



# Practitioner Manual For Home Modifications



**A Manual devised by the SWEP Clinical Advisory Team  
to assist SWEP registered practitioners**



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## Contents

<b>Background</b> .....	4
<b>Guidelines</b> .....	4
<b>Application and Prescription Form</b> .....	4
<b>Products Supplied (summary)</b> .....	4
<b>Recommended Assessments and Requirements</b> .....	5
Assessment .....	5
<b>Considerations for Practitioners/Equipment</b> .....	5
Ownership of the property .....	5
Further considerations: .....	6
<b>Consumer Characteristics That May Impact on the Application</b> .....	6
Skin integrity .....	6
Cognitive impairments and personality disorders.....	6
Use of restraints .....	7
Behaviours of concern .....	7
Children and adolescents.....	7
Bariatric needs .....	8
Underweight/deconditioned/frail and elderly .....	8
Rapidly changing conditions .....	8
Occupancy of the home.....	8
Cultural requirements.....	9
Key life transition.....	9
<b>Preparing the SWEP application</b> .....	9
<b>During construction</b> .....	10
<b>Signing off</b> .....	10
<b>Considerations</b> .....	10
<b>Compliance with Australian Standards</b> .....	11
When do the Australian Standards apply? .....	11
<b>Assistive Equipment Consideration</b> .....	12
Ramps .....	12
Threshold Ramps .....	12
Refer AS1428.1 (2009).....	12
Step Ramps.....	13
Kerb Ramps.....	13

Platform steps and step landings .....	13
Useful references for ramps:.....	14
Hoists.....	14
Bathroom design.....	15
Electrical standards .....	15
Level entry showers .....	15
Flooring .....	15
Hot water.....	15
Kitchen design.....	16
Laundry design.....	16
<b>Pick list codes .....</b>	<b>16</b>
<b>Funded products and when they might be prescribed (Child and Adult) .....</b>	<b>17</b>
<b>Examples of Scope of Works and Working Drawings.....</b>	<b>32</b>
<b>Summary of Evidence .....</b>	<b>33</b>
Reference text:.....	33

## Background

This manual aims to support and enhance the prescription capability among practitioners.

The State Wide Equipment Program (SWEP) Clinical Advisors have developed this resource manual to provide:

- Useful information for practitioners
- Links to evidence based practices
- Recommended assessments to assist with prescribing home modifications
- Outlines potential risks related to consumer, support person and the environment
- Description of products and links to a range of product types

## Guidelines

The Department of Health and Human Services - Victoria provides a range of home modifications through SWEP to support people with **a permanent or long-term** disability to enhance their independence. Access to the guidelines for the Victorian Aids and Equipment Program are located on our website here:

<https://swep.bhs.org.au/other-relevant-documents.php>

## Application and Prescription Form

An application for a consumer to receive items within this prescription category needs to be submitted through the portal available at this link:

<https://swep.service-now.com/csm>

## Products Supplied (summary)

The types of items supplied in this category can be, but not limited to ramps and platform steps, rails, bidets, bathroom modifications, entry widening to allow for wheelchair access, shower base inserts, safety slip resistant flooring and shelving to facilitate wheelchair access.

# Recommended Assessments and Requirements

## Assessment

The AT Practitioner needs to consider:

- The consumer's long term plans for where and how they will live
- Others using the area proposed to be modified and their needs
- The consumer's physical limitations – current and reasonably expected in the future
- Any available support people and their abilities and level of commitment to assisting the consumer
- The land surrounding the home, size, direction of any slope
- The current access to the home, front, side and back (most workable option)
- The most appropriate access point to the house, such as a remote operated electric garage door for consumers who use a scooter
- Outdoor lighting, colours of finishes and materials, shape of door handles, weather protection, security (A&EP does not fund these items)
- The current condition and dimensions of the building
- The current home environment (including any equipment used at home)
- The current access to the area proposed to be modified
- The current characteristics of the area that is planned to be modified
- Any easement or caveats on the land which will be apparent from the title
- Any financial resources available for the project
- Any additional equipment that may be required
- A&EP cannot fund items considered part of the maintenance of the property, e.g. replacement of rotten steps, floorboards or veranda posts, slip resistant materials on ramps, leaking taps/showers, etc.
- What other options have been considered before confirming the need for home modifications i.e. raised shower base and threshold ramp vs installation of level entry shower

## Considerations for Practitioners/Equipment

### Ownership of the property

The property owner, often referred to as the proprietor, needs to be considered in relation to the works as they have the ultimate authority to allow works to proceed:

- Understanding of the proposed home modifications and their permanency or ability to be reversed should the consumer no longer reside at the property
- Expectations of how the home will look and function at the completion of the modification
- Obligations to fund any aspect of the home modification e.g. updating

- an old fuse box to accommodate a new air conditioner
- Responsibility for organising and funding ongoing repairs and maintenance for the home modifications.

### Further considerations:

- The Consumer is not always the proprietor
- A draftsman or architect is not required to prepare drawings for non-structural home modifications but may provide useful information during the assessment process
- A draftsman or architect is usually required to prepare drawings where buildings or planning approval is required

The [Home Modification Information Clearinghouse](#) provides information regarding the prescribing AT Practitioners liability related to home modifications

## Consumer Characteristics That May Impact on the Application

### Skin integrity

A consumer's skin integrity can be impacted by the environment in which they function, as well as the equipment they use. Considering this interaction is essential in prescription of a home modification.

### Cognitive impairments and personality disorders

Consider:

- Consumer's ability to adjust to the changes being suggested. Will changes to the environment have a detrimental impact on their cognitive function?
- Whether the consumer's ability to predict or understand functional tasks is affected by their environment
- The level of personal support required initially or ongoing to facilitate the Consumer's adjustment
- Specifications of a modification for the Consumer which may include:
  - thermostats
  - design of taps
  - lighting
  - colour contrasts of fixtures and fittings.

## Use of restraints

The issue of restraint is generally more relevant to the equipment categories, rather than home modifications but should be considered if security features e.g. locks, catches, fences are to be included in a modification prescription.

There are regulations that guide the use of restraints. For more information, refer to [Office of the Senior Practitioner - Department of Health and Human Services, Victoria, Australia](#).

