



COMPLEX (STRUCTURAL) HOME MODIFICATIONS ASSESSMENT TEMPLATE

For home modifications supports of NDIS AT Complexity Level 4

Notes for Assessors

Check the [NDIS Assistive Technology page](#) for the current version of the appropriate template.

There are specific templates available for the following:

- General Assistive Technology (AT) (including Standard Home Modifications)
- Prosthetics and Orthotics
- Continence
- Nutrition support
- AT Needs Assessment

The [NDIS AT Complexity Level Classification](#) is available on the NDIS website.

NDIA defines Standard (Simple) Home Modifications as those that are non-structural and do not require local authority or other permits and classifies them at Complexity Level 3¹. Complex Home Modifications (CHM) require structural alteration to the building and may also require permits and are classified at Complexity Level 4. This form is the appropriate template for CHM.

The information provided in this form will be used by NDIS to understand how the specified AT will support the achievement of the participant's goal and to assess whether it is reasonable and necessary with regard to the criteria in Section 34 of the National Disability Insurance Scheme Act 2013 (see extract on the next page).

IMPORTANT: There is further guidance for CHM assessment available on the [NDIS AT webpage](#) and assessors are expected to undertake assessment in line with that guidance.

Assessors are reminded of their obligations under the NDIS Terms of Business when providing funded supports (e.g. assessments).

AT assessors who undertake home modification assessments should be prepared to provide documentation to an NDIS Auditor when requested to demonstrate their level of competence to provide this support. The NDIA has provided initial guidance on the characteristics that an assessor of CHM supports should demonstrate².

CAUTION – RESTRICTIVE PRACTICE: Assessors/providers must be aware of and observe the law with regard to AT/home modification options that are likely to restrain a participant. Where an NDIS participant has a legally compliant behavioural support plan in place and the recommended option is consistent with that plan, NDIS may approve the AT/home modification but require a review when the behavioural support plan is reviewed.

Assessor role regarding scope of service: Should concern arise regarding the scope of the service booking, or appropriateness of the service booking to achieve the goal(s), the assessor should firstly discuss this with the participant (and/or support network). If necessary they should together contact the participant's Local Area Coordinator (LAC) or Plan Support Coordinator to discuss before

¹ NDIS Complexity Level Assistive Technology (AT) Classification

² February 2017 | NDIS FAQs about Home Modifications



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proceeding with the assessment and before undertaking any work not related to the support request.

NDIS expects assessors and participants to consider all options for addressing the participant's disability related functional limitations and achieving goals including non AT supports.

The NDIA will require the assessment of a building construction professional to confirm the feasibility of the proposed modification prior to the submission of the CHM Assessment. The building construction professional should complete the table provided in Part 6 of this form.

Extract – NDIS Act: Reasonable & Necessary Supports

NATIONAL DISABILITY INSURANCE SCHEME ACT 2013 Section 34: Reasonable and necessary supports

- 1) *For the purposes of specifying, in a statement of participant supports, the general supports that will be provided, and the reasonable and necessary supports that will be funded, the CEO must be satisfied of all of the following in relation to the funding or provision of each such support:*
 - a) *the support will assist the participant to pursue the goals, objectives and aspirations included in the participant's statement of goals and aspirations;*
 - b) *the support will assist the participant to undertake activities, so as to facilitate the participant's social and economic participation;*
 - c) *the support represents value for money in that the costs of the support are reasonable, relative to both the benefits achieved and the cost of alternative support;*
 - d) *the support will be, or is likely to be, effective and beneficial for the participant, having regard to current good practice;*
 - e) *the funding or provision of the support takes account of what it is reasonable to expect families, carers, informal networks and the community to provide;*
 - f) *the support is most appropriately funded or provided through the National Disability Insurance Scheme, and is not more appropriately funded or provided through other general systems of service delivery or support services offered by a person, agency or body, or systems of service delivery or support services offered:*
 - (i) *as part of a universal service obligation; or*
 - (ii) *in accordance with reasonable adjustments required under a law dealing with discrimination on the basis of disability.*
- 2) *The National Disability Insurance Scheme rules may prescribe methods or criteria to be applied, or matters to which the CEO is to have regard, in deciding whether or not he or she is satisfied as mentioned in any of paragraphs (1) (a) to (f).*

Additional information on how the application will be considered in the context of specific supports can be found in the [NDIS Operational Guidelines available online](#).



PART 1 - Details

A. NDIS PARTICIPANT DETAILS

Name	
DOB	
Address of the property being considered for modification	
Contact telephone number	
Alternative Contact Person	
Relationship to Participant	
Contact telephone number	
NDIS Number	
Planner/LAC Name	
Ownership of Home	

B. COMPLEX HOME MODIFICATION ASSESSOR DETAILS

You must be able to provide evidence of competence in assessing this type of home modification on request from NDIS Auditor

Name	
Position	
Business Name	
Email address	
Contact telephone number	
Date(s) of initial assessment	
People present at assessment	
Date of Report	

PART 2 - Participant's goals and process of making a CHM request

A. List of goals



B. Inform the participant about the NDIS Complex (Structural) Home Modification support request process, how decisions are made and what participants can reasonably expect to have funded.

