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## Introduction to the Guide

The SWEP Home Modifications Tradespeople and Builders Guide is designed as a single point of reference for Members of the State-wide Equipment Program (SWEP) Tradespeople and Builders Panel. This document outlines the key areas for SWEP Home Modifications for both the State funded Aids and Equipment Program (A&EP) and the Commonwealth funded National Disability Insurance Scheme (NDIS).

SWEP provides three 'home modifications options' that include:

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

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

- Stage 1 – Eligibility Screening
- Stage 2 – Approval In Principle for the A&EP or Application Submission for NDIS
- Stage 3 – Funding Validation

Further information about the home modification options and stages of progression can be found at the end of this Guide, as well as the SWEP website.

In the next section of this Guide, you will find the pick list codes that Tradespeople and Builders will use for quotations. These pick list codes are authorised by the Prescribing Occupational Therapist. If the Builder or Tradesperson believes there is a need to change a picklist code, they must discuss their concern with the Prescribing Occupational Therapist. SWEP will only commission home modifications with a valid Child or Adult pick list code, authorised by Prescribing Occupational Therapist.

A quick reference table is located at the end of this document that defines roles and responsibilities of the people associated with the home modification process.

# SWEP Pick List Codes

Pick List Code Child	Pick List Code Adult	Option	Prescriber Level	Supply Only of Assistive Equipment – <b>Option A</b> (Off the shelf items - Not customised)
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HAGC.1.1	HAGA.1.1	A	G	Bidet attachment
HAGC.1.2	HAGA.1.2	A	G	Toilet support rails

HAGC.2	HAGA.2	A	G	Door fittings
HAGC.3	HAGA.3	A	G	Hand held shower
HAGC.4	HAGA.4	A	G	Hand rail
HAGC.5	HAGA.5	A	G	Shelving where it facilitates wheel chair access
HAGC.6	HAGA.6	A	G	Slip resistant application
HAGC.7	HAGA.7	A	G	Switchcock for hand held shower
HAGC.8	HAGA.8	A	G	Taps
HAGC.9	HAGA.9	A	G	Thermostatic mixing valve
HAGC.00	HAGA.00	A	G	Item not otherwise listed <\$1,300 <b>(NDIS Only)</b>

HAAC.1	HAAA.1	A	A	Bidet toilet suite
HAAC.2	HAAA.2	A	A	Hand basin where it facilitates wheel chair access
HAAC.3	HAAA.3	A	A	Safety slip resistant flooring
HAAC.4	HAAA.4	A	A	Shower base for the formation of level entry shower

Pick List Code Child	Pick List Code Adult	Option	Prescriber Level	Supply and Install of Assistive Equipment <b>Option B</b>
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HBGC.1.1	HBGA.1.1	B	G	Bidet attachment
HBGC.1.2	HBGA.1.2	B	G	Toilet support rails

HBGC.2	HBGA.2	B	G	Door fitting
HBGC.3.1	HBGA.3.1	B	G	Hand held shower
HBGC.3.2	HBGA.3.2	B	G	Hand held shower & switchcock
HBGC.4.1	HBGA.4.1	B	G	Hand rail
HBGC.4.2	HBGA.4.2	B	G	Hand rail & banister rail (customised)
HBGC.5.1	HBGA.5.1	B	G	Items & fixtures repositioned
HBGC.5.2	HBGA.5.2	B	G	Light switch & general power outlet repositioned
HBGC.6	HBGA.6	B	G	Painting repairs resulting from other modifications in the application
HBGC.7	HBGA.7	B	G	Shelving where it facilitates wheel chair access
HBGC.8	HBGA.8	B	G	Shower base insert
HBGC.9	HBGA.9	B	G	Shower screen removal
HBGC.10	HBGA.10	B	G	Single platform step modification
HBGC.11	HBGA.11	B	G	Slip resistant application
HBGC.12	HBGA.12	B	G	Small ramp
HBGC.13	HBGA.13	B	G	Taps
HBGC.14	HBGA.14	B	G	Thermostatic mixing valve
HBGC.00	HBGA.00	B	G	Item not otherwise listed <\$1,300 <b>(NDIS Only)</b>

Pick List Code Child	Pick List Code Adult	Option	Prescriber Level	Supply and Install of Assistive Equipment <b>Option C</b>
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HCAC.1	HCAA.1	C	A	Bathroom modification <\$10,000
HCAC.2	HCAA.2	C	A	Bidet toilet suite
HCAC.3	HCAA.3	C	A	Entry widened
HCAC.4	HCAA.4	C	A	Hand basin where it facilitates wheel chair access
HCAC.5	HCAA.5	C	A	Items & fixtures repositioned
HCAC.6	HCAA.6	C	A	Kitchen modification <\$10,000
HCAC.7	HCAA.7	C	A	Laundry changed to enable installation of level entry shower and/or toilet <\$10,000
HCAC.8	HCAA.8	C	A	Painting repairs resulting from other modifications in the application
HCAC.9	HCAA.9	C	A	Plumbing relocated
HCAC.10	HCAA.10	C	A	Ramp length per square metre **
HCAC.11	HCAA.11	C	A	Safety slip resistant flooring
HCAC.12	HCAA.12	C	A	Step modifications for 2 or more platform steps
HCAC.13	HCAA.13	C	A	Water closet modification
HCAC.00	HCAA.00	C	A	Item not otherwise listed <\$10,000 <b>(NDIS Only)</b>

Pick List Code Child	Pick List Code Adult	Option	Prescriber Level	Supply and Install of Assistive Equipment <b>Option C</b>
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HCRC.1	HCRA.1	C	R	Bathroom modification >\$10,000
HCRC.2	HCRA.2	C	R	Kitchen modification >\$10,000
HCRC.3	HCRA.3	C	R	Laundry changed to enable installation of level entry shower and/or toilet >\$10,000
HCRC.4	HCRA.4	C	R	Platform steps - large scale
HCRC.5	HCRA.5	C	R	Ramp - large scale **
HCRC.6.1	HCRA.6.1	C	R	Stair lift external - straight
HCRC.6.2	HCRA.6.2	C	R	Stair lift internal - curved
HCRC.6.3	HCRA.6.3	C	R	Stair lift internal - straight
HCRC.00	HCRA.00	C	R	Item not otherwise listed >\$10,000 <b>(NDIS Only)</b>

HCRC.0	HCRA.0	C	R	** Any ramp that is not compliant with Australian Standard 1428.1
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Pick list codes are subject to change – Please refer to the SWEP website for the latest codes

Key - Pick List Codes				
Program	Option	Prescriber	Age	Item
H = Home Mods	A	G = Green	C = Child	Number
	B	A = Amber	A = Adult	
	C	R = Red		
e.g. HAGC.1				

## Procedures in 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.
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. The Client or Participant may use a Draftsperson or Architect to inspect the works to ensure they have been completed in accordance with the contract.



## 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 SWEP's 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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## 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

## 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 a 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 original 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