## Behaviours of concern

Consider a modification that:

- Offers an environment that is as free from hazards, as predictably controllable and as understandable as possible for the consumer
- Takes advantage of the way the consumer interprets and interacts with and within their environment through their senses including vision, audition, somatosensation
- Provides cues that support desirable behavior, e.g. a rail to hold onto while someone positions a chair for the consumer to sit on
- Considers the environmental needs and safety of a carer who is supporting the consumer to manage their behaviors of concern

## Children and adolescents

- In general the Australian Standards describe access for average sized adults
- [AS 1428.3 -1992 Design for access and mobility - Requirements for children and adolescents with physical disabilities](#) provides guidelines for access for children aged 6-18 years
- Consider the impact of smaller stature, smaller reach distance and altered sight lines for younger consumers but allow for reasonable changes with growth and development
- Understand the needs and plans of families currently, and in the future, including where they plan to live and how they plan to assist and support their child.

## Bariatric needs

- Architect/Draftsperson may be able to assist in identifying appropriate solutions for consumers in this demographic
- [Peninsula Health Care Network - Occupational Therapy evidence-based practice guidelines for the prescription of bariatric home modifications.](#)

Consider:

- Wider entries and doors
- Larger circulation spaces
- Weight capacity of floors, ramps, rails and ceiling beams for hoists
- Durability of finishes, hinges and fittings
- Transitions between floor surfaces/levels.

## Underweight/deconditioned/frail and elderly

Consider:

- Fatigue and energy conservation, i.e. efficiency of use of the proposed modification
- Weight of doors
- Distances and places to rest
- Transitions between floor surfaces/levels.

## Rapidly changing conditions

Consider the ways that the proposed modification will accommodate the following:

- Rate of functional change
- Fluctuations in function
- Weight change – loss or gain
- Change in cognitive ability
- Change in physical ability
- Change in mental health

## Occupancy of the home

Consider whether the design brief is for a consumer living independently or with assistance.

Are there other people living in the home or who visit regularly?

Will the home modifications affect their use of the home?

### **Consideration of the support person(s)**

Consider:

- Whether a support person is available and engaged to assist and if so how often and for what duration?
- The safety of the support person in the design
- Short and long-term options if a support person is unavailable.



## Cultural requirements

Consider cultural requirements that influence the design of a home modification and the way the Consumer wishes to be assisted, for example:

- Kosher Kitchen with separate utensils, food preparation and cleaning areas for meat and dairy products
- [UNSW - Home modifications and inclusive design in Aboriginal housing.](#)

## Key life transition

Consider:

Whether the person, or their key supports, are planning or are in the process of a life transition, e.g. starting/finishing school, beginning tertiary education, beginning/returning to work, moving out of home, entering/leaving a cohabiting relationship

- Retiring, moving into aged residential support
- Whether all relevant parties agree in terms of support, finances and plans. It is important to note that the consumer is considered as the decision maker wherever possible.

## Preparing the SWEP application

The creation of a good home modification application is not only founded on the consultation and agreement with the consumer and/or their representatives; but clearly defines how it is expected the consumer will use the modified environment and with what equipment and assistance/support.

The AT Practitioner should:

- Ensure that they discuss the outcome of the assessment with all relevant parties
- Familiarise themselves with the SWEP online AT Practitioner Application form
- Ensure the full name of the Proprietor(s) is known and if applicable their agent, and that they approve of the works by writing and signing their name and providing the date on the scope of works, working drawings and quotation(s)
- Consider peer review of the application, prior to submission to SWEP. If you do not have the credentialing levels to prescribe the home modification, check to see if you have another SWEP Registered AT Practitioner that can sign off on your application before requesting Clinical Advisor review.
- Provide a copy of the rates notice to SWEP to confirm property ownership.

## During construction

It is recommended that the AT Practitioner:

- Ensures that suitable arrangements for the consumer are in place during the construction phase, e.g. area for personal hygiene and toileting, respite (SWEP do not fund costs associated with respite/potable bathrooms) following consultation with applicant, proprietor and/or carers.
- Arrange for the consumer to be informed when construction starts and concludes
- Ensure that all parties are aware that the AT Practitioner needs to be consulted during the construction phase if problems arise or if there is a need for deviation from the agreed plan
- Draftsperson/architects, engineers and builders may need advice from the AT Practitioner to ensure that any changes to the design preserve the desired functionality for the consumer.

## Signing off

The AT Practitioner will:

- Ensure the builder is aware that the AT Practitioner and the proprietor both need to sign-off at completion of the home modification in order to facilitate the release of funds
- Inspect the completed home modification to ensure that it conforms to the works specified and meets the functional needs of the consumer and sign the certificate of completion to verify this
- Inform SWEP of any relevant issue that may arise and take action as appropriate to resolve the issue.

## Considerations

- Careful consideration needs to be given to the appropriateness of substantial permanent modification to rented properties and factors such as any plans the consumer may have to relocate in the future. Alternate housing may be more appropriate
- Financial arrangements for top up amounts for modifications to rental properties are made between the Proprietor or their agent and the consumer. For more information see [Consumer Affairs Victoria - Renting](#).

# Compliance with Australian Standards

## When do the Australian Standards apply?

Building Code of Australia (BCA) details the requirements for new construction or renovations of various classes of buildings and the requirements for compliance with the various relevant Australian Standards (AS)

Private homes are classified as “Class 1a buildings – a single dwelling being (i) a detached house or (ii) one of a group of two or more attached dwellings each

- Being a building, separated by a fire resisting wall, including a row house, terrace house, town house or villa unit”
- SWEPP requires, wherever possible, that modifications subsidised by their programs comply with AS1428.1. , however compliance with AS 1428.1 is a guide only, and the application of AS must be appropriate for the consumer’s functional needs
- The BCA does not require alterations to Class 1a buildings to comply with:
- [AS 1428.1 - 2009 Design for Access and Mobility](#)
- [Disability \(Access to Premises – Buildings\) Standards 2010](#)
- Remember that these standards are relevant to the “average” adult. They also do not include information specific to people with larger sized mobility aids, e.g. powered wheelchairs, scooters, bariatric equipment

*‘The Standards are used as best practice guide in the design and implementation for home modifications for people that are frail aged or have a disability.’*

A home modification application that is not compliant with the previously stated standards is required to have a written statement as to the nature of the non-compliance and an explanation of the circumstances and clinical reasoning behind the decision to propose a non-compliant solution

- If the identified solution is a modification that is not compliant with the Australian Standards, this must be validated by a **Red** AT Practitioner for SWEPP funding to be made available
- A **Red** AT Practitioner that is validating/approving a home modification is doing so on the following basis:
- Compliance with the relevant Australian Standard means that the functional needs of the consumer specified in the application will not be met **and/or**
- Compliance with the relevant Australian Standard cannot be made due to the nature of and/or existing improvements or environment at the Property **and/or**
- Compliance with AS 1428.1 would impose undue hardship on the consumer/Proprietor or their agent
- A **Red** AT Practitioner is required to understand the implications of validating a home modification that is not compliant and the prescribing

AT Practitioner will ensure that the proprietor and/or consumer is aware of the risks

The AT Practitioner is strongly advised to discuss any concerns with the relevant Building Professional and/or the [Victorian Building Authority](#).

