

Competency Framework

Complex Housing Modifications

Introduction

The Complex Housing Modifications Credential recognises that Occupational Therapists undertaking housing modification assessments, other than for basic housing modifications¹ require specialist knowledge and training. This knowledge allows the Occupational Therapist to provide appropriate advice and make recommendations.

Occupational Therapists holding the Complex Housing Modifications Credential will undertake assessments with people who are:

1. Unable to gain access into their home without assistance
2. Unable to move independently or transfer within the home
3. Unable to safely move in and around the home
4. Unable to carry out essential daily activities to allow them to return home or stay within their home
5. Able to be the main carer of a dependent person.

Occupational Therapists seeking to be credentialed for the first time or after a three-year gap in practice will follow the process outlined in the following diagram:

Occupational Therapist	Supervisor	Occupational Therapist	Credentialed Complex Housing Modifications Assessor
<ul style="list-style-type: none"> • Occupational Therapist requires an Annual Practising Certificate • Completes EMS Core Module for EMS Assessors • Completes the Housing Modifications On-Line Learning & Development Programme • Meets and completes competency tasks • Completes three EMS Service Requests under supervision of a credentialed complex housing assessor. • Attends a Ministry of Health 	<ul style="list-style-type: none"> • Observes assessor practice • Provides feedback and requests changes as required • Reviews three EMS Service Requests completed by trainee assessor and submits (counter signed) • Signs off competency tasks • Completes on-line declaration supporting the Occupational Therapist's application 	<ul style="list-style-type: none"> • Submits application for credentialing to Enable New Zealand • Ensures supervisor has completed the on-line declaration supporting the application 	<ul style="list-style-type: none"> • Continues professional development activities • Meets on-going requirements to complete a minimum of three assessments per year as verified by the employer • Applies to be re-credentialed every three years meeting the MOH training and development criteria.

¹ Assessments for minor housing modifications can be undertaken by Occupational Therapists who are Approved Assessors for Basic Housing Modifications. Basic Housing Modifications include, but are not limited to, external and internal hand rails, internal door widening, lever taps and threshold ramps.

approved housing workshop			
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Competencies have been framed to reflect the focus for the assessment is on the person's need, how these can be met in their home environment; exploration of options and then how the home environment may be modified to meet needs and ensuring these needs are met. Information regarding use of the EMS prioritisation tool and making Service Requests can be found on the Ministry of Health website <http://www.nsfh.health.govt.nz/apps/nsfl.nsf/pagesmh/522>



Description	Competencies Required	Demonstrated by
Assessment of the person's needs and options		
<p>Works with the person to assess:</p> <ul style="list-style-type: none"> • their needs, goals and desired outcomes (current and future), and • their formal and informal support arrangements, and • the longer term impacts and implications of the person's disability, and • the options including alternatives to MOH EMS funded modifications. 	<ul style="list-style-type: none"> •Assesses the person's physical, social, cultural and support aspects of their life and their family/whanau and support people, understanding their expectations for their home environment e.g. cultural beliefs and customs practiced within the home •Has a good knowledge and networks with local agencies and resources, and can make collaborative decisions about referrals to other agencies/resources as appropriate •Understands the Ministry of Health operational policy, EMS prioritisation tool and requirements for collaboration with NASC. •Able to 'broker' with the person, family/whanau, NASC and other relevant agencies to identify all options (including alternate options which may or may not include EMS funded housing modifications). •Understands the range and implications of ergonomic factors and barriers for a person to achieve what they need to be able to do. •Understands the longer term implications of the person's disability and the impact on their ability to benefit from the changes to the home environment for the long (2-3 years) term. Areas of knowledge include (and are not limited to): 	<ul style="list-style-type: none"> • Facilitates assessment interviews using effective assessment and communication skills, and reflecting a holistic and person centred approach. • Shares knowledge and discusses issues with the person, family/whanau and their carers. • Identifies the need for early collaboration with NASC. • Assessment considers the longer term impacts of the person's disability and ability to benefit for 2-3 years (in terms of MoH EMS funded supports). • Fully explores alternative options such as equipment, formal and informal support arrangements. • Where EMS funded housing modifications are indicated, ensures the person, family/whanau and carers understand the MoH EMS funding criteria and processes (e.g.

