primary Diagnosis:

- I have identified the diagnosis that has the most direct impact on ability to carry out everyday tasks.

Secondary Diagnosis:

- I have identified any other relevant diagnoses that impact on function (e.g. ID, visual impairment, etc.)

Functional Loss:

- I have identified and discussed how the diagnosis(es) impact on the person’s ability to carry out everyday activities safely – their ability to move around, participate in tasks, follow directions, communicate with others, etc. I have outlined the current level of support, assistance, supervision and/or equipment required for everyday tasks.

Living Situation:

- I have identified and discussed who the person lives with, the type of home and who owns it and that the homeowner agrees in principle to the modifications (e.g. owner occupied, private rental, Kainga Ora, ID/PD group home etc.), and any formal shared care arrangements.
- If Kainga Ora home, I have liaised with Kainga Ora regarding the issues and my proposed solutions, and I have received and documented confirmation that they support in principle and/or they have preferences regarding the solution.

Roles and Responsibilities:

- I have identified roles held by the person and/or primary carers (person attends special school, person works part time, parents work full time, etc).

Social Supports:

- I have identified and discussed who provides the day to day support and/or assistance for the person, what/how much NASC support is provided or available for the person and family (personal care, respite, carer support), and any other agencies or specialists who are involved in supporting the family and person (Explore, Strengthening Families, MOE, paediatrician, etc).

Main Issues/Solutions

Fill in ALL sections related to Main Issues and Solutions.

The Main Issues/Solutions section identifies **the current behaviour(s) and issue(s) that you have assessed** as requiring a new housing modification solution(s) – the information in these fields is specific to this Advice Request only



These sections are where the majority of your assessment findings (relevant to the current issue and solution) will be written and are used by Professional Advisors to establish funding criteria for the new request.

Main Issues:

- I have identified the current issue/behaviour that I have assessed as a risk to the person's safety or the ability of the caregiver to safely care for the person in the home.
- I have identified the frequency of the issue/behaviour occurring, the duration and the severity of the behaviour.

Challenging Behaviours Details:

- I have provided a detailed overview of the behaviours that are currently of concern, including the frequency of that behaviour occurring, the duration and the severity of the behaviour.
- I have discussed how those behaviours create risk for the person or their carer.
- I have discussed what strategies, support and equipment have been put in place, and by whom, including Explore involvement.
- I have discussed how carers are currently managing the risky behaviour and why this isn't sustainable.

Proposed solutions:

- I have identified the solution(s) that will address the problem/behaviour/risk outlined in the Main Issues field, and where they will be located.
- I have considered EMS funding criteria for this type of solution (EMS Housing Modification Manual), and outlined any preferences that the family or property owner have.
- I have identified the level of restraint requires a Pathway A or B response and have liaised with NASC regarding a referral to Explore.
- I have liaised with the multi-disciplinary team and agencies supporting the family that are on board with the solutions proposed.

Outcome to be achieved:

- I have discussed the intended outcome of solution(s) with a focus on safety and sustainability

Alternative Options:

- I have listed all strategies and less restrictive ways of managing the behaviour and risk, and why these were unsuccessful and didn't meet assessed need.

Supporting Documents

Supporting Documents are required to enable Professional Advisors establish eligibility and access criteria for cost effective solutions that can be supported under EMS funding. Where possible, collate photos, sketches and supporting documents into a single Powerpoint or Word document to upload to the Advice request.

For sketch plans

- External proposed solution:** I have attached a sketch (aerial/bird's eye view) showing the house location on the section including existing fence lines, measurements and the location of my proposed solutions.
- Internal proposed solutions:** I have attached a layout sketch of the home (aerial/bird's eye view) showing the location of my proposed solutions, including relevant measurements.

For photos:

- External features:** I have attached photos of all relevant areas of the property, including from the street/driveway, the view from living room windows out to the yard, and entrances.
- Internal features:** I have attached photos of all relevant areas of the property, including how problematic areas/rooms of the house relate to other areas of the home.