For more information, refer to:

- [AS 1428 \(Set\) - 2010 Design for access and mobility Set](#)
- [AS 4299 - 1995 Australian Standard, Adaptable Housing](#)
- [Victorian Building Authority - Access to Buildings for People with Disabilities](#)

## Assistive Equipment Consideration

### Ramps

Consider:

- AS 1428.1 (2009)
- Pedestrian access from the street to the house
- The existing driveway, access to and parking for cars, motor bikes, utility vehicles and other vehicles
- Storage and access to rubbish, recycle and green waste bins
- Drainage from appliances which may create a trip hazard from discharged fluids e.g. hot water system, air conditioner unit
- Exposed ramps require a surface to reduce the possibility of people slipping.

### Threshold Ramps

Refer [AS1428.1 \(2009\)](#)

Consider:

- That a landing is not required
- Consumer balance on threshold ramp when accessing door locks/handles, including stability in wheelchair, swing of the door
- If there is a step present at the entrance, a step ramp may be required (refer to the next section regarding step ramps).

## Step Ramps

Refer AS1428.1 (2009)

Consider:

- The requirement for a landing at both top and bottom of ramp
- Required dimensions of landings differ dependent on direction of door opening
- Cross pedestrian traffic – be careful not to create a trip hazard

## Kerb Ramps

Refer AS1428.1 (2009)

Remember:

- Refers to the ramped section of pedestrian footpath located on the land where the consumers home is
- Only eligible for SWEP subsidy if the modification is essential for access to the home.

All ramps including threshold/step/kerb ramps require regular cleaning, sweeping, checking for slip hazards, e.g. moss and mould, maintenance of loose bolts, raised nails, rotten boards or other deterioration that may cause a hazard to users.

For more information see: [Y-M. Jung and C. Bridge - Stairs: A Summary Bulletin](#)

## Platform steps and step landings

Remember that platform steps:

- Are not steps but a series of landings
- Are not covered in AS1428.1 (2009) or the BCA
- May take up considerable space
- Are not necessarily cheaper than a ramp
- May not be the best functional option.

Possible alternatives to platform steps:

- Additional gait aid at top/bottom of steps
- Use/modify alternate entrance
- Ramp
- Platform lift/stair lift

Elements to consider:

#### Person

- Ability to manage a step
- Height of step they can manage (BCA: steps min 115mm max 190mm).
- Total footprint of the person and mobility aid
- Reliance on use of rail(s) or aid on the step
- Ability of the consumer or carer to lift the mobility aid up or down one or more steps
- Likelihood of future decline in mobility
- Other users

#### Environment

- Availability of sufficient space to fit required number of steps (dependent on footprint and total rise)
- Steps must be consistent in dimensions, i.e. height, depth and width
- Avoid making a trip hazard for consumer, others in the house or people using this entrance
- Steps to have nosing
- Materials will be slip resistant
- Position and exposure to the elements
- Ongoing maintenance
- Other users

#### Useful references for ramps:

<https://www.cmhc-schl.gc.ca/en/Data-and-Research/Publications-and-Reports/Accessible-Housing-by-Design-Ramps>

<http://stopfalls.org/>

[The Home Wheelchair Ramp Project \(US\)](#)

[United States Access Board - Review of Technical Requirements for Ramps](#)

[Y.M. Jung, C. Bridge, S. Miller - Cost-Benefit Analysis of Ramps versus Lifts.](#)

#### Hoists

See the [SWEP Prescriber Manual for Transfers, Hoists and Slings](#) for details.

Ceiling hoists, including tracking are not funded as part of the home modifications application. Visit the [SWEP webpage](#) for more information

## Bathroom design

For more information refer to the online references at the end of this manual.

## Electrical standards

For more information:

[J. Quinn & C Bridge - Summary Bulletin: Electrical Safety in the Bathroom 2nd ed.](#)

### [AS/NZS 3000:2007](#)

**Vanity units** (A&EP do not fund cupboards around vanity basins)

Consider:

- Construction to allow wheelchair access
- Knee/toe clearance
- Insulation on plumbing to reduce burns risk for consumers with decreased sensation

## Level entry showers

SWEP provides funding towards home modifications for level entry showers. These include the prescription of shower bases for the formation of a level entry shower or a less expensive option of a shower base insert. Consider location of the floor outlet (side, middle, grate etc.).

## Flooring

For more information:

[Australian Standards Committee - Guide to the Specification and testing of slip resistance of pedestrian surface materials \(HB 198:2014\)](#)

[K.Whitfield, C. Bridge & S. Mathews - Coatings: Evidence Based Research: Selecting Coatings for Tiled Floors.](#)

## Hot water

Consider

Thermostatic mixing valve (Temperature Limiting Device)

[AS/NZS 3500 Set \(Parts 0-5\): 2013.](#)

For more information:

[P. Carnemolla & C. Bridge - Summary Bulletin: Regulatory Requirements for Controlling Water Temperature in Bathrooms](#)

[Victorian Building Authority - About...Hot water safety.](#)

## Kitchen design

Consider:

- Access to sink - bowl depth
- Reach to taps and type of taps used e.g. lever or quarter turn lever taps
- Height of work surfaces
- Access to fridge, pantries, dishwasher, oven, microwave and cooktop
- Lighting and access to power points, switches.

