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## Introduction to the Operational Procedures

The SWEP Home Modifications Operational Procedures have been designed as a single point of reference for Occupational Therapists when seeking funding for home modifications in Victoria. This document outlines the application process for both the State funded Aids and Equipment Program (A&EP) and the Commonwealth funded National Disability Insurance Scheme (NDIS).

The Operational Procedures has two separate sections for A&EP and NDIS as well as combined sections. To delineate between A&EP and NDIS, you will find people who are seeking funding from A&EP are referred to as 'Clients', while people seeking funding from NDIS are referred to as 'Participants'.

The Operational Procedures has three 'home modifications options' that include:

- Option A – Supply Only of Assistive Equipment
- Option B – Simple Non-Structural Home Modifications <\$1,300
- Option C – Complex Home Modifications >\$1,300

A unique identifier is used in the Operational Procedures for each sub-point of the above home modifications options, by referencing the option letter first, followed by a sub-point numeral e.g. [A1](#), [A2](#), [A3](#).

Each of the home modification options has three 'stages of progression':

- Stage 1 – Eligibility Screening
- Stage 2 – Approval In Principle
- Stage 3 – Funding Validation

The stages of progression are detailed later in the Operational Procedures.

The Operational Procedures are part of a suite of online internet resources that include:

- [SWEP Home Modifications Application](#)
- [SWEP Home Modifications Prescriber Manual](#)
- [SWEP Home Modifications Information Booklet](#)
- [SWEP Home Modifications Tradespeople and Builders Resource Guide](#)

At the conclusion of the Operational Procedures a quick reference guide is provided that defines roles and responsibilities of the people associated with the application process.

## Aids and Equipment Program (A&EP)

### Getting Started

1. All SWEP Home Modification Applications are completed online via the [SWEP website](#) by an Occupational Therapist who is a SWEP registered [Prescriber](#).
2. The Prescriber visits the Client's home, meeting with the Client and if required their authorised representative, to identify options which will improve the Client's safety, independence and functional capacity within their home. This may involve home modifications or equally effective alternatives such as providing assistive equipment, e.g. bathboard instead of the removal of the bath.
3. If home modifications are recommended based on the Prescriber's clinical reasoning and assessments, discussions can then take place between the Client and/or their authorised representative to determine if they require financial assistance from SWEP towards the home modifications.
4. The application submitted by the Prescriber will demonstrate that the home modifications have a direct correlation with the Client's reduced functional capacity secondary to a permanent or long-term disability and/or being frail aged.
5. If assistance is required from SWEP, the Prescriber will provide the Client and/or their authorised representative with the [SWEP Home Modifications Information Booklet](#).
6. The Prescriber will ensure the SWEP Home Modifications Information Booklet is made available to the Proprietor (i.e. home owner) or their authorised agent if required.
7. The Prescriber may telephone or email SWEP to determine if the Client is registered with SWEP and if the Client has previously utilised funding for home modifications.

### Prescriber Validation

8. All SWEP Prescribers will be allocated a traffic light colour which relates to the level of recognition SWEP gives to their experience and further education.
9. A green Prescriber can approve Assistive Equipment (AE) and/or home modifications <\$1,300, amber Prescriber <\$10,000 and a red Prescriber has no monetary restrictions.
10. A red Prescriber can validate applications for both amber and green Prescribers, while an amber Prescriber can validate applications for a green Prescriber.
11. In the event that an application requires Prescriber validation and there is no validating Prescriber at the workplace of the submitting Prescriber, a SWEP Clinical Advisor may be requested to validate the application.

### Home Ownership

12. Home ownership will need to be established by the Prescriber to determine eligibility.
13. In instances where the Proprietor(s) is not the Client, SWEP will only process applications for home modifications when consent has been obtained from the Proprietor(s) or their authorised agent. The Proprietor(s) or their authorised agent gives their consent by providing their name, signature and date on the itemised quotation(s), scope of works and working drawing(s) that are submitted to SWEP by the Prescriber.
14. If there is more than one Proprietor, it is advisable to obtain all Proprietor signatures and names on the above stated documents. If this is not possible, the Proprietor that provides their authority to proceed is doing so on behalf of all Proprietors.
15. On most occasions, the Proprietor(s) takes ownership of assistive equipment supplied/installed by SWEP for home modifications and is responsible for ongoing maintenance, unless the Proprietor has made arrangements with the Client.



## **SWEP Estimated Pricing Guide**

16. SWEP provides an Estimated Pricing Guide for AE and home modifications, which is a component of the A&EP application. The SWEP Estimated Pricing Guide is based on average industry pricing for the supply and/or installation of AE.
17. Applications for home modifications are specific to each area of the home and can result in a combination of SWEP home modification options. For example, Option A can be used to supply grab rails for the front access in combination with Option B to remove the shower screen and install lever taps in the bathroom.
18. The Prescriber can determine if gap funding is likely to be required in addition to the A&EP funding by using the SWEP Estimated Pricing Guide.
19. This tool provides an estimation only of the associated costs and actual prices will vary.

## **Additional Funding**

20. If the Client requires funding additional to SWEP's contribution, the Prescriber, Client or their authorised representative may apply for additional funding from organisations such as:
  - The Department of Health and Human Services, Home Renovation Loan for either [property owners](#) or [renters](#)
  - The Department of Social Services for people receiving a [Home Care Package](#)
  - Philanthropic organisations.
21. Some funding organisations may require the Prescriber, Client or their authorised representative to obtain quotation(s) from the Builder/Tradesperson early in the application process to determine their contribution.

## **Points of Consideration**

22. SWEP prioritises the allocation of funding against the [Priority of Access Guidelines](#).
23. The subsidy is per eligible individual and applies to the total home modifications they receive in their lifetime, i.e. it is not per home modification type or application.
24. The maximum A&EP home modification subsidy available is \$4,000. The Goods and Services Tax (GST) amount of \$400 may be applicable and is in addition to the \$4,000 funded by SWEP.
25. The Prescriber should be aware that some home modifications do not attract GST and further details regarding this can be obtained from the Builder/Tradesperson.
26. A member of the SWEP Tradespeople and Builders Panel will perform all approved home modifications and will supply assistive equipment.
27. For home modifications >\$1,300, SWEP requires two itemised quotations and will provide funding to the value of the least expensive itemised quotation. The Client or their authorised representative may choose to accept the more expensive itemised quotation and if this occurs, the Client, their authorised representative or Proprietor will fund the difference between both itemised quotations.
28. The home modification funded by SWEP must be for the Client's primary residence.
29. If more than one quotation is required for the home modification and if there is a preferred quotation, the Prescriber will identify this on the online application.
30. The initial scope of works created by the Prescriber is utilised across all quotations and working drawings. By ensuring a scope of works is present on each of these key documents, it minimises unauthorised or unintentional changes. The Prescriber reviews these documents and endorses them by uploading them to the application.
31. Refer to the SWEP Home Modifications Prescriber Manual for examples of scope of works and working drawings required for the application.

32. A&EP does not fund costs associated with general home maintenance, e.g. rotting floor, tiles falling off walls, loose handrails, mould on ramps, leaking taps.
33. A&EP does not fund standard household fittings, such as flooring, toilets, baths, showers with steps, vanity units, mirrors, fans, towel rails, or hot water services however may fund the repositioning of these items if related to the Client's disability or age related needs.
34. A&EP does not fund costs associated with Draftspersons, Architects, Engineers, Building Surveyors or Building Inspectors.
35. The application may be declined during any stage of the application process if the Client is deemed ineligible. If this occurs, the Client and/or their authorised representative and the Prescriber will receive phone contact from SWEP explaining the reason and a letter or email will be forwarded detailing the same to the Client or their representative.

