
HOME MODIFICATIONS AND EQUIPMENT GROUP – ACT TRIAL SITE

Terms of Reference

Convenor:

Home Modifications and Equipment Portfolio Holder

Timing:

Weekly – Wednesday's. 2pm to 3pm

Objectives

A meeting among trial site representatives / therapists to ensure consistent reasonable and necessary decision making with regard to equipment and home modifications.

Purpose:

The purpose of the Equipment and Home Modifications Group is to:

- review requests from ACT Trial Site Plan Support Co-ordinator's (PSCs) with regard to home modifications and equipment applications from participants as part of reasonable and necessary decision making;
- create a consistent and streamlined pathway for decision making;
- guide the planning for home modifications and equipment decisions;
- Feedback equipment and home modifications issues to Senior Leadership Team

Authority

This group is focused on equipment and home modifications decision making for staff in the ACT Trial Site. Issues that require escalation to the Senior Leadership Team (SLT) will be tabled by the portfolio holder.

The parameters of referrals include;

- PSC's guidelines for equipment, vehicle mods and home mods outlined below;
 - Providers will still be required to submit quotes, as specified in NDIA Price Guide for Assistive Technology, however indicative prices, where available will be able to be entered into the plan up-front for the purposes of plan approval.
 - Quotes should be sought for all vehicle modifications. Where the price is expected to exceed \$10,000, 3 or more quotes must be obtained.
 - Quotes should be sought for all home modifications. Where the price is expected to exceed \$10,000, 3 or more quotes must be obtained.
- PSCs can refer to the group if unsure around decision making with regards to :
 - Cost
 - Evidence Base
 - Reasonable & Necessary
 - Therapeutic Benefit

Activities

The Home Mods and Equipment Group will support and undertake the following activity, but not limited to;

- Develop consistent decision making with regard to equipment and home modifications
- Team development and identification of strengths and gaps with regard to equipment and home modifications
- Support agency rules and operational guidelines in regards to equipment and home modifications
- Educating local staff
- Consideration of issues raised by Government agencies on equipment and home modifications

Membership

Chair	Portfolio holder
PSC	Therapy background from Service Delivery Teams
BSO	Provides administrative and secretariat support.

Administrative arrangements

Running the meeting will involve:

- Convenor to develop weekly agenda.
- BSO to take meeting actions.
- Reviewing previous actions
- BSO to distribute actions following meeting

Reporting

- Decisions recorded on Home Modifications and Equipment tracking spreadsheet
- Decisions re Home Modifications and Equipment to be communicated back to referring PSC following weekly meeting by BSO.

Deliverables

- Consistent decision making with regards to operational guidelines
- Enable a structured approach to Decisions re Home Modifications and Equipment to be communicated back to referring PSC within the ACT Trial site.