For more information:

- Refer to the online references at the beginning of this manual
- Refer to the funded products and when they might be prescribed (Child and Adult) at the end of this manual
- [Inclusive Design and Environment Access - Inclusive Design of Kitchens.](#)

## Laundry design

Consider:

- Access to washing machine and drier including reach to controls
- Access to trough - bowl depth
- Reach to taps and type of taps used e.g. lever or quarter turn lever taps
- Height of work surfaces
- Access to clothes rack and to external clothesline
- Laundries are often more confined or narrow spaces. Consideration for door swing and turning capacity is required

For more information:

- Refer to the online references at the beginning of this manual
- Refer to the funded products and when they might be prescribed (Child and Adult) at the end of this manual
- Australian Standards: 1428.2 (1992) and 4299 (1995).

## Pick list codes

All modifications administered by SWEP use a unique identification pick list code. This code defines the requested modification. Please refer to <https://swep.bhs.org.au/picklists-catalogue.php>

### **Please note:**

It is the responsibility of the AT Practitioner to justify the prescription of all items based on the consumer's needs as a person who is frail aged and/or has a disability.

SWEP will only fund what is required and not what is wanted or desired.



This manual used pictures for illustration purposes only and the AT Practitioner is not limited to the items displayed in the manual.




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## Funded products and when they might be prescribed (Child and Adult)



(Please note, Pictures are for demonstration purposes only)

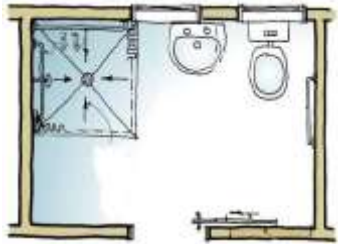
Assistive Technology		
Item name	Description	Factors to Consider
<p><b>Bidets attachment</b></p> 	<ul style="list-style-type: none"> <li>Fits onto existing toilet</li> <li>Replaces existing toilet seat</li> </ul>	<ul style="list-style-type: none"> <li>Check compatibility with current toilet and plumbing</li> <li>Power outlet is required</li> <li>Item requires plumbing for attachment (similar to first point)</li> <li>Consideration is required if a backflow valve is required (consult builder)</li> <li>Need for warm or cold water for washing</li> <li>Consider if a drying feature is required</li> <li>Can installation be completed by consumer /support person or does this need to be installed by a professional?</li> </ul>
<p><b>Bidet toilet suite</b></p> 	<ul style="list-style-type: none"> <li>Automatically cleans consumer following toileting, who may not be able to do so otherwise</li> <li>Stand-alone unit which is separate to the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Need for warm or cold water for washing</li> <li>Is drying feature also required?</li> <li>Check plumbing and electrical requirements</li> <li>Consider compatibility with other equipment items (e.g. over toilet frame)</li> </ul>




Item name	Description	Factors to Consider
<p><b>Toilet support rails</b></p> 	<ul style="list-style-type: none"> <li>• Bilateral horizontal rails that the user pushes down on both rails to aid in sitting to standing or are used to assist in guiding the user from standing to sitting</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple finishes are available in stainless steel or powder coating</li> <li>• Are clamped to the bowl as a semi-permanent fixture</li> <li>• Consider rails and surrounding walls. Is there a risk of entrapment between the rail and the wall?</li> </ul>
<p><b>Water closet modification</b></p> 	<ul style="list-style-type: none"> <li>• Any modifications to the room that a toilet and/or hand basin is located in</li> <li>• Excludes rooms that has a shower or bath</li> <li>• The builder will provide a detailed quotation listing all items and labour required for the home modification</li> </ul>	<ul style="list-style-type: none"> <li>• Consider other items in the room such as a hand basin and how this may impact with a gait aid</li> <li>• Can an over toilet frame, toilet support rails and/or a spacer be used?</li> <li>• Often for water closets the door swings into the room. Is there a possibility that the consumer will fall inside the room against a closed door? How will this risk be managed?</li> <li>• Selected as a stand-alone item</li> </ul>
<p><b>Hand rail</b></p> 	<ul style="list-style-type: none"> <li>• Rails used for stabilizing support or within circulation areas</li> <li>• Refer to AS 1428.1(2009) for definitions and standards for size and configurations</li> </ul>	<ul style="list-style-type: none"> <li>• Material &amp; Length required</li> <li>• Coating – slip resistance, colour contrast</li> <li>• Consumer grip and reach</li> <li>• Weight of Consumer vs. working load of rail</li> <li>• Plumbing, electrical and stud location in wall</li> <li>• Standard rail sizes include, 300, 450, 600, 750 and 900 mm</li> </ul>



Item name	Description	Factors to Consider
<p><b>Shelving where it facilitates wheel chair access</b></p> 	<ul style="list-style-type: none"> <li>Shelving can be located anywhere within a household for essential access by a person that uses a wheel chair</li> </ul>	<ul style="list-style-type: none"> <li>Height and access from both standing and seated position</li> <li>Functional reach range of wheelchair user</li> <li>Functional reach range of other household residents</li> </ul>
<p><b>Switchcock for hand held shower</b></p> 	<ul style="list-style-type: none"> <li>Are used to divert the flow of water away from the fixed shower rose to the hand held shower</li> </ul>	<ul style="list-style-type: none"> <li>Distance from electrical outlets</li> <li>The lever on the switchcock to divert water may be difficult for people with decreased grip or strength to use</li> <li>Mounting height and access from both standing and seated position</li> <li>Functional reach range of other household residents</li> <li>This item is only available on its own as an Option A item and can be selected with a hand held shower as an Option B item</li> </ul>

Item name	Description	Factors to Consider
<p><b>Hand held shower</b></p> 	<ul style="list-style-type: none"> <li>• Extension hose replaces fixed shower rose</li> <li>• Has the ability to direct the water to different areas of the body to assist with cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Distance from electrical outlets (consult builder)</li> <li>• Mounting height and access from both standing and seated position</li> <li>• Functional reach range of other household residents</li> <li>• Likelihood of consumer to use hand held shower rail as support (if included)</li> <li>• Usually not compatible with older style gravity-fed hot water systems (consult builder)</li> <li>• Can be fitted with a switchcock that allows water to be sent to 1 of 2 shower heads available (i.e. standard fixed and hand-held)</li> </ul>
<p><b>Taps</b></p> 	<ul style="list-style-type: none"> <li>• The items must be considered as specialized hardware that is designed to assist with functional ability of a person with a disability</li> <li>• May include single projection taps with long handle such as lever taps</li> <li>• Two taps included</li> </ul>	<ul style="list-style-type: none"> <li>• Consider tap turner first</li> <li>• Consider quarter turn capstan washers as well</li> <li>• Clearance behind/in front of lever for hand access</li> <li>• Functional reach range of Consumer</li> <li>• Can be used for basin, sink, trough or shower</li> </ul>



