

factsheet Documentation

Major 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 Minimum Data Set (MDS) information and attach with application (form available from local HMMS)

Consult with HMMS Builder

Consult with HMMS Builder for all major modifications. A joint site visit with the Level 1 HMMS Builder is required for all Level 2 and Level 3 work prior to the final application being submitted by the Level 1 HMMS Service to the Level 2 HMMS Service.

OT Report

1. Complete for all Level 2 and Level 3 HMMS applications (OT Report Form available from Level 2 HMMS)
2. Clearly state client's eligibility for HACC services
3. Provide justification as to why the home modification is required, including consideration of carer/other users. Include details of other alternatives considered and/or trialled and why these are not appropriate.
4. Include clinical reasoning if the home modification recommended deviates significantly from AS1428 Part 1-2001
5. Ensure access to the home has been addressed i.e. continuous accessible path of travel to/from the house and within such as doorways, hallways and circulation spaces
6. All decisions/recommendations are documented. The OT Report must also be updated to reflect amendments to the diagrammatical and written specifications, including clinical reasoning, as appropriate.
7. Ensure foreseeable (future) needs of the client and carer/s have been considered and addressed e.g. degenerative conditions, child's growth, future equipment needs etc.
8. Must include details of joint site visit/s undertaken i.e. date, name of HMMS Builder/Regional Technical Officer (RTO) and/or relevant others present

Information / Title Box

The following information must be included on each page of the diagrammatical and written specifications:

- client details i.e. name, address, phone number, date of birth and/or contact person
- full contact details of referring OT i.e. name, organisation, phone number/email plus days available
- date must be clearly marked on all plans including all amended plans
- refer to page number in relation to total number of pages sent e.g. 1 of 3 or 2 of 3
- scale must be stated
- all measurements 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

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

Diagrammatical Specifications

1. Must be provided for all major modifications
2. Diagrams must be drawn to scale (may be hand drawn or computer software generated). Proportional drawings are not acceptable for major modifications
3. Must include both existing and proposed floor plans or overview e.g. ramp. Also include existing and proposed elevations if applicable.
4. Diagrams must be clear, neat and labelled correctly. Provide context and location of the modification such as ramp e.g. entrance to house, main bathroom. Label doors, windows, adjacent rooms, hallways or external wall etc. as appropriate.
5. 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
6. All measurements must be recorded on diagram in mm
7. Any amended diagrams must be drawn to scale, dated and signed by the OT to approve changes made

Written specifications

1. Must accompany all diagrammatical specifications
2. Outline a full description of the work required to clearly reflect the diagrammatical specifications
3. Make reference to AS1428 Part 1-2001 as appropriate
4. In point form and legible – preferably typed
5. All measurements must be recorded in mm
6. Any amendments must also be updated on the written specifications and dated and signed by the OT to approve changes made
7. A disclaimer is optional (eg. OT AUSTRALIA NSW Disclaimer)

Photographs

1. Optional (include where possible)
2. Can be used to supplement the diagrammatical and written specifications but not replace them
3. Must be clear and labelled correctly i.e. provide context and relation to diagrammatical specifications e.g. view of front stairs, side entrance to be ramped
4. All measurements recorded on photograph must be in mm
5. Ensure client/carer is not in the photograph nor any identifying information (such as house number)
6. 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.

***Please note: the HMMS Builder or supervised
contracted builder will generate the Scope of Works***