

factsheet Documentation

Minor Home Modifications: Minimum requirements for Occupational Therapy referrals to HMMS

HMMS Referral Form

Complete Client Information and Referral Record (CIARR), or equivalent referral form, containing relevant Minimum Data Set (MDS) information and attach to specifications (form available from local HMMS)

Information Title Box

The following must be included on each page of written/diagrammatical specifications:

- client details i.e. name, address, phone number, date of birth, and/or contact person
- contact details of referring OT i.e. name, organisation, phone number/email, days available
- date
- refer to page number in relation to total of number of pages sent e.g. 1 of 3 or 2 of 3
- scale must be noted e.g. 1:20 or 'not to scale' stated
- all measurements in mm

Diagrammatical Specifications

1. Must be provided for all minor modifications
2. Proportional drawings, scale diagrams or proformas are acceptable (may be hand drawn or computer software generated)
3. Drawings/diagrams must show the correct perspective and orientation e.g. view when facing toilet or shower recess
4. Drawings/diagrams must be clear, neat and labelled correctly:
 - provide context e.g. location of the modification such as ensuite bathroom, main bathroom, side door, front steps
 - label doors, windows, adjacent rooms, hallways, or external walls etc. as appropriate
5. Modification required must be clearly marked on the drawing/diagram e.g. position & length of grabrail
6. All relevant measurements must be included and legible – a minimum of 2 measurements are required, i.e. vertical e.g. height above floor surface, and horizontal e.g. distance from corner of wall
7. All measurements recorded on drawing/diagram must be in mm

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The NSW HMMS State Council is the peak organisation proudly representing HMMS across NSW

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home and community care

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED

Minor Home Modifications: Minimum requirements for Occupational Therapy referrals to HMMS ~ *continued*

Written Specifications

1. Must accompany all diagrammatical specifications
2. Written specifications are to be included on the same page as the diagrammatical specifications wherever possible
3. Outline a full description of the work required to clearly reflect the diagrammatical specifications
4. All measurements must be recorded in mm
5. Make reference to AS1428 Part 1-2001 as appropriate
6. Clinical reasoning may be required by the HMMS/Builder if deviating significantly from AS1428 Part 1-2001
7. Include details of any joint site visit/s undertaken i.e. date, name of HMMS Builder/ Regional Technical Officer
8. In point form and legible – preferably typed and/or relevant others present
9. Include the following or similar statement: 'If the home modification is technically not feasible or client wishes to alter the specifications, please contact the referring OT prior to commencement of work'
10. A disclaimer is optional (e.g. OT AUSTRALIA NSW Disclaimer)

NOTE: An OT Report may also be required for some Level 1 work e.g. prescription of a stairlift (consult with your local HMMS).

Photographs

1. Optional (include where possible)
2. Can be used to supplement diagrammatical and written specifications
3. Can also be used in place of a proforma or proportional drawing. If so, the following must apply:
 - modification required is clearly marked on the photograph (either hand drawn or computer generated)
 - all diagrammatical specifications must be shown in correct proportion on the photograph
 - all measurements recorded on the photograph must be in mm
 - include written specifications on same page as photograph
 - label each photograph correctly as per Diagrammatical Specifications above
 - ensure client/carer is not in the photograph nor any identifying information (such as house number)
4. Email or post only (photographs do not fax clearly). It is best practice to post hard copies of photographs with the application

NOTE: The signature of the referring OT may be required on each page of the diagrammatical and written specifications. Also, there may be issues around the legality of emailing diagrams of home modifications. Consult with your organisation regarding these requirements.

***For further advice consult your local HMMS Builder
or contact your local Level 1 HMMS***