Item name	Description	Factors to Consider
<p><b>Thermostatic mixing valve</b></p> 	<ul style="list-style-type: none"> <li>• Devices fitted to limit the temperature of either a single or multiple outlet within a household</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate water temperature</li> <li>• Concealed vs. exposed models</li> <li>• What outlets need to be controlled?</li> <li>• Consider tap style to be used to further minimize scalding risk</li> <li>• Usually not compatible with gravity-fed hot water systems</li> <li>• Do not turn temperature down on hot water service as this increases the risk of bacteria breeding in tank</li> </ul>
<p><b>Hand basin where it facilitates wheel chair access</b></p> 	<ul style="list-style-type: none"> <li>• Usually mounted to the wall to allow a wheel chair to be positioned underneath the basin</li> </ul>	<ul style="list-style-type: none"> <li>• Is there adequate space to place toiletries at the location of the basin?</li> <li>• What storage is required at basin?</li> <li>• Appropriate height from the ground</li> <li>• Obstacles under the basin which may impede the consumer access to the basin, such as pipes, waste trap</li> <li>• Consider a single mixer tap or taps</li> <li>• Clinical need for a sensor operated water flow and or at a set temperature</li> <li>• Can be provided with an overflow design</li> </ul>




Item name	Description	Factors to Consider
<p><b>Bathroom modification</b></p> 	<ul style="list-style-type: none"> <li>• Includes a modification that includes a combination of a toilet, basin, shower, and flooring modifications</li> <li>• The builder will itemise the works required on the quotation</li> <li>• The builder will provide a detailed quotation listing all items and labour required for the home modification</li> </ul>	<ul style="list-style-type: none"> <li>• See AS 1428.1(2009) for recommended dimensions and set-up</li> <li>• Size/weight of consumer and their equipment</li> <li>• Floor gradient required for drainage</li> <li>• Doorway width requirements</li> <li>• Height of toilet</li> <li>• Placement of grab/hand rails</li> <li>• Ventilation needs</li> <li>• Access to taps/basin – knee/toe clearance, height and fixture type</li> <li>• Seating needs within shower area</li> <li>• Placement of curtain/screen</li> <li>• Circulation space</li> <li>• A&amp;EP will not fund relocation of an outside toilet just because it is a separate to the home</li> <li>• Selected as a stand-alone item</li> </ul>



Item name	Description	Factors to Consider
<p><b>Slip resistant application</b></p> 	<ul style="list-style-type: none"> <li>• Application to a surface which alters the slip resistance properties</li> <li>• Items such as grip strips are included</li> </ul>	<ul style="list-style-type: none"> <li>• Check R rating for slip resistant properties of selected product as per the SA HB 198:2014 Guide to the specification and testing of slip resistance of pedestrian surfaces</li> <li>• Consider lifespan and maintenance to maintain product properties</li> <li>• Consider the product being fit for purpose as there are many variations available</li> </ul>
<p><b>Safety slip resistant flooring</b></p> 	<ul style="list-style-type: none"> <li>• Safety slip resistant flooring is textured creating an added grip</li> <li>• Often designed for heavy duty use with a thickness much higher than standard flooring and suitable for assistive technology items such as shower commodes</li> </ul>	<ul style="list-style-type: none"> <li>• Can be suitable for both dry and wet areas</li> <li>• Can be purchased in bright colours and patterns to improve visibility</li> <li>• Cannot be ordered as a standalone A&amp;EP item and must be accompany with other relevant pick list codes as detailed in the online application</li> </ul>
<p><b>Door fittings</b></p> 	<ul style="list-style-type: none"> <li>• The item(s) must be considered as specialised hardware that assist in door operation, either through manual or power methods</li> <li>• May also include fittings to maintain safety such as safety hinges to lift the door away</li> </ul>	<ul style="list-style-type: none"> <li>• Consumer ability to operate to open, close and lock (from inside and outside)</li> <li>• Ease of use for carers and support staff</li> <li>• Is replacement required after use (e.g. Ross Safety hinges)</li> <li>• Clearance for consumer and any equipment he/she uses</li> </ul>


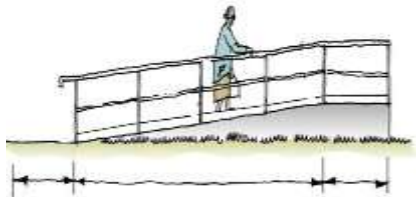
Item name	Description	Factors to Consider
<p><b>Light switch &amp; General Power Outlet repositioning</b></p> 	<ul style="list-style-type: none"> <li>The design of light switches and General Power Outlets (GPOs) can be varied with some properties having existing devices with large switches which are suitable to consumer</li> </ul>	<ul style="list-style-type: none"> <li>Ease of access for consumer</li> <li>Distance from water/plumbing (check with electrician)</li> <li>Style of switch – e.g. toggle, rocker, etc.</li> <li>GPO – basin: <ul style="list-style-type: none"> <li>150mm above water, or</li> <li>150mm from edge of bowl.</li> </ul> </li> <li>GPO – standard – zone 3: <ul style="list-style-type: none"> <li>Shower with curtain.</li> </ul> </li> <li>Light can be situated 1.2m from water source and 2.25m high.</li> <li>Power point or light switch can be situated 1.8m from water source</li> <li>Must be installed by a registered electrician  <a href="http://www.build.com.au/distance-between-water-and-power-points">http://www.build.com.au/distance-between-water-and-power-points</a> </li> </ul>
<p><b>Painting repairs resulting from other modifications in the application</b></p> 	<ul style="list-style-type: none"> <li>The purpose of this item is not for general home maintenance</li> <li>Damage to areas may occur as part of the home modification requiring painting repairs</li> </ul>	<ul style="list-style-type: none"> <li>What will be the cost of painting repairs?</li> <li>Is using the funds of the life time A&amp;EP subsidy the best option for the consumer?</li> <li>To preserve the A&amp;EP life time subsidy can a friend, family member or someone else conduct the painting repairs to an appropriate standard?</li> <li>This item cannot be selected on its own and must accompany approved items as listed in the application</li> </ul>