### **Stage 1 – Eligibility Screening, for all Home Modification Options**

36. This stage screens the applicant to determine if they meet the minimum criteria to be eligible for A&EP funding before the application is submitted to SWEP.
37. In situations where the criteria is not met, the application will not proceed. Such situations result from the:
  - Client living in residential care facility
  - Home owned or operated by; a non-profit organisation, business, trust fund, community housing or any other type of organisation
  - Client living in an Office of Housing home fully owned by [Department of Health and Human Services](#) (DHHS) and is not being privately purchased (e.g. by the Client)
  - Request for home modifications not occurring at the Client's primary residence
  - Proprietor or their agent not providing consent for the home modifications to occur
  - Owners Corporation (formerly Body Corporate) not providing consent for the home modifications to occur
  - Prescriber having not completed a home visit
  - Client having other suitable alternatives to ensure their safety and accessibility in their home
  - Client who does not meet the general A&EP eligibility criteria
  - Client already having accessed the maximum A&EP home modifications subsidy
38. Client must be, or is in the processing of being registered with SWEP. Registration can occur as part of the home modification application.
39. Once the application meets Stage 1 Eligibility Screening, the Prescriber can then progress to Stage 2 to lodge the application.

### **Stage 2 – Approval in Principle, for all Home Modification Options**

40. All applications for home modifications to SWEP will be processed using an Approval in Principle (AIP) process. This means that subject to verifying that the information submitted is correct, the appropriate supporting documents have been provided, the modifications requested falls within the [Victorian Aids and Equipment Program Guidelines](#) and that the [Client is eligible](#), AIP will be granted.
41. If the application progresses to Stage 2, the Prescriber submits details about the Client and their relevant medical and social histories, assessments undertaken, the property, the home modification recommendation and the items for which funding is being requested. The requirements of Stage 2 vary as a result of the home modification option selected and are defined later in the Operational Procedure.
42. SWEP may request further documentation including drawings at any stage of the application.

## Option A – Supply Only of Assistive Equipment

### Stage 2 – Approval in Principle

- A1. This option enables AE to be supplied to the Client and it is the responsibility of either the Client, their authorised representative and/or the Proprietor(s) or their agent to have the items professionally installed. A suitably qualified Builder/Tradesperson of their choice will install the AE ensuring all legislative requirements are met.
- A2. Off the shelf, non-customised AE items that can be funded are listed below:

Assistive Equipment for Supply Only	
	Bidet attachment
	Bidet toilet suite ☼
	Door fittings (e.g. safety hinges)
	Hand basin where it facilitates wheel chair access ☼
	Hand held shower
	Hand rails 300, 450, 600, 750 and 900 mm
■	Safety slip resistant flooring
	Shelving where it facilitates wheel chair access
	Shower base for the formation of level entry shower ☼
	Slip resistant applications (e.g. grip strips)
	Switchcock for hand held shower
	Taps (e.g. lever style)
	Thermostatic mixing valve (temperature limiting device)
	Toilet support rails
■ Indicates that this item must be ordered with one or more items with a ☼	

- A3. The Prescriber selects the AE and quantity from the SWEP Estimated Pricing Guide, which is a component of the online application.
- A4. The value of the SWEP Estimated Pricing Guide will be one of the contributing factors that determines the level of Prescriber validation required.
- A5. The Prescriber will create the scope of works which details the AE pick list items requested and has the option of providing a working drawing. Please see the SWEP Home Modifications Prescriber Manual for details regarding the scope of works.
- A6. The scope of works and if provided the working drawings, will be signed and dated by the Proprietor(s) or their authorised agent and will include their name(s) as consent for the proposed home modifications to proceed.
- A7. The Prescriber uploads the scope of works and if applicable the working drawing, to the online application.
- A8. Once the application for AIP has been submitted and the Client deemed eligible, SWEP will provide correspondence to the Client and/or their authorised representative defining their obligations and responsibilities as well as SWEPs.
- A9. If the application is declined, the Client and/or their authorised representative and the Prescriber will receive phone contact from SWEP explaining the reason and a letter or email will be forwarded detailing the same.
- A10. Stage 2 of the application must be submitted before Stage 3 can commence.

### Stage 3 – Funding Validation

- A11. When funding is imminent, SWEP will contact the Prescriber who will confirm that the original home modification prescription remains valid or requires a review.
- A12. The Client and/or their authorised representative, the Proprietor or their agent or the Prescriber will identify which member(s) of the SWEP Tradesperson and Builders Panel they will like to engage to obtain the quotation.
- A13. The Prescriber will provide the selected member(s) the SWEP Quotation Template with the specified pick list codes for Option A.
- A14. The required amount of quotations is determined by the value of the pick list items:

Value as Determined by the SWEP Estimated Pricing Guide	Number of Quotation(s) Required
<\$1,300	1
>\$1,300	2

- A15. The Builder or Tradesperson returns the quotation to the Prescriber.
- A16. The Proprietor(s) or their authorised agent will sign and date the quotation and provide their name(s) as consent for the home modifications to proceed.
- A17. The Prescriber uploads the itemised quotation(s) to the application, which is their endorsement of the items detailed on the quotation(s). The Prescriber is not endorsing the item's brand, but rather the appropriateness of the item(s).
- A18. If there is a preferred quotation from a Builder/Tradesperson, the Prescriber will identify this on the application.
- A19. SWEP staff will validate the quotation(s) against the recommended AE.
- A20. SWEP will issue a purchase order authorising supply of the AE, once all criteria of the application are met.
- A21. When the AE is delivered, either the Client, their authorised representative, the Proprietor or their agent are required to sign the Proof of Delivery (POD) to state that all items have been delivered as detailed on the original quotation. This POD is then submitted to SWEP by the Builder/Tradesperson.
- A22. Payment to the Builder/Tradesperson for SWEP's contribution is made once the above steps are completed and a valid itemised tax invoice is received by SWEP. It is advisable for the Builder/Tradesperson to send the POD and tax invoice at the same time to SWEP.
- A23. The Prescriber is advised to review AE once it is installed, to ensure the Client's functional ability to use the prescribed items and if applicable, the carer's safety assisting with use.

### Option B – Simple Non-Structural Home Modifications <\$1,300

#### Stage 2 – Approval in Principle

- B1. Simple non-structural home modifications <\$1,300 can be defined as alterations to non-load bearing walls, installation of fixtures or modifications which do not alter the structural integrity of the home. There is no requirement to involve an Architect, Draftsperson or Building Surveyor however, the advice provided by these professionals may assist with clarification of modification configuration.



B2. AE and associated labour that can be funded for Option B is listed below:

Green, Amber or Red Prescriber Authorised Items Option B – Simple Non-Structural Home Modifications <\$1,300	
	Bidet attachment
	Door fittings (e.g. safety hinges) ●
	Hand held showers with or without a switchcock
*	Hand rails & banister rails (can be customised)
	Items & fixtures repositioned ●
	Light switches & general power outlets repositioned ●
①	Painting repairs resulting from other modifications in the application
*	Shelving where it facilitates wheel chair access ●
	Shower base insert (e.g. 900x900 mm)
	Shower screen removal ●
*	Single platform step modification
	Slip resistant applications (e.g. paint, grip strips)
*	Small ramp
	Taps (e.g. lever style)
	Thermostatic mixing valve (temperature limiting device)
	Toilet support rails
①	Indicates that this item must be ordered with one or more items with a ●
*	See B4

- B3. A green, amber or red Prescriber will use the SWEP Estimated Pricing Guide as part of the online application process for home modifications <\$1,300.
- B4. The Prescriber will create and upload to the application working drawing and scope of works which details the pick list codes, for each specific section of the home that has a modification <\$1,300. This applies to items in the table above marked with a \*.
- B5. For items not marked with a \*, the Prescriber will create and upload to the application the scope of works which details the pick list codes, for each specific section of the home that has a modification <\$1,300. The Prescriber has the option of providing a working drawing for these items, if they feel this will assist the application.
- B6. The scope of works and working drawing (if required) will be signed and dated by the Proprietor(s) or their authorised agent and will include their name(s) as consent for the proposed home modifications to proceed.
- B7. If the value of the items selected in the SWEP Estimated Pricing Guide for Option B exceeds that of \$1,300 the application will automatically change to an Option C and will subsequently require an amber or red Prescriber for validation.
- B8. Once the application for AIP has been submitted and the Client deemed eligible, SWEP will provide correspondence to the Client and/or their authorised representative defining both SWEP and the client's obligations and responsibilities.
- B9. If the application is declined, the Client and/or their authorised representative and the Prescriber will receive phone contact from SWEP explaining the reason and a letter or email will be forwarded detailing the same.
- B10. Stage 2 of the application must be submitted before Stage 3 can commence.