In this section the assessor should provide the following information to the participant and should sign the form to indicate that this has been done and understood:

- The report will be submitted to the NDIA who will make the decision about whether the proposed reasonable and necessary funded supports meet the requirements of the *National Disability Insurance Scheme Act 2013* - in particular Section 34.
- The NDIS provides support to people with disabilities in meeting their goals to live an ordinary life. A video is on the NDIS website that participants can watch about what an “ordinary life” means.
- The *National Disability Insurance Scheme Act 2013*, the NDIS Rules and the Operational Guidelines provide the requirements for supports to be included in plans and used by participants, and these documents are available on the NDIS website (under the ‘About Us’ tab). Participants can ask their NDIS contact for clarification about this if needed.
- The role of the CHM Occupational Therapist (OT) Assessor is to: provide professional advice to assess the abilities and functional limitations of the participant and the barriers to achieving their goals; assist the participant to explore the options available to best meet their goals; and provide evidence to the NDIA regarding the participant’s need for reasonable and necessary funded supports where this is appropriate.
- The NDIA will require the assessment of a building construction professional to confirm the feasibility of the proposed modification prior to the submission of the CHM Assessment.
- In general reasonable and necessary funding can be understood to provide for the standard level of equipment, fittings or modifications necessary for the achievement of the goal in the participants individual circumstances.
- The participant will be provided with a copy of the report submitted to the NDIS.
- The NDIS will inform the participant of any planning or implementation decisions in response to the Complex Home Modifications assessment.

Complex Home Modification AT Assessor:

I certify that:

- a) I have read and will comply with the following documents:
 - [NDIS FAQs about Home Modifications, February 2017](#)
 - [Guidance for Home Modifications Assessors](#)
 - [NDIA Operational Guidelines – Including Specific Supports in the plan 5. Home Modifications](#)
 - [NDIA Operational Guidelines – Planning 10. Deciding to include supports in a participant’s plan](#)
- b) I satisfy the requirements of the NDIA’s guidance on the characteristics that an assessor of CHM supports should meet, and
- c) I have discussed the above information with the participant:

Name:

Signature:

Date:



PART 3 - Evaluation / assessment

A. Background about the participant

B. Information about the participant's disability and functional limitations

*Please provide enough information to give an understanding of the impact of the participant's disability on each area of their daily life. *NDIS expects relevant assessments are conducted where required and records held by assessor for NDIS audit purposes.*

Nature of disability	
Mobility Aids and other assistive technology currently used	
Level of independent mobility	
Ability to transfer	
Level of independence/ assistance required with personal care	
Level of independence/ assistance required with domestic activities	
Participation in work/study or community activities	



C. Information about the property

Who owns the property?	
Where is the property located? What is the external access like?	
Type, Structure, Age and Condition of Property³	
Size, features and layout of property	
Please provide any other relevant information about the property.	

³ NDIA will require a statement from a building professional (architect, builder or certifier) that the dwelling is in suitable condition to support the modification proposed and its likely cost, prior to final reasonable and necessary funding being allocated



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PART 4 - Exploration of Options

A. Evaluation of modification options for achievement of participants goals

Please note all areas/rooms of the home affected by the proposed home modification and specify how this modification will contribute to achievement of goals and would represent value for money compared to other supports. Provide concept drawings and benchmark pricing.

Where more than one option has been identified please describe all and note advantages & disadvantages **in priority order**. Add cells as required.

Room /area	Participant's Goal	How will this option allow participant to meet their goal?	How does this option represent the best value for money option for achieving the goal(s)?	Proposed modification, noting change/addition to existing
<i>Priority 1</i>				
<i>Priority 2</i>				



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B. Are there any other factors that need resolution in order to implement the above?

e.g. behavioural management plan for restrictive practice, will a bathroom renovation require facilities to be unavailable to participant and their family ?

Factor/issue	Mitigation/options?

<p>Is the participant at immediate safety or other risk? <i>Give details</i></p> <p>If yes, is a short term option necessary and what is recommended? Yes/No <i>e.g. rental. Give details</i></p>

C. Has the participant requested features unlikely to be assessed as reasonable and necessary?

EXTRA FEATURES

List and estimate cost of features that are desired by the participant but are unlikely to be assessed reasonable and necessary.

Item(s):	Cost estimate:

Does the participant agree to pay for these from their own (not NDIS) funds?



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Part 6 - Review by a Building Construction Professional

(e.g. building works project manager, builder, building surveyor, architect or engineer)

This report has been developed in consultation with a Building Construction Professional. The recommendations contained herein are viable for this property (including construction risks e.g. asbestos) and are proposed as the most suitable of all reasonable alternatives. I am registered to provide this advice in the jurisdiction where the assessment was conducted and where the proposed modification is to be undertaken.

Name of Building Construction Professional:

Signature:

Date:

Identify type of Building Construction Professional:

Registration number (if applicable):