Item name	Description	Factors to Consider
<p style="text-align: center;"><b>Shower base insert</b></p> 	<ul style="list-style-type: none"> <li>• Shower base inserts are custom made and designed in most occasions to lift the floor of the shower to the height of the shower lip (hob)</li> <li>• Often made of plastic, rubber or wood</li> <li>• Slip resistant surface</li> </ul>	<ul style="list-style-type: none"> <li>• The type of surface on the current shower base, e.g. tiles, plastic, fiberglass</li> <li>• There are many variations in the design which impact on the gradient of water flow</li> <li>• Slip-resistant material needs consideration</li> <li>• Needs of other people that use the shower</li> <li>• Will the consumer either: walk into the shower independently Or require greater access as a result of a carer, use of a gait aid?</li> <li>• Use a shower stool or chair?</li> </ul>
<p style="text-align: center;"><b>Shower base for the formation of a level entry shower</b></p> 	<ul style="list-style-type: none"> <li>• A prefabricated insert often made of reinforced fiberglass that has a waste</li> <li>• The shower base is not visible when installed and is covered with vinyl or tiles</li> <li>• The shower recess allows for level entry without a hob impeding access</li> </ul>	<ul style="list-style-type: none"> <li>• This item is often associated with a complete bathroom modification</li> <li>• Can be an expensive option as the existing floor is often partially removed to enable the recessed shower base to be installed</li> <li>• Often impractical for bathrooms with concrete floors</li> <li>• Floor coverings require replacement which is an additional cost</li> <li>• The location of the waste can vary from the centre to the rear</li> <li>• Various dimensions available</li> <li>• This assistive equipment item can be provided as a standalone Option A item or can be incorporated as part of an Option C bathroom modification</li> </ul>


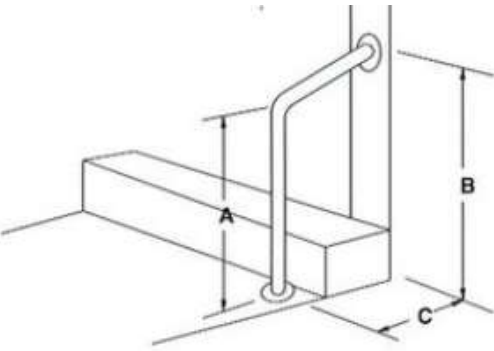
Item name	Description	Factors to Consider
<p><b>Shower screen removal</b></p> 	<ul style="list-style-type: none"> <li>Removal of the door can increase access as sliding or opening doors can be an obstacle</li> </ul>	<ul style="list-style-type: none"> <li>Doors can restrict safe access to grab rails</li> <li>Need for rails or other equipment</li> <li>Consumers ability to manage step into shower/bath</li> <li>Curtains/rod not funded via A&amp;EP</li> <li>Include education to consumer regarding risk of slipping on wet surface, water damage to boards/impact on flooring</li> </ul>
<p><b>Entry widened</b></p> 	<ul style="list-style-type: none"> <li>To allow essential home access of consumer with their mobility aid or other equipment.</li> <li>Involves creating larger door frame and/or door</li> <li>The builder will provide a detailed quotation listing all items and labour required for the home modification</li> </ul>	<ul style="list-style-type: none"> <li>Structural issues of property – supporting or free-standing walls</li> <li>Width of mobility aid</li> <li>Custom vs. standard sized doors</li> <li>Type of door – hinged vs. sliding</li> <li>Mounting – swing in/out/both</li> <li>Need for automatic door opener</li> </ul>
<p><b>Items &amp; fixtures repositioned</b></p> 	<ul style="list-style-type: none"> <li>This pick list code is used as a result of the installation of other Option C pick list items in the same room where items require repositioning, such as a toilet roll holder or rails</li> </ul>	<ul style="list-style-type: none"> <li>What will it cost to reposition these items?</li> <li>Will the repositioning of these item impact significantly on the ability of the consumer to function in the space</li> <li>For A&amp;EP applications this item can be selected on its own or with approved items as listed in the application</li> </ul>

Item name	Description	Factors to Consider
<p><b>Kitchen modifications</b></p> 	<ul style="list-style-type: none"> <li>• Includes any modifications to make a kitchen accessible</li> <li>• SWEP does not fund appliances</li> <li>• The builder will provide a detailed quotation listing all items and labour required for the home modification</li> </ul>	<ul style="list-style-type: none"> <li>• See AS 1428.2(2009) and AS 4299(1995) for recommended dimensions and set-up</li> <li>• Size of consumer and their equipment</li> <li>• Doorway width requirements</li> <li>• Access to taps/sink/stove top – knee/toe clearance, height and fixture type</li> <li>• Access to fridge/microwave/oven – height and direction of door opening</li> <li>• Circulation space</li> <li>• Height of cupboards and style of handle and needs of other people in household</li> </ul>
<p><b>Laundry changed to enable installation of level entry shower and/or toilet</b></p> 	<ul style="list-style-type: none"> <li>• Includes any modifications to make a laundry into a room that has a shower, toilet and/or basin</li> <li>• SWEP does not fund appliances</li> <li>• The builder will provide a detailed quotation listing all items and labour required for the home modification</li> </ul>	<ul style="list-style-type: none"> <li>• See AS 1428.2(2009) and AS 4299(1995) for recommended dimensions and set-up</li> <li>• Size of consumer and his/her equipment</li> <li>• Doorway width requirements</li> <li>• Access to taps/sink – knee/toe clearance, height and fixture type</li> <li>• Access to washer/dryer – height and direction of door opening</li> <li>• Circulation space</li> <li>• Height of cupboards and style of handle</li> <li>• Other users</li> <li>• Selected as a standalone item</li> </ul>