### Stage 3 – Funding Validation

- B11. When funding is imminent, SWEP will contact the Prescriber who will confirm that the original home modification prescription remains valid or requires a review.
- B12. The Client and/or their authorised representative, the Proprietor or their agent or the Prescriber will identify which member of the SWEP Tradesperson and Builders Panel they will like to engage to obtain the quotation.
- B13. The Prescriber will provide the selected member the SWEP Quotation Template with the scope of works and working drawing (if required) and specified pick list codes for Option B.
- B14. The Builder or Tradesperson returns the quotation to the Prescriber.
- B15. The Proprietor(s) or their authorised agent will sign and date the quotation and provide their name(s) as consent for the home modifications to proceed.
- B16. The Prescriber uploads the itemised quotation to the online application, which is their acknowledgement of the home modification detailed in the quotation. The Prescriber's acknowledgement takes into account any variations to their scope of works by the Builder or Tradesperson due to the logistics of performing the home modification e.g. compliance to building codes.
- B17. SWEP staff will validate the quotation against the scope of works and working drawing and review against the application.
- B18. If the quotation is approved, SWEP will inform the Prescriber that the nominated Builder/Tradesperson has been appointed to conduct the home modifications.
- B19. SWEP will provide a purchase order authorising supply once all relevant sections of Stage 3 are completed.
- B20. At the completion of the home modifications, the Proprietor(s) or their authorised agent will sign the SWEP Certificate of Completion (COC) that states all works have been completed to an appropriate standard. The prescriber will also complete the section of this COC confirming that the home modifications meet the functional needs of the Client. This COC is submitted to SWEP by the Builder/Tradesperson.
- B21. Payment to the Builder/Tradesperson for SWEP's contribution is made once the above steps have been completed and a valid itemised tax invoice is received by SWEP. It is advisable for the Builder/Tradesperson to send the COC and tax invoice at the same time to SWEP.

## Option C – Complex Home Modifications >\$1,300

### Stage 2 – Approval in Principle

- C1. Complex home modifications >\$1,300 can be either structural or non-structural. See the [Non-Structural Home Modifications](#) and [Structural Home Modifications](#) section of this document for further details.
- C2. AE and associated labour that can be funded for Option C is listed below:

Amber or red Prescriber Authorised Items Option C – Complex Home Modifications >\$1,300 - <\$10,000	
	Bathroom modification <\$10,000
	Bidet toilet suite ♣ ⚡
	Entry widened (e.g. door frames, larger door) ♣ ⚡
	Hand basin where it facilitates wheel chair access ♣
	Items & fixtures repositioned ♣
	Kitchen modification <\$10,000
	Laundry changed to enable installation of level entry shower and/or toilet <\$10,000
①	Painting repairs resulting from other modifications in the application
	Plumbing relocated ♣ ⚡
	Ramp length per square metre
②	Safety slip resistant flooring
	Step modifications for 2 or more platform steps
	Water closet modification
①	Indicates that this item must be ordered with one or more items with a ♣
②	Indicates that this item must be ordered with one or more items with a ⚡

Red Prescriber Authorised Items Option C - Complex Home Modifications >\$10,000	
	Bathroom modification >\$10,000
	Kitchen modification >\$10,000
	Laundry changed to enable installation of level entry shower and/or toilet >\$10,000
	Platform steps - large scale
	Ramp - large scale
	Stair lift external - straight
	Stair lift internal - curved
	Stair lift internal - straight

- C3. The Prescriber will select the pick list codes required as part of the scope of works for the home modification, from the SWEP Estimated Pricing Guide.
- C4. The Prescriber will create the scope of works to assist the builder provide a quotation.
- C5. Once the application for AIP has been submitted and the Client deemed eligible, SWEP will provide correspondence to the Client and/or their authorised representative defining both SWEP and the client's obligations and responsibilities.
- C6. If the application is declined, the Client and/or their authorised representative and the Prescriber will receive phone contact from SWEP explaining the reason and a letter or email will be forwarded detailing the same.
- C7. Stage 2 of the application must be submitted before Stage 3 can commence.

### Stage 3 – Funding Validation

- C8. When funding is imminent, SWEP will contact the Prescriber who will confirm in Stage 3 if the original home modification remains valid or requires a review.
- C9. The Client and/or their authorised representative, the Proprietor or their agent or the Prescriber will identify which two members of the SWEP Tradesperson and Builders Panel they will like to engage to obtain the quotation.
- C10. The Prescriber will provide the selected members the SWEP Quotation Template with the scope of works and specified pick list codes for Option C.
- C11. The Builder/Tradesperson will identify if structural modifications are required and will detail this as part of the scope of works on their quotation.
- C12. The Builder/Tradesperson returns the quotation to the Prescriber.
- C13. The itemised quotations and scope of works will be signed and dated by the Proprietor(s) or their authorised agent and will include their name as consent for the home modifications to proceed.
- C14. The Prescriber uploads the itemised quotations and scope of works to the application, which is their endorsement of the home modification detailed in the quotations.
- C15. If there is a preferred quotation from a Builder/Tradesperson, the Prescriber will identify this on the application.
- C16. On most occasions, SWEP will approve the quotation of the lesser value. If the Client's home modifications do not exceed the available subsidy amount and their preference is to accept the quotation of the higher value, SWEP will ask them to pay the difference between both quotations, which is referred to as the 'gap'.
- C17. Gap funding can also arise from home modifications that exceed the maximum amount of subsidy available.
- C18. A letter or email will be sent to the Client or their representative if gap funding is required.
- C19. SWEP will inform the Prescriber of the nominated Builder/Tradesperson.
- C20. If there are no structural modifications required, the nominated Builder/Tradesperson will be primarily responsible for providing the working drawings based on the scope of works provided by the Prescriber.
- C21. The Prescriber may complete the working drawings and update the scope of works on behalf of the Builder/Tradesperson if the builder/tradesperson provides written endorsement on these documents. A Draftsperson or Architect can also provide these documents, in which case the builder/tradesperson must specifically refer to them in their quotation.
- C22. If the nominated Builder/Tradesperson deems that structural changes are required, a Draftsperson or Architect will need to be engaged to update the scope of works and working drawing at the Client's expense. An Engineer may also be required.
- C23. The Prescriber uploads to the application the scope of works and working drawing for each specific section of the home that has a modification >\$1,300, which is their acknowledgement of the home modification detailed in the quotation. The Prescriber acknowledgement takes into account any variations to their scope of works by the Builder or Tradesperson due to the logistics of performing the home modification e.g. compliance to building codes.
- C24. SWEP staff will validate the quotations, against the scope of works and working drawings and review against the application.
- C25. SWEP will provide a purchase order authorising supply once all relevant sections of Stage 3 are completed.



- C26. At the completion of the home modifications, the Proprietor(s) or their authorised agent will sign the SWEP Certificate of Completion (COC) that states all works have been completed to an appropriate standard. The prescriber will also complete the section of this COC confirming that the home modifications meet the functional needs of the Client. This COC is submitted to SWEP by the Builder/Tradesperson.
- C27. Payment to the Builder/Tradesperson for SWEP's contribution is made once the above steps have been completed and a valid itemised tax invoice is received by SWEP. It is advisable for the Builder/Tradesperson to send the COC and tax invoice at the same time to SWEP.
- C28. It is the responsibility of the Proprietor to ensure all relevant building permits are obtained for structural home modifications.

## National Disability Insurance Scheme (NDIS)

### Getting Started

1. SWEP has Working Arrangements with the National Disability Insurance Agency (NDIA) for the provision of Assistive Technology for Participants of the Scheme across Victoria. This Working Arrangement includes the provision of Home Modifications with the exception of Home Modifications that are considered structural and/or where building permits are required. If you are prescribing a home modification that is considered structural and/or permits are required please contact the NDIA to determine how to proceed in submitting the application directly to the NDIA.
2. All SWEP Home Modification Applications are completed online via the [SWEP website](#) by an Occupational Therapist who is a SWEP registered [Prescriber](#).
3. The Participant will engage in a planning session with a Planner/Local Area Coordinator (LAC) at the NDIA. During the planning session it will be determined whether a SWEP registered Prescriber is required to assess the Participant and their home.
4. If a SWEP registered Prescriber is allocated by NDIA they will visit the Participant's home, with the Participant and if required their authorised representative to determine the requirements to improve the Participant's safety and their home accessibility. This may involve home modifications or equally effective alternatives such as providing assistive equipment, e.g. bathboard instead of the removal of the bath.
5. If NDIA determine that home modifications are required, the Prescriber will provide the Participant and/or their authorised representative with the [SWEP Home Modifications Information Booklet](#).
6. The Prescriber will ensure the SWEP Home Modifications Information Booklet is made available to the Proprietor (i.e. home owner) or their authorised agent if required.

