

The Specialist Support Coordinator is required to support the participant to identify, coordinate and ensure that the required supporting documentation is completed and provided to the NDIA for reasonable and necessary decision making.

Participants who have identified a housing goal in their NDIS plan may be required to undergo relevant assessments by allied health practitioners (AHP) to determine their most suitable housing solution and support needs. The National Disability Insurance Agency (NDIA) will use the AHP assessments to assist with determining whether a participant's housing and support needs are reasonable and necessary.

Participants may require various assessments to determine their functional abilities due to disability(s) and the support they may require to transition to alternate accommodation once a housing solution has been identified.

### **You may not need new assessments.**

Participants may have current information from previously undertaken assessments that may be suitable to use to determine support needs. The assessments need to indicate the participant's current capacity and support needs and this will inform the support required to return to their existing home or to transition to a new home.

Assessments will identify and detail any risks to the participant or others, and will identify skill development and capacity building opportunities.

### **Step 1: Determine participant support needs for living in the community**

#### **Summary of assessment and functional needs:**

- Does the participant required 24/7 supports
  - **No**
    - determine the support needs of the participant and this will be funded as personal supports and appropriate AT / HM supports without provision of additional funding for supported accommodation as this support would not be deemed R&N for NDIA to fund
    - Provide NDIA a summary of what is needed and why, and this will be considered in providing funds in the plan
  - **Yes**
    - determine the level of support required and provide recommendation which includes the details below
    - Indicate the Participant disability support needs
      - What support is needed
      - How supports are required to be delivered, including the staff ratio and time involved in tasks

- *E.g. '2:1 for lifter transfers x 4 daily approx. 30 mins per transfer' or 'Able to prepare snacks on own when set up with equipment - supervision and occasional prompting required 30 mins in AM, 30 mins in PM'*
  - When stating a ratio of support required – provide specifics to tasks/times of day/night – indicating if this is a regular need or only an occasional need
  - Specify the level of support required – does the participant need staff to be accessible / available if a need arises or do they require direct assistance / or supervision at all times – provide details
  - Advise what occurred previously at times when support is now being requested to be provided
  - If overnight support is needed – clearly indicate what level of support – no support / on call support / passive / active – ensure to identify why this is needed, what is currently occurring at night to indicate support maybe required
- Are there any Behaviours of Concern
  - Is a Positive Behaviour Support Plan (PBSP) in place and current?
    - When is it due for review
    - What strategies are in PBSP to address BoC
  - Have there been any critical incidents
    - How have these been managed
    - Have they been reported to the Police and or other relevant agency
      - What actions have been taken previously
  - Are Restrictive Practices in place
    - How often are they implemented
    - What strategies implemented to try to reduce incidence
    - When were they last reviewed
- Consideration of any risks
  - To participant
  - To staff or others
- Equipment/ home modifications:
  - Does the participant require any equipment?
    - Is this required for the move
  - can it be hired
  - are there future equipment requirements
    - What low level supports may meet needs – how can this be explored
  - Are these suitable – short or long term
    - Justification needs to relate directly to participant's disability
  - Please provide quote for any new recommended equipment

**Step 2: Determine most appropriate method for supports to be delivered - based on consideration of low level support to high level of support**

**Housing solutions include:**

- Social housing (Public and Community housing)
- Home ownership
- Shared equity
- Private rental
- Specialist Disability Accommodation (SDA)

Based on support needs identified in Step 1 - identify what is the most suitable method of providing this support

I.e. Participant requires 24/7 supports – consider **ALL** locations in which this funded support could be provided, provide a recommendation to indicate what is the best fit for the participant and why

Ensure the **participant** (and guardian where applicable) is **aware and agrees** to the type of support which is being recommended, **prior to progressing** housing option.

**Step 3: Report and recommendation from SSC need to demonstrate that exploration and consideration of all housing options has occurred**

Report must demonstrate why low level support housing options were not considered suitable prior to recommending high level housing supports as the most suitable for NDIA to fund

**Step 4: Provide recommendation report indicating support needs and method of delivery to NDIA prior to identifying a vacancy.**

NDIA will consider report provided and indicate in principle the level of support that would be considered for a participant. Once confirmation from NDIA is received please seek to identify a vacancy and SIL quote where applicable.

**Exploring Housing Options – Specialist Support Coordinator Report**

**Date of assessment:**

**Completed by:**

**Assessments completed (OT, Social Work, Psychologist, DE, Speech):**

**Background:**     □

Name

- Age
- Disability
- Current accommodation (previous accommodation if current accommodation is hospital)

*E.g. Mr John Doe is 29 years old and has an Intellectual Disability and Autism. He is currently residing at his family home however can no longer reside there due to ageing parents.*

**1. Functional Support needs** (refer to notes - Step 1)

(Describe a typical day to illustrate tasks that require assistance and the level of assistance required)

**2. Housing Need:** (refer to notes - Step 2)

Record all options considered, eliminated and reasons for this status

Housing Option	Yes	No	Reason:
Own home		x	<i>E.g. Does not have own home</i>
Previous modifications completed			
Modifications required			
Private rental	x		<i>E.g. This could be an option is NDIA would be willing to fund 24/7 support.</i>
Public Housing Authority	x		<i>E.g. This could be an option is NDIA would be willing to fund 24/7 support.</i>
Community Housing	x		<i>E.g. This could be an option is NDIA would be willing to fund 24/7 support.</i>
SRF		x	<i>E.g. Participant requires a higher level of support then what a SRF would be able to provide. There are also safety concerns.</i>
Cluster setting		x	<i>E.g. However if the unit had a support worker within the unit 24/7, then this could be an appropriate option.</i>
Supported Accommodation (SIL)	x		<i>E.g. Support level identify by therapist indicates a support accommodation model would be the most appropriate option to meet the participants needs due to their disability</i>
Specialist Disability Accommodation (SDA)			<i>Indicate SDA Type required</i>
Aged Care Facility		x	<i>E.g. Not an appropriate option</i>
Other		x	

**3. Support Coordinator Recommendations:** (refer to notes - Step 3)

- *Based on assessment information available, Support Coordinator recommendations of..... (Please see support need timetable).*
- *If it is believed the support needs will decrease once the move has occurred then a 'step down' outline will need to be provided*
- *Other options which may suit the participants support needs*
- *What the participant accommodation wishes are*
- *Ratio of support needed if Short Term Accommodation is required as a short term option*

4. **Date recommendation submitted to NDIA for consideration prior to vacancy identification:**  
*(refer to notes – Step 4)*