Item name	Description	Factors to Consider
<p><b>Plumbing relocated</b></p> 	<ul style="list-style-type: none"> <li>• This pick list code is used as a result of the installation of other pick list items in the same room where there needs to be changes to plumbing</li> </ul>	<ul style="list-style-type: none"> <li>• What will it cost to reposition these items?</li> <li>• Relocation of plumbed items can be expensive. Are there any alternatives</li> </ul>
<p><b>Ramp length per square metre</b></p> 	<ul style="list-style-type: none"> <li>• Ramp: rise greater than 190mm, max gradient 1:14</li> <li>• Step ramp is also included: with a rise &lt; or = to 190mm, max gradient 1:10</li> <li>• Including step ramps</li> <li>• It is strongly recommends that all ramp modifications comply with Australian Standard 1428.1 (2009) (AS1428.1) as there may be a safety risk associated with ramp modifications that do not comply with AS 1428.1</li> <li>• Although AS1428.1 specifically excludes work to private residences, it is the most relevant standard in relation to the work carried out by the SWEP in the funding of home modifications for people with a disability</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to AS 1428.1(2009) for requirements dimensions, handrails, kerbing, landings and gradients</li> <li>• Consider all residents of a household and any visiting workers on the premises</li> <li>• Footprint of mobility aid to be used</li> <li>• Progressive conditions and long term needs</li> <li>• Most suitable entrance to modify</li> <li>• <b>Note:</b> All ramps that do not comply with AS 1428.1(2009) require a <b>RED</b> Prescriber to validate the prescription. When a Red Prescriber validates a ramp that is <b>not</b> to AS 1428.1 (2009) they are doing so as a result of: compliance with AS 1428.1 means that the functional needs of the Consumer specified in the application will not be met <b>and/or</b> compliance with AS 1428.1 cannot be made due to the nature of and/or existing improvements at the Property <b>and/or</b></li> </ul>

	<ul style="list-style-type: none"> <li>The builder will provide a detailed quotation listing all items and labour required for the home modification</li> </ul>	<p>compliance with AS 1428.1 would impose undue hardship on the Consumer</p> <ul style="list-style-type: none"> <li>A Red Prescriber is required to understand the implications of validating a ramp that is not compliant and has ensured that the proprietor and/or Consumer is aware of the risks</li> </ul>
<p><b>Step modifications for 2 or more platform steps</b></p> 	<ul style="list-style-type: none"> <li>Any modifications to steps which changes it to a multiple platform steps with a &gt;190mm in rise total</li> <li>The builder will provide a detailed quotation listing all items and labour required for the home modification</li> </ul>	<ul style="list-style-type: none"> <li>Footprint of mobility aid to be used</li> <li>Height of modified step and consumers ability to manage</li> <li>Consider how the consumer will use this modification if they have a progressive conditions that will impact on their functional ability</li> <li>Includes bannister and grab rails</li> </ul>
<p><b>Single platform step modification</b></p> 	<ul style="list-style-type: none"> <li>Any modification to a rise of 190mm or less</li> <li>Typical dimension 900mm x 900mm</li> </ul>	<ul style="list-style-type: none"> <li>AS 1428.1(2009) maximum pre-existing rise of 190mm</li> <li>Footprint of mobility aid to be used</li> <li>Height of modified step and consumers ability to manage</li> <li>Progressive conditions and long term needs</li> <li>Kerbing and handrail height</li> </ul>

Item name	Description	Factors to Consider
<p><b>Small ramp</b></p> 	<ul style="list-style-type: none"> <li>Any modification to a rise of 190mm or less</li> <li>Typical dimension 900mm x 900mm</li> </ul>	<ul style="list-style-type: none"> <li>AS 1428.1(2009) maximum pre-existing rise of 190mm</li> <li>Footprint of mobility aid to be used</li> <li>Height of modified step and consumers ability to manage</li> <li>Progressive conditions and long term needs</li> <li>Kerbing and handrail height</li> </ul>
<p><b>Stair lift external - straight</b></p> 	<ul style="list-style-type: none"> <li>Designed to withstand outside weather</li> <li>Often provided with a waterproof cover</li> <li>Can be operated by carer by using a infra-red remote control</li> <li>Often provided with safety features such as a retractable seat belt, safety sensors to prevent the seat from contacting obstructions on the steps, diagnostic information to show faults</li> </ul>	<ul style="list-style-type: none"> <li>Does the consumer have the required cognitive and physical ability to operate the controls to maneuver the seat and use the seat belt?</li> <li>Who will remove the waterproof cover if required? Has the consumer the capacity to perform this task?</li> <li>Has the carer the capacity to perform this task?</li> </ul>
<p><b>Stair lift internal - curved</b></p> 	<ul style="list-style-type: none"> <li>Custom made to accommodate bends for internal stairs</li> <li>Can be operated by carer by using a infra-red remote control</li> <li>Often provided with safety features such as a retractable seat belt, safety sensors to prevent the seat from contacting obstructions on the steps, diagnostic information to show faults</li> </ul>	<ul style="list-style-type: none"> <li>Has the consumer the required cognitive and physical ability to operate the controls to maneuver the seat and use the seat belt?</li> <li>Increased complexity in construction, installation and purchase price when compared to internal straight stair lifts</li> <li>How does the consumer respond to being transported around curves while seated?</li> </ul>

Item name	Description	Factors to Consider
<p><b>Stair lift internal - straight</b></p> 	<ul style="list-style-type: none"> <li>• Used for internal building access</li> <li>• Can be operated by carer by using a infra-red remote control</li> <li>• Often provided with safety features such as a retractable seat belt, safety sensors to prevent the seat from contacting obstructions on the steps, diagnostic information to show faults</li> </ul>	<ul style="list-style-type: none"> <li>• Does the consumer have the required cognitive and physical ability to operate the controls to maneuver he seat and use the seat belt?</li> </ul>
<p><b>Hand rail &amp; banister rail (customised)</b></p> 	<ul style="list-style-type: none"> <li>• Rails used for stabilizing support or within circulation areas</li> <li>• Are custom made from to the requirements of the consumer</li> <li>• Suitable for both indoors and outdoors</li> <li>• Can be made out a variety of textured finishes</li> <li>• Can be powder coated or made in stainless steel</li> </ul>	<ul style="list-style-type: none"> <li>• Material</li> <li>• Length – fixed, modular, custom</li> <li>• Coating – slip resistance, colour contrast</li> <li>• Consumer grip and reach</li> <li>• Weight of consumer vs. working load of rail</li> <li>• Consider the colour used to assist vision impaired people</li> <li>• White has the ability to reflect heat</li> </ul>



# Examples of Scope of Works and Working Drawings

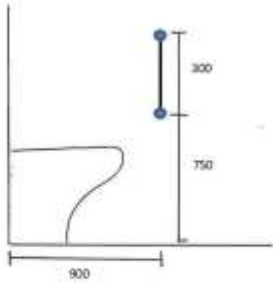
## Request for Home Modification

Client details:  
Name:  
Address:  
Phone No:  
Contact for Home Modifications:

Date:

**Example**  
Scope of Works and Working Drawing

Location of Home Modification: Toilet (Water Closet)



**Scope of Works and Pick List Code**

Option B  
Hand rail – HBGA.4.1

- Supply and install 1x 300mm handrail
- Vertical
- 750mm height
- On left wall (as seated on toilet)

NB: Length of hand rail can vary if required for fixings.