### Prescriber Validation

7. All SWEP Prescribers will be allocated a traffic light colour which relates to the level of recognition SWEP gives to their experience and further education.
8. A green Prescriber can approve Assistive Equipment (AE) and/or home modifications <\$1,300, amber Prescriber <\$10,000 and red Prescriber has no monetary restrictions.
9. A red Prescriber can validate applications for both amber and green Prescribers, while an amber Prescriber can validate applications for a green Prescriber.
10. In the event that an application requires Prescriber validation and there is no validating Prescriber at the workplace of the submitting Prescriber, a SWEP Clinical Advisor may be requested to validate the application.

### Home Ownership

11. Home ownership will need to be established by the Prescriber to determine eligibility.
12. In instances where the Proprietor(s) is not the Participant, SWEP will only process applications for home modifications when consent has been obtained from the Proprietor(s) or their authorised agent. The Proprietor(s) or their authorised agent gives their consent by providing their name, signature and date on the itemised quotation(s), scope of works and working drawing(s) that are submitted to SWEP by the Prescriber.

13. If there is more than one Proprietor, it is advisable to obtain all Proprietor signatures and names on the above stated documents. If this is not possible, the Proprietor that provides their authority to proceed is doing so on behalf of all Proprietors.
14. On most occasions, the Proprietor(s) takes ownership of assistive equipment supplied/installed by SWEP for home modifications and is responsible for ongoing maintenance, unless the Proprietor has made arrangements with the Participant.

## Additional Funding

15. Additional funding may be required if the Participant is requesting items that are not deemed as 'reasonable and necessary' and in turn are not approved for funding by NDIS. The Participant will need to organise funding for these items separate to that provided by NDIS.
16. If the Participant requires additional funding to cover the total cost, the Prescriber, Participant or their authorised representative may apply for funding from:
  - The Department of Health and Human Services (DHHS), Home Renovation Loan for either [property owners](#) or [renters](#)
  - Philanthropic organisations
17. Some funding organisations may require the Prescriber, Participant or their authorised representative to obtain quotation(s) from the Builder/Tradesperson early in the application process to determine their contribution, prior to NDIS funding being made imminent.

## Points for Consideration

18. All applications for home modifications must fall within the [Home Modifications](#) section of the NDIS Operational Guidelines.
19. The application may be declined during any stage of the application process if the Participant is deemed ineligible. If this occurs, the Participant and/or their authorised representative will be contacted by NDIA. The Prescriber will receive phone contact from SWEP explaining the reason.
20. Applications for home modifications are specific to each area of the home and can result in a combination of SWEP home modification options. For example, Option A can be used to supply grab rails for the front access in combination with Option B to remove the shower screen and install lever taps in the bathroom.
21. A member of the SWEP Tradespeople and Builders Panel will perform all home modifications approved.
22. If more than one quotation is required from a Builder/Tradesperson for submission and there is a preferred quotation, the Prescriber will identify this on the application.
23. NDIS may fund the total cost of home modifications if the modification is deemed to meet the [Reasonable and Necessary criteria of the Act](#). If funding is denied, the Participant or their authorised representative needs to discuss further options with the Planner/LAC.
24. The initial scope of works created by the Prescriber is utilised across all quotations and working drawings. By ensuring a scope of works is present on each of these key documents, it minimises unauthorised or unintentional changes. The Prescriber reviews these documents and endorses them by uploading them to the application.
25. Refer to the SWEP Home Modifications Prescriber Manual for examples of scope of works and working drawings required for the application.

## Stage 1 – Eligibility Screening, for all Home Modification Options

26. This stage screens the applicant to determine if they meet the minimum criteria to be eligible for NDIS funding before the application is submitted to SWEP.
27. In situations where the criteria are not met, the application will not proceed. Such situations result from the:
  - Proprietor or their agent not providing consent for the home modifications to occur
  - Owners Corporation (formerly Body Corporate) not providing consent for the home modifications to occur
  - Prescriber having not completed a home visit
28. There are situations where NDIA may need to review eligibility, such as situations resulting from the:
  - Participant living in residential care facility
  - The home is owned or operated by; a non-profit organisation, business, trust fund, community housing or any other type of organisation.
  - Participant living in an Office of Housing home fully owned by [Department of Health and Human Services](#) (DHHS) and is not being privately purchased (e.g. by the Participant).
  - Request for home modifications not occurring at the Participant's primary residence
  - Participant having other suitable alternatives to ensure their safety and accessibility in their home
29. Once the application meets Stage 1 Eligibility Screening, the Prescriber can then progress to Stage 2 to lodge the application.

## Stage 2 – Application Submission, for all Home Modifications

30. If the application progresses to Stage 2, the Prescriber submits details about the Participant and their relevant medical and social histories, assessments undertaken, the property, the home modification option and the items that funding is being requested. The requirements of Stage 2 varies as a result of the home modifications option selected and are defined later in the Operational Procedure.
31. SWEP may request further documentation including drawings at any stage of the application to assist in processing the request.



## Option A – Supply Only of Assistive Equipment

### Stage 2 – Application Submission

- A1** This option enables AE to be supplied to the Participant and it is the responsibility of either the Participant, their authorised representative and/or the Proprietor(s) or their agent to have the items professionally installed. A suitably qualified Builder/Tradesperson of their choice will install the AE ensuring all legislative requirements are met.
- A2** The total cost of the AE provided is limited to the amount of funding approved by NDIA.
- A3** Off the shelf, non-customised AE items that can be funded are listed below:

Assistive Equipment for Supply Only
Bidet attachment
Bidet toilet suite
Door fittings (e.g. safety hinges)
Hand basin where it facilitates wheel chair access
Hand held shower
Hand rails 300, 450, 600, 750 and 900 mm
Safety slip resistant flooring
Shelving where it facilitates wheel chair access
Shower base for the formation of level entry shower
Slip resistant applications (e.g. grip strips)
Switchcock for hand held shower
Taps (e.g. lever style)
Thermostatic mixing valve (temperature limiting device)
Toilet support rails
Item not otherwise listed

- A4** The Prescriber will create the scope of works which details the AE pick list items requested and has the option of providing a working drawing.
- A5** The scope of works and if provided the working drawings, will be signed, dated by the Proprietor(s) or their authorised agent and will include their name(s) as consent for the proposed home modifications to proceed.
- A6** The Prescriber uploads the scope of works and if applicable the working drawing, to the online application.
- A7** The Participant and/or their authorised representative, the Proprietor or their agent or the Prescriber will identify which member(s) of the SWEP Tradesperson and Builders Panel they will like to engage to obtain the quotation.
- A8** The Prescriber will provide the selected member(s) the SWEP Quotation Template with the specified pick list codes for Option A.
- A9** The required amount of quotations is determined by the value of the pick list items:

Value of the AE	Number of Quotation(s) Required
<\$1,300	1
>\$1,300	2

- A10** The value of the quotation will be one of the contributing factors that determines the level of Prescriber validation required.

- A11 The Builder/Tradesperson returns the quotation to the Prescriber.
- A12 The itemised quotation will be signed, dated by the Proprietor(s) or their authorised agent and will include their name(s) as consent for the home modifications to proceed.
- A13 The Prescriber uploads the itemised quotation(s) to the application, which is their endorsement of the items detailed on the quotation(s). The Prescriber is not endorsing the items brand, but rather the appropriateness of the item(s).
- A14 If there is a preferred quotation from a Builder/Tradesperson, the Prescriber will identify this on the application.
- A15 SWEP staff will validate the quotation(s) against the recommended AE prior to the quotes being uploaded to the Provider Digital Access (PRODA) portal.
- A16 The quotation(s) will be forwarded to NDIA delegate by SWEP for evaluation in line with the Participant's plan.
- A17 Once the application has been submitted, SWEP will provide correspondence to the Participant and/or their authorised representative defining their obligations and responsibilities as well as SWEPs.
- A18 Stage 2 of the application must be submitted before Stage 3 can commence.