- Note:
- Working drawing not to scale, measurements in mm
  - OT recommends secure fixing as detailed in AS1428.1 (2009)
  - Labor is required with OT if rail installation altered more than 100mm in any direction from recommendations.

Time frame: Not urgent in 2012

Signed: (Occupational Therapist) Program:  
Print Name: Contact Number:

Occupational Therapy Disclaimer:  
The recommendations contained in this form are made after consultation with the Client and an assessment of the Client's circumstances and needs. Their purpose is to outline steps required to be taken for the benefit of the Client, having regard to his or her disabilities. They do not purport to reflect other than limited knowledge on the part of the occupational therapist of structural considerations and building codes, fire safety, asbestos or other issues considered necessary for compliance with current building regulations must be discussed with the occupational therapist before seeking for the cost of the work and

**Example 1.**

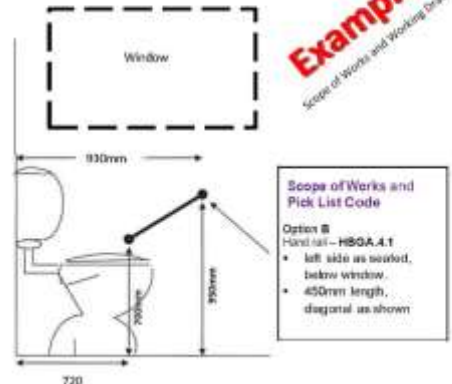
## Request for Home Modification

Client details:  
Name:  
Address:  
Phone No:  
Contact for Home Modifications:

Date:

**Example**  
Scope of Works and Working Drawing

Location of Home Modification: Toilet in en-suite



**Scope of Works and Pick List Code**

Option B  
Hand rail – HBGA.4.1

- left side as seated, below window.
- 450mm length, diagonal as shown

- Note:
- Working drawing - not to scale and All measurements in millimeters
  - OT recommends secure fixing as detailed in AS1428.1 (2009)
  - Labor is required with OT if rail installation altered more than 100mm in any direction from recommendations.

Time frame: urgent in 1/52

Signed: (Occupational Therapist) Program:  
Print Name: Contact Number:

Occupational Therapy Disclaimer:  
The recommendations contained in this form are made after consultation with the Client and an assessment of the Client's circumstances and needs. Their purpose is to outline steps required to be taken for the benefit of the Client, having regard to his or her disabilities. They do not purport to reflect other than limited knowledge on the part of the occupational therapist of structural considerations and building codes. Any queries, concerns or alternative considered necessary for compliance with current building regulations must be discussed with the occupational therapist before seeking for the cost of the work and

**Example 2.**

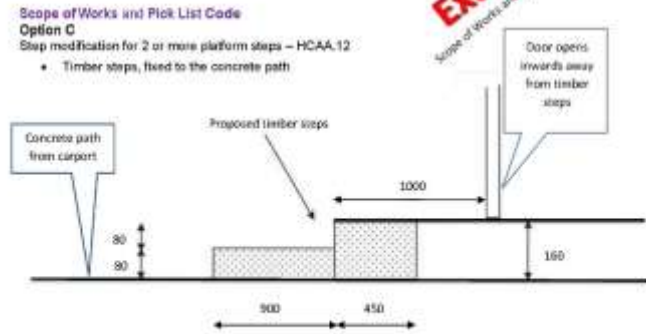
## Request for Home Modification

Participant details:  
Name:  
Address:  
Phone No:  
Contact for Home Modifications:

Date:

**Example**  
Scope of Works and Working Drawing

Location of Home Modification: Step modification at front access



- Note:
- Working drawing not to scale, measurements in mm
  - OT recommends secure fixing as detailed in AS1428.1 (2009)

Time frame: ASAP

Signed: (Occupational Therapist) Program:  
Print Name: Contact Number:

Occupational Therapy Disclaimer:  
The recommendations contained in this form are made after consultation with the Participant and/or their representative and an assessment of their circumstances and needs. Their purpose is to outline steps required to be taken for the benefit of the Participant, having regard to his or her disabilities. They do not purport to reflect other than limited knowledge on the part of the occupational therapist of structural considerations and building codes. Any queries, concerns or alternative considered necessary for compliance with current building regulations must be discussed with the occupational therapist before seeking for the cost of the work and

**Example 3.**



## Summary of Evidence

There are a number of on-line resources in relation to home modifications:

### Australia

[https://infostore.saiglobal.com/en-au/Standards/Product-Details-121880\\_SAIG\\_AS\\_AS\\_255788/?ProductID=121880\\_SAIG\\_AS\\_AS\\_255788](https://infostore.saiglobal.com/en-au/Standards/Product-Details-121880_SAIG_AS_AS_255788/?ProductID=121880_SAIG_AS_AS_255788)

[https://infostore.saiglobal.com/en-au/Standards/Product-Details-127773\\_SAIG\\_AS\\_AS\\_274509/?ProductID=127773\\_SAIG\\_AS\\_AS\\_274509](https://infostore.saiglobal.com/en-au/Standards/Product-Details-127773_SAIG_AS_AS_274509/?ProductID=127773_SAIG_AS_AS_274509)

[Chris Reardon - Your home: Design for Lifestyle and the Future](#)

[Home Modifications Australia](#)

[Home Modification Information Clearinghouse - "Grabrails and more"](#)

[Landcom - Universal Housing Design Guidelines](#)

### International

- <https://www.cmhc-schl.gc.ca/en/developing-and-renovating/accessible-adaptable-housing/accessible-housing-by-design>
- [Centre for Inclusive Design & Environmental Access \(IDEA Centre\)](#)

This listing is a guide and is not intended to be exhaustive.

There are many current articles available through academic publications on the impact of home modifications and AT Practitioners interventions, which include:

### Reference text:

- Ainsworth, E & de Jonge, De. (2011). An Occupational Therapist's Guide to Home Modification Practice. Slack Incorporated, NJ.
  - ISBN: 978-1-55642-852-4