### Stage 3 – Funding Validation

- A19 When SWEP receives NDIA authority to proceed, they will contact the Prescriber who will confirm in Stage 3 if the original home modification remains valid or requires a review.
- A20 If NDIS does not give the authority to proceed, the Planner/LAC will notify the Participant and/or their authorised representative and SWEP. SWEP will then notify the Prescriber.
- A21 SWEP will liaise where required with NDIS regarding updates to the application.
- A22 SWEP will issue a purchase order authorising supply of the AE, once all criteria of the application is met.
- A23 When the AE is delivered, either the Participant, their authorised representative, the Proprietor or their agent are required to sign the Proof of Delivery (POD) to state that all items have been delivered as detailed on the original quotation. This POD is then submitted to SWEP by the Builder/Tradesperson.
- A24 Payment to the Builder/Tradesperson for SWEP's contribution is made once the above steps are completed and a valid itemised tax invoice is received by SWEP. It is advisable for the Builder/Tradesperson to send the POD and tax invoice at the same time to SWEP.
- A25 The Prescriber is advised to review AE once it is installed, to ensure the Participant's functional ability to use the prescribed items and if applicable, the carer's safety assisting with use.

## Option B – Simple Non-Structural Home Modifications <\$1,300

### Stage 2 – Application Submission

- B1.** Simple non-structural home modifications <\$1,300 can be defined as alterations to non-load bearing walls, installation of fixtures or modifications which do not alter the structural integrity of the home. There is no requirement to involve an Architect, Draftsperson or Building Surveyor.
- B2.** AE and associated labour that can be funded for Option B is listed below:

Green, amber or red Prescriber Authorised Items Option B – Simple Non-Structural Home Modifications <\$1,300	
	Bidet attachment
	Door fittings (e.g. safety hinges)
	Hand held showers with or without a switchcock
*	Hand rails & banister rails (can be customised)
	Items & fixtures repositioned
	Light switches & general power outlets repositioned
	Painting repairs resulting from other modifications in the application
*	Shelving where it facilitates wheel chair access
	Shower base insert
	Shower screen removal
*	Single platform step modification
	Slip resistant applications (e.g. paint, grip strips)
*	Small ramp
	Item not otherwise listed
*	See <b>B3</b>

- B3.** The Prescriber will create and upload to the application working drawing and scope of works which details the pick list codes, for each specific section of the home that has a modification <\$1,300. This applies to items in the table above marked with a \*.
- B4.** For items not marked with a \*, the Prescriber will create and upload to the application the scope of works which details the pick list codes, for each specific section of the home that has a modification <\$1,300. The Prescriber has the option of providing a working drawing for these items, if they feel this will assist the application.
- B5.** The scope of works and working drawings (if required), will be signed, dated by the Proprietor(s) or their authorised agent and will include their name(s) as consent for the proposed home modifications to proceed.
- B6.** If the value of the items selected in for Option B exceeds that of \$1,300 the application will automatically change to an Option C - Complex home modifications >\$1,300 and will subsequently require an amber or red Prescriber for validation.
- B7.** The Participant and/or their authorised representative, the Proprietor or their agent or the Prescriber will identify which member of the SWEP Tradesperson and Builders Panel they will like to engage to obtain the quotation.
- B8.** The Prescriber will provide the selected member the SWEP Quotation Template with the scope of works and working drawing (if required) and specified pick list codes for Option B.
- B9.** The Builder or Tradesperson returns the quotation to the Prescriber.

- B10. The Prescriber uploads the itemised quotation to the online application, which is their acknowledgement of the home modification detailed in the quotation. The Prescriber's acknowledgement takes into account any variations to their scope of works by the Builder or Tradesperson due to the logistics of performing the home modification e.g. compliance to building codes.
- B11. SWEP staff will validate the quotation against the recommended home modification prior to the quotes being uploaded to the Provider Digital Access (PRODA) portal.
- B12. The quotation will be forwarded to NDIA delegate by SWEP for evaluation in line with the Participant's plan.
- B13. Once the application has been submitted, SWEP will provide correspondence to the Participant and/or their authorised representative defining their obligations and responsibilities as well as SWEPs.
- B14. Stage 2 of the application must be submitted before Stage 3 can commence.

### Stage 3 – Funding Validation

- B15. When SWEP receives NDIA authority to proceed, they will contact the Prescriber who will confirm in Stage 3 if the original home modification remains valid or requires a review.
- B16. If NDIS does not give the authority to proceed, the Planner/LAC will notify the Participant and/or their authorised representative and SWEP. SWEP will then notify the Prescriber.
- B17. SWEP will liaise where required with NDIS regarding updates to the application.
- B18. SWEP will inform the Prescriber that the nominated Builder/Tradesperson has been appointed to conduct the home modifications.
- B19. SWEP will issue a purchase order authorising the home modification, once all criteria of the application is met.
- B20. At the completion of the home modifications, the Proprietor or their authorised agent will sign the SWEP COC that states all works are completed to an appropriate standard.
- B21. The Prescriber will sign the same COC that the Proprietor has signed to state the home modifications meet the functional needs of the Participant. This COC is submitted to SWEP by the Builder/Tradesperson.
- B22. Payment to the Builder/Tradesperson for SWEP's contribution is made once the above steps have been completed and a valid itemised tax invoice is received by SWEP. It is advisable for the Builder/Tradesperson to send the COC and tax invoice at the same time to SWEP.

## Option C – Complex Home Modifications >\$1,300

### Stage 2 – Application Submission

- C1. Complex home modifications >\$1,300 can be either structural or non-structural. See the [Non-Structural Home Modifications](#) and [Structural Home Modifications](#) section of this document for further details.
- C2. In consultation with the Prescriber, the Participant and/or their authorised representative will engage a member of the SWEP Builder and Tradespersons panel to identify if the home modifications are structural in nature or require a permit to proceed.
- C3. If the modifications are identified as structural or require a permit to proceed, the Prescriber is required to directly communicate with NDIS regarding their request.



- C4. If the modifications are non-structural the Prescriber will select the pick list codes required for the home modification from list below:

<b>Amber or red Prescriber Authorised Items</b>	
<b>Option C – Complex Home Modifications &gt;\$1,300 - &lt;\$10,000</b>	
Bathroom modification <\$10,000	
Bidet toilet suite	
Entry widened (e.g. door frames, larger door)	
Hand basin where it facilitates wheel chair access	
Items & fixtures repositioned	
Kitchen modification <\$10,000	
Laundry changed to enable installation of level entry shower and/or toilet <\$10,000	
Painting repairs resulting from other modifications in the application	
Plumbing relocated	
Ramp length per square metre	
Safety slip resistant flooring	
Step modifications for 2 or more platform steps	
Item not otherwise listed	

<b>Red Prescriber Authorised Items</b>	
<b>Option C - Complex Home Modifications &gt;\$10,000</b>	
Bathroom modification >\$10,000	
Kitchen modification >\$10,000	
Laundry changed to enable installation of level entry shower and/or toilet >\$10,000	
Platform steps - large scale	
Ramp - large scale	
Stair lift external - straight	
Stair lift internal - curved	
Stair lift internal - straight	
Item not otherwise listed	

- C5. The selected pick list codes make up the scope of works for the home modification and assists in the formation of a quotation.
- C6. The Participant and/or their authorised representative, the Proprietor or their agent or the Prescriber will identify which two members of the SWEP Tradesperson and Builders Panel they will like to engage to obtain the quotation.
- C7. The Prescriber will provide the selected members the SWEP Quotation Template with the scope of works and specified pick list codes for Option C.
- C8. The Builder/Tradesperson returns the quotation to the Prescriber.
- C9. The Prescriber uploads the itemised quotations to the online application, which is their endorsement of the home modification detailed in the quotations.
- C10. The quotations will be forwarded to NDIA delegate by SWEP for evaluation in line with the Participant's plan.
- C11. Once the Application has been submitted, SWEP will provide correspondence to the Participant and/or their authorised representative defining their obligations and responsibilities as well as SWEPS.

### Stage 3 – Funding Validation

- C12. When SWEP receives NDIA authority to proceed, they will contact the Prescriber who will confirm in Stage 3 if the original home modification remains valid or requires a review.
- C13. If NDIA does not give the authority to proceed, the Planner/LAC will notify the Participant and/or their authorised representative and SWEP. SWEP will then notify the Prescriber.
- C14. SWEP will liaise where required with NDIA regarding updates to the application.
- C15. During the application process some items on the quotation may be identified as not being 'reasonable and necessary' by NDIA resulting in these items being funded by the Participant as a gap payment.
- C16. If gap payment is required, the Participant will fund these items directly to the Builder/Tradesperson.
- C17. A letter or email will be sent to the Participant or their representative if gap funding is required.
- C18. SWEP will inform the Prescriber of the nominated Builder/Tradesperson that has been appointed from the quotations received to conduct the home modifications.
- C19. The nominated Builder/Tradesperson will be primarily responsible for providing the working drawings based on the scope of works provided by the Prescriber.
- C20. The Prescriber may complete the working drawings and update the scope of works on behalf of the Builder/Tradesperson if their written endorsement is provided on these documents. A Draftsperson or Architect can also provide these documents.
- C21. The Prescriber uploads to the application the scope of works and working drawing for each specific section of the home that has a modification >\$1,300, which is their endorsement of these documents.
- C22. SWEP will issue a purchase order authorising the home modification, once all criteria of the application is met.
- C23. At the completion of the home modifications, the Proprietor or their authorised agent will sign the SWEP COC that states all works are completed to an appropriate standard.
- C24. The Prescriber will sign the same COC that the Proprietor has signed to state the home modifications meet the functional needs of the Participant. This COC is submitted to SWEP by the Builder/Tradesperson.
- C25. Payment to the Builder/Tradesperson for SWEP's contribution is made once the above steps have been completed and a valid itemised tax invoice is received by SWEP. It is advisable for the Builder/Tradesperson to send the COC and tax invoice at the same time to SWEP.

## Considerations when Undertaking Home Modifications

1. There is no requirement for home modifications <\$10,000 to be undertaken by a [Victorian Building Authority \(VBA\)](#) registered Builder or Tradesperson, except where plumbing or electrical work is required.
2. Where the total cost of the home modifications are >\$10,000, the preferred SWEP VBA registered Builder/Tradesperson must enter into a [major domestic building contract](#) with the Proprietor or their authorised agent and have the appropriate [class of domestic Builder registration](#) taking into account any [limitations](#) of the VBA registered Builder.
3. Where the total cost of the home modifications in the [major domestic building contract](#) are >\$16,000, [domestic building insurance](#) must be provided to the Proprietor or their authorised agent by the VBA registered Builder before work begins and be stated on the itemised quotation.
4. The professional opinions of Builders/Tradespeople may vary when it comes to determining if the home modifications influence the structural integrity of the home. In situations where opinions vary, SWEP is not in the position to adjudicate, however it is the responsibility of the Builder/Tradesperson to justify their decision.
5. SWEP may use a Building Surveyor/Building Inspector to check the compliance of the home modification against standards as part of SWEP quality assurance processes.

## Non-Structural Home Modifications

Non-Structural Home Modifications can be defined as alterations to non-load bearing walls, installation of fixtures or modifications, which do not alter the structural integrity of the home.

6. While engagement of a Building Surveyor/Building Inspector is not mandatory for non-structural home modifications, SWEP strongly encourage the Proprietor(s) or their authorised agent to consider engagement for more expensive non-structural home modifications.

## Structural Home Modifications

[Structural Home Modifications](#) can be defined as any modification to an internal or external load-bearing component of the building that is essential to the stability of the building or any part of it, including (but not limited to), foundations, floors, walls, roofs, columns and beams; or (b) any component (including weatherproofing) that forms part of the external walls or roof of the building.

7. All structural modifications, regardless of cost, will require a building permit from a Building Surveyor, which is a legal requirement of the Victorian Government.
8. The Builder, Draftsperson or Architect may engage an Engineer to provide engineering drafting drawings for works that are outside the specification tables that a Draftsperson or Architect uses. It is practice for the Engineer drafting drawings to supersede those of the Architect or Draftsperson.
9. A Building Surveyor/Building Inspector will be involved and may have input into the design, foundations, concrete slab, frame construction, hydraulic services, electrical and fire safety systems as well as sewerage and water drainage systems.
10. Where a building permit is required, the Building Surveyor/Building Inspector inspects the work to ensure it complies with the permit, Building Act and Building Regulations.
11. It is appropriate but not mandatory, for the Draftsperson or Architect to inspect the works to ensure they have been completed in accordance with the contract.

## Forms Associated with SWEP Home Modifications

### **SWEP Proof of Delivery (POD) – Option A**

- This form is used to state that the prescribed AE has been delivered
- Either the Client/Participant and/or their authorised representative, Proprietor or their authorised agent will sign the SWEP POD confirming all AE has been delivered

### **SWEP Certificate of Completion (COC) – Option B and C**

- This form is used by either the Proprietor(s) or their authorised agent to state that the home modifications has been completed to their satisfaction
- The Prescriber will sign the SWEP COC confirming all works are completed and meets the functional needs of the Participant/Client

## Forms Associated with Structural Home Modifications

(SWEP may request to view the below documents which are not part of the application)

### [Regulation 1507: Certificate of Compliance – Inspection](#)

- This form is used only by the Building Surveyor/Building Inspector and is taken from the VBA website
- The form is used to state that the inspection of the domestic building work / home modifications complies with the relevant standards

### [Form 7: Certificate of Final Inspection](#)

- This form is lodged with Local Government Authorities for works where a building permit has been issued for changes to the structure of the building



## Quick Reference Table - Roles and Responsibilities

Role	Responsibility
Client/Participant and/or their authorised representative	<ul style="list-style-type: none"> <li>Adhere to the requirements in the SWEP Home Modifications Information Booklet.</li> <li>Work with the Prescriber in determining what home modifications are required based on their functional needs.</li> <li>Agree to have your home modified as outlined in the scope of works and working drawings that have been approved by the Proprietor or their authorised agent.</li> <li>Agree to organise funding for any gap payment not covered by SWEP administered programs in the event that the Proprietor(s), their agent or any other party is not funding this gap. This will only occur if the Proprietor, their authorised agent or any other party is not funding these services.</li> <li>Agree to pay for building professionals not funded by programs administered by SWEP, which may include Architects, Draftspersons, Building Surveyors, Building Inspectors and Engineers. This will only occur if the Property Owner(s), their agent or any other party is not funding these services.</li> <li>Ensure that the Property Owner or their authorised agent has agreed to the home modifications and is aware of their obligations. This can be achieved by providing a copy of the SWEP Home Modifications Information Booklet to the Property Owner.</li> <li>Understand that SWEP will not fund an OT to submit your application.</li> <li>Inform SWEP as soon as practicable, if you decide not to proceed with the SWEP application for funding.</li> <li>Inform SWEP if there are changes to their contact or address details.</li> <li>Be familiar with the eligibility criteria for funding and inform SWEP if you become no longer eligible.</li> </ul> <p>The Client/Participant may decide to appoint an authorised representative to advocate on their behalf in relation to the home modification. An authorised representative can also be appointed formally as a Guardian or Administrators by the <a href="#">Victorian Civil And Administrative Tribunal</a></p>
Proprietor(s) or their authorised agent	<ul style="list-style-type: none"> <li>Adhere to the requirements as outlined in the SWEP Home Modifications Information Booklet.</li> <li>Agree to have your property modified as outlined in the scope of works and working drawings.</li> <li>Agree to have home modifications that may not comply with Australian Standards, if there are no alternatives and you agree to accept any associated risks.</li> <li>Agree to write their name, sign and date the working drawing(s) (if provided), scope of works and quotation(s) as an understanding of the proposed home modifications and consent for them to proceed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Agree to pay any gap funding not covered by SWEP administered programs in the event that the Client/Participant and/or their authorised representative or any other party is not funding this gap.</li> <li>• Agree to pay for building professionals not funded by programs administered by SWEP, which may include Architects, Draftspersons, Building Surveyors, Building Inspectors and Engineers. This will only occur if the Client, Recipient or their authorised representative or any other party is not funding these services.</li> <li>• If the total cost of the home modifications are &gt;\$10,000 obtain a major domestic building contract from the Builder/Tradesperson.</li> <li>• If the total cost of the home modifications is &gt;\$16,000 obtain a current certificate of domestic building insurance from the Builder or Tradesperson.</li> <li>• Ensure that the required planning and building permits are obtained and paid for.</li> <li>• Ensure that you receive any plumbing and electrical certificates for work performed.</li> <li>• Understand that SWEPs primary role is to fund home modifications. If you are not satisfied with the home modifications or believe that they are not what you agreed to, you are required to direct these concerns to the Builder or Tradesperson otherwise to BACV or VBA.</li> <li>• At the satisfactory completion of the home modifications you agree to sign the following SWEP documentation: <ul style="list-style-type: none"> <li>○ Proof of Delivery (POD) for Option A home modifications, in the event that the Client/Prescriber or their authorised representative has not signed it</li> <li><b>or</b></li> <li>○ Certificate of Completion (COC) for Option B or C home modifications</li> </ul> </li> <li>• Understand that SWEP does not own the home modifications or has any ongoing responsibilities and they become the property of the Proprietor owner.</li> <li>• As the owner of the home modifications, you understand that you are responsible for their ongoing maintenance.</li> <li>• Understand that SWEP has no obligation to remove the home modifications if they are no longer required.</li> </ul> <p>It is important to note that Clients of the A&amp;EP service receive funding of \$4,000 plus \$400 GST in their lifetime. If the Proprietor seeks to terminate the Client's occupancy once the funding has been spent on their property, the client will be ineligible for any further SWEP funding. Such situations may place the Client at risk.</p>
Prescriber - Occupational Therapist	<ul style="list-style-type: none"> <li>• Be the single point of contact that SWEP communicates with regarding the home modifications.</li> <li>• Visit the Client/Participant's home, with the Client/Participant and if required their authorised representative to determine the requirements to improve their safety and home accessibility.</li> <li>• Determine if the Client/Participant requires financial assistance</li> </ul>

	<p>from a SWEP administered program.</p> <ul style="list-style-type: none"> <li>• Provide the Client/Participant, their representative and if required the Proprietor(s) a copy of the SWEP Home Modifications Information Booklet.</li> <li>• Complete and submit the online SWEP Home Modifications Application.</li> <li>• For an A&amp;EP application, provide clinical justification for the home modification based on the Client having a permanent or long-term disability or being frail aged.</li> <li>• For a NDIS application, provide clinical justification for the home modification in inline with the Participant's plan and NDIA requirements.</li> <li>• Upload to the application a scope of works for Option A home modifications to detail how the supply of AE will be utilised.</li> <li>• Upload to the application a scope of works to assist member(s) of the SWEP Tradespeople and Builders Panel to quote on Option B and C home modifications.</li> <li>• Assist the Client/Participant, their authorised representative or the Proprietor(s), their authorised agent to engage one or more members of the SWEP Tradespeople and Builders Panel to provide the required quotations and scope of works.</li> <li>• Review all itemised quotations to ensure the home modifications or the supply of AE that the Builder/Tradesperson have provided addresses the functional needs of the Client/Participant as outlined in the application.</li> <li>• Ensure that all quotations and scope of works provided by members of the Tradespeople and Builders Panel has the signature, name and date of the Proprietor(s) on these documents as their consent for the modifications to take place before they are uploaded to the application.</li> <li>• Provide amended itemised quotation to SWEP if there are deviations from the original scope of works.</li> <li>• Assist the Client/Participant, their authorised representative or the Proprietor(s), their authorised agent to engage a Draftsperson or an Architect to draw the final working drawing and provide a scope of works for structural Option C home modifications.</li> <li>• Ensure that all working drawings and scope of works provided by the Prescriber, Draftsperson, Architect, Engineer or a member of the Tradespeople and Builders Panel has the signature, name and date of the Proprietor(s) on these documents as their consent for the modifications to take place before they are uploaded to the application.</li> <li>• Ensure the functional requirements of the Client/Participant are taken into account in the working drawings and scope of works that the Architect, Draftspersons, Engineer or member of the SWEP Tradespeople and Builders Panel, has provided.</li> <li>• The Prescriber has the option to complete the scope of works and working drawing for each specific section of an Option C Home modification that has been assessed by a member of the SWEP Tradespeople and Builders Panel as being non-structural. The</li> </ul>
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	<p>Panel member endorses this process by providing their name, date and signature on these documents.</p> <ul style="list-style-type: none"> <li>• Upload to the application the required documents, e.g. working drawings, quotations, scope of works.</li> <li>• Obtain the correct Prescriber validation for the application.</li> <li>• Ensure that all modifications completed meet the functional needs of the Client/Participant and confirm this by completing the COC and providing this to the Builder/Tradesperson.</li> <li>• Ensure the Client is informed that the \$4,000 + \$400 GST provided for A&amp;EP applications is per lifetime and that careful consideration needs to be made if the funds are used for a rental property considering the duration of the tenancy.</li> <li>• If the Client requires additional funding for an A&amp;EP application to cover the total cost, the Prescriber may advise the Client and/or the Proprietor or their authorised agent of other funding sources which may include: <ul style="list-style-type: none"> <li>○ The Department of Health and Human Services (DHHS), Home Renovation Loan for either <a href="#">property owners</a> or <a href="#">renters</a>.</li> <li>○ The Department of Social Services for people receiving a Home Care Packages</li> <li>○ Philanthropic organisations.</li> </ul> </li> </ul>
SWEP Tradespeople and Builders Panel	<ul style="list-style-type: none"> <li>• Comply with their SWEP contractual agreement.</li> <li>• Be a member of the SWEP Tradespeople and Builders Panel to perform all Option B and C home modifications.</li> <li>• Be a member of the SWEP Tradespeople and Builders Panel to supply AE to the Client/Participant for Option A home modifications if this is part of their contractual agreement.</li> <li>• Provide a quotation and review/revise the Prescriber's scope of works for Option B home modifications and discuss any changes with Prescriber. No on-site visit required for quotation purposes.</li> <li>• Conduct on-site visits as part of the quotation process for Option C home modifications. An exception to this is when there is sufficient technical details about the property not to warrant an on-site visit.</li> <li>• Provide quotations in the format specified by SWEP using pick list codes as a descriptor as well as itemising Option C modifications</li> <li>• Complete all home modifications as prescribed by the Prescriber as per the scope of works and working drawings, unless there is a conflict with a building code or not practical. In this situation, the Builder or Tradesperson will discuss the issue with the Prescriber.</li> <li>• Ensure that scope of works and working drawings comply with industry standards.</li> <li>• In consultation with the Client/Participant, or their authorised representative and the Prescriber, provide working drawings derived from the scope of works provided by the Prescriber for non-structural Option C home modifications.</li> <li>• Has the option to accept scope of works and working drawing from the Prescriber for each specific section of an Option C Home modification that has been assessed by a member of the SWEP Tradespeople and Builders Panel as being non-structural. The</li> </ul>

	<p>Panel member will endorse the Prescribers recommendations by providing their name, date and signature on these documents.</p> <ul style="list-style-type: none"> <li>• Comply with the instructions provided by a Draftsperson, Architect or an Engineer for structural home modifications.</li> <li>• Identify and inform the Proprietor or their authorised agent if structural modifications are required.</li> <li>• Adhere to the Victorian Building Authority (VBA) requirements for home modifications by providing a major domestic building contract to the Proprietor or their authorised agent and if requested SWEP for modifications &gt;\$10,000.</li> <li>• Provide a current Certificate of Currency of domestic building insurance to the Proprietor or their authorised agent for home modifications &gt;\$16,000.</li> <li>• Ensuring compliance with Australian Standards whenever possible otherwise notifying the Prescriber as soon as practicable if this is not achievable.</li> <li>• Builder/Tradesperson to liaise with the Prescriber throughout the modifications procedure, to ensure Prescriber can review or advise if any issues arise. Builder/Tradesperson should inform Prescriber when final review is likely to be required, ahead of time.</li> <li>• Ensure that time frames are adhered to and works are completed in the scheduled allocation of time.</li> <li>• Provide compliance certificates to the Proprietor or their authorised agent and if requested to SWEP.</li> <li>• Submit valid itemised tax invoice and POD to SWEP when AE has been delivered.</li> <li>• Submit valid itemised tax invoice and COC to SWEP when work is completed.</li> </ul>
Building Surveyor and Building Inspector and Engineer	<ul style="list-style-type: none"> <li>• Provide one or more site visit(s) to the Client/Participant's home for structural home modifications.</li> <li>• Identify if structural home modifications are compliant to Australian Standards and if not to liaise with the Prescriber and Builder/Tradesperson.</li> <li>• Ensure working drawings and scope of works for home modifications that are considered structural in nature have been adhered to.</li> <li>• Have input as required in the following areas of design, foundations, concrete slab, frame construction, hydraulic services, electrical and fire safety systems as well as sewerage and water drainage systems which may result in the completion <a href="#">of Regulation 1507: Certificate of Compliance – Inspection.</a></li> <li>• Provide a final visit to ensure all works are completed to Australian Standards wherever possible which involves the completion of <a href="#">Form 7: Certificate of Final Inspection.</a> This form is submitted to local government authorities.</li> </ul>
Draftsperson and Architect	<ul style="list-style-type: none"> <li>• Conduct at least one site visit to the Client/Participant's home</li> <li>• Provide scope of works and working drawings for all structural modifications to the Prescriber.</li> </ul>



SWEP	<ul style="list-style-type: none"> <li>• Primarily liaise with the Prescriber regarding the funding request.</li> <li>• Provide advice to Client/Participant and/or their authorised representative and other stakeholders.</li> <li>• Triage applications in line with the overarching Priority of Access guidelines for A&amp;EP applications.</li> <li>• Provide access to the Client/Participant or their authorised representative and Prescriber a panel of Tradespeople and Builders that have committed to work in the region where the Client/Participant resides.</li> <li>• Provide in the SWEP Home Modifications Information Booklet information to the Client/Participant and/or their authorised representative regarding the DHHS Home Renovation Loan, Victorian Conciliation and Arbitration Tribunal (VCAT), Building Advice and Conciliation Victoria (BACV), Victorian Building Authority (VBA), Consumer Affairs Victoria (CAV) and SWEP.</li> <li>• Provide in the SWEP Home Modifications Information Booklet how the Client/Participant and/or their authorised representative can provide feedback about SWEP or make a complaint.</li> <li>• If an A&amp;EP application is declined, the Client and/or their authorised representative and the Prescriber will receive phone contact from SWEP explaining the reason and a letter or email will be sent detailing the same.</li> <li>• If an NDIS application is declined, SWEP will advise the Prescriber the request has been declined.</li> <li>• Process payment of approved amount towards home modifications.</li> <li>• Process the application in a timely manner and provide an outcome to the Client/Participant and/or their authorised representative and Prescriber.</li> </ul>
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## Flow Chart - Application Process

### Stage 1 – Eligibility Screening

<b>Identification of funding type</b>	<ul style="list-style-type: none"> <li>• Is the application for A&amp;EP or NDIS?</li> </ul>
<b>Home Ownership</b>	<ul style="list-style-type: none"> <li>• Is the primary residence owned or operated by any of the following: a residential care facility ♦ non-profit organisation ♦ business ♦ trust fund ♦ community housing ♦ other type of organisation or Office of Housing home that is fully owned by the Department of Health and Human Services?</li> <li>• If applying for A&amp;EP funding and answering yes to the above questions, the applicant is not eligible, however a NDIS applicant may be eligible</li> </ul>
<b>Previous A&amp;EP Home Modifications</b>	<ul style="list-style-type: none"> <li>• Has SWEP provided A&amp;EP funding for Home modifications for the Client previously? (Relevant to A&amp;EP Only)</li> </ul>
<b>Consent for Home Modifications</b>	<ul style="list-style-type: none"> <li>• Has the Proprietor(s) or their authorised agent given consent for the home modifications to proceed?</li> <li>• Is there an Owners Corporation (formerly Body Corporate) and have they provided consent?</li> </ul>
<b>Home Visit</b>	<ul style="list-style-type: none"> <li>• Has the Prescribing Occupational Therapist conducted a home visit?</li> </ul>
<b>Alternatives</b>	<ul style="list-style-type: none"> <li>• Is the proposed home modification the only option to ensure safety and accessibility in that particular area of the home for the Client/Participant, as there are no suitable alternative, e.g. a second bathroom or another access?</li> </ul>

## Stage 2 – Approval in Principle (A&EP) and Application Submission (NDIS)

### Contact Details

- Client/Participants details: name ♦ date of birth ♦ phone number ♦ email address
- Is the Client/Participant able to answer questions related to the application?
- Authorised representative details are provide if required

### Health and Wellbeing

- Client/Participants: Diagnosis ♦ Relevant Medical ♦ Social History
- Relevant Client/Participant characteristics which impact on the applications: skin integrity ♦ cognitive issues ♦ behaviours of concern ♦ a rapid changing condition ♦ lives alone ♦ have cultural requirements ♦ is the Client/Participant undergoing a key life transition?
- Implications of Non-Provision: Safety - Medical Complications leading to illness ♦ Independence - Admission to Hospital or Residential Care ♦ Health Maintenance - Anxiety / Depression
- Assessments Undertaken: Client/Participant Assessment ♦ In home environment Functional assessment ♦ Home Assessment
- Client/Participant's weight is identified to ensure a valid Prescriber approves the application

### Property Details

- Where does the Client/Participant currently reside?
- Where will the home modifications occur?
- What type of structure is the building?
- Who is the Proprietor?
- Is there a property manager/operator?

### Home Modification Options

- **Option A** - Supply Only of Assistive Equipment
- **Option B** - Simple Non-Structural Home Modifications <\$1,300
- **Option C** - Complex Home Modifications >\$1,300

### Items Prescribed

- In this section the Prescriber selects the picklist item and the quantity of that item required. SWEP provides an estimated unit cost of the item and a total of all items selected for A&EP applications. This information determines if GAP funding is required and identifies which level of Prescriber can approve or validate the application.

### Working Drawings and Scope of Works

- Prescriber provides the scope of works for all Option A applications
- The Prescriber uploads the final working drawings and scope of works to SWEP for all Option B applications
- The Prescriber uploads all working drawings and scope of works for non-structural Option C home modification for NDIS applications

Quotations for NDIS applications are submitted at this stage (See quotation table next page for NDIS)

### Prescriber Details

- Prescriber's details are provided which include: identification number ♦ organisation ♦ phone number ♦ email address

### Application Validation

- Prescriber will provide email address of a validating Prescriber if they do not have the authority to approve the application

## Stage 3 – Funding Validation

### Verification of Stage 2 Information

- Has the Prescriber been notified by SWEP that funding is imminent?
- Has the Client/Participant needs changed? Does the application require revision to account for these changes?
- Confirmation any changes to Stage 2 of the application

### Quotations

Options:	<\$1,300	>\$1,300
Option A - A&EP	1 Quote	2 Quotes
Option A - NDIS	1 Quote	2 Quotes
Option B - A&EP	1 Quote	N/A
Option B - NDIS	1 Quote	N/A
Option C - A&EP	N/A	2 Quotes
Option C - NDIS	N/A	2 Quotes

Quotations  
for A&EP are  
submitted at  
this stage

### Working Drawings and Scope of Works for Option C A&EP Applications

- Are there any structural changes to the building?
- If there are structural changes upload final working drawings and scope of works created by the Draftsperson or Architect to the application
- If there are no structural changes upload final working drawings and scope of works created by the Builder/Tradesperson to the application when funding requested by SWEP

### Completion

- Proof of Delivery (POD) for Option A**
- Once the Assistive Equipment has been delivered the Client/Participant or their authorised representative or the proprietor or their agent will sign the POD to state the items have been delivered
- POD is submitted to SWEP by the Builder/Tradesperson
- Certificate of Completion (COC) for Option B and C**
- The Builder/Tradesperson will have the Prescriber sign the COC to say that the home modifications meet the functional needs of the Client
- The Prescriber has the opportunity to document if the home modifications do not meet the functional needs of the Client/Participant
- The Builder/Tradesperson will have the Proprietor sign the COC to state the home modifications have been completed to an appropriate standard
- The Builder/Tradesperson will send the COC to SWEP

### Prescriber Details

- The Prescriber may be asked to provide email address of a validating Prescriber if they do not have the authority to submit the application