	<ul style="list-style-type: none"> • Degenerative disabilities • Ageing • Developmental needs including growth • Changes in disability status, such as size or mobility • Transitions, eg young person leaving family home, older person going into residential care • Understands the person's assessed needs and is able to articulate this within the context of EMS eligibility and access criteria to the person, their family/whanau or support people. Specific knowledge required: <ul style="list-style-type: none"> • Ministry of Health eligibility criteria • Criteria for access to equipment and housing modifications 	<p>income and cash asset testing) and likely timeframes to provide the service if approved.</p>
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Description	Competencies Required	Demonstrated by
Assessment of the house/home environment and options		
<p>Assess the person's house/home environment:</p> <ul style="list-style-type: none"> • Including barriers to the achievement of identified goals, and • Potential options. 	<ul style="list-style-type: none"> • Understands the range and implications of design or environmental features which may impact on potential modification solution/s now or in the future. • Understands the parameters of equipment/assistive devices and supports to improve the person's mobility and activities of daily living. Can identify the relationship with or impact on potential external and internal modifications. • Understands the parameters and specifications of the potential modification solutions, e.g. handrails on stairs, ramp, level access shower, low rise lift, etc. • Understands building standards that are general to all homes and their influence on the proposed solution, eg standard heights of steps, handrails on one side of stairs, path gradients, doorway widths, sanitary services, laundry and toilet facilities within the footprint of the home etc. • Able to assess, measure and record environmental factors. 	<ul style="list-style-type: none"> • Can identify and communicate potential options and barriers within the home environment to the person, family/whanau and carers (including other relevant agencies). • Can discuss and explore implications and environmental barriers and options, now and for the longer term including future living arrangements. • Can clearly document environmental factors/risks which may impact on the outcome of the modification options. • Can accurately complete and record assessment, including sketch plan, measurements and description of existing situation and proposed solution.

Description	Competencies Required	Demonstrated by
Proposed plans for Housing Modifications		
Scope, refine and document plan for potential housing modifications	<ul style="list-style-type: none"> • Understands how to scope and develop proposed plan for modifications including sketch plan and specifications etc. • Can demonstrate a match between parameters of the proposed solution and the assessed need and outcome to be achieved. • Understand the roles of the EMS Assessor, EMS Advisor, EMS Housing Advisor, and others e.g. Builder, Consultant. • Can work collaboratively with EMS Advisor, EMS Housing Advisor and other consultants to refine and confirm match between proposed option and assessed need. • Can critique 'builder or consultant' drawings to ensure the match between assessed need, parameters and specifications of proposed solutions and the outcome to be achieved. 	<ul style="list-style-type: none"> • Uses all information to develop practical options and a design brief that recognises the person's goals and environmental barriers and options. • Works collegially to test and refine the plan. • Provides a clear and full design brief for proposed modification.

Description	Competencies Required	Demonstrated by
Types of Housing modifications		
<p>Able to understand the indicators and implications of complex solutions. For example:</p> <ul style="list-style-type: none"> • Ceiling tracking hoists • Stair chair or stair platform lift • Kitchens • Bathrooms with multiple changes 	<ul style="list-style-type: none"> • Identifies the proposed modification in terms of the types of housing modifications, and follows the appropriate processes to manage the application. • Has product knowledge including the limitations, risks and opportunities for various housing modifications. • Understands the parameters of the solution e.g. the weight limits and platform size for low rise lifts. 	<ul style="list-style-type: none"> • Proposed modification is appropriate to the person's assessed needs.

including Wet Area Shower		
Able to understand the indicators for behavioural needs.	<ul style="list-style-type: none"> • Has broad understanding of functions of behaviour and principles of behaviour supports. • Able to use a cross agency team approach to planning and proposal development for housing modifications. • Understands and can refer to Restraint Minimisation and Safe Practice Standards. • Understands Ministry of Health policy and requirements related to behavioural needs. • Collaborates with NASC, Behaviour Support Services and other specialist services. 	<ul style="list-style-type: none"> • Links with appropriate specialist services to ensure coordinated planning. • Appropriate and safe use of housing modifications. • Follows Ministry of Health policy related to supporting people with behavioural needs.



Disability Support Services – Equipment and Modifications

Employer Declaration

Complex Housing Modifications

APPLICANT DETAILS

Full name	
Accreditation Number	
Organisation	
Email Address	
Phone Number	

EMPLOYER/SUPERVISOR DETAILS

Full name	
Accreditation Number	
Organisation	
Email Address	
Phone Number	

DECLARATION QUESTIONS

1	I have discussed the content of the EMS Core Module with the applicant. I am satisfied that the applicant has a good understanding of the EMS Core Module
2	I have discussed the content of Module 1 – Coordinating the Housing Modification Process with the applicant. I am satisfied that the applicant has a good understanding of this module.
3	I have discussed the content of Module 2 – Housing Modifications – Setting Expectations with the applicant. I am satisfied that the applicant has a good understanding of the content of this module.
4	I have discussed the content of Module 3 – Housing Modifications – Making Informed Recommendations with the applicant. I am satisfied that the applicant has a good understanding of the content of this module.
5	I have supported the applicant to submit three Service Requests for Complex within the last 12 months. I am satisfied that the applicant has demonstrated good assessment, communication, documentation and problem solving skills for submitting EMS Complex Housing Modifications.
6	I confirm that the applicant has completed all competency requirements. I have determined that the applicant has demonstrated the competencies to be credentialed in Complex Housing Modifications and has completed a Ministry of Health Complex Housing Modification workshop.
7	When proposing a plan for housing modifications, the applicant works collaboratively with the EMS Advisor and other consultants to refine and confirm the match between the proposed option and the assessed need.
8	When determining the type of housing modifications required, the applicant identifies the proposed modifications in terms of the types of housing modifications, and follows the appropriate processes to manage the Service Request.

This is a sample document and the Employer Declaration for the credential will need to be completed by the Employer/Supervisor via [EMS Assessor Online](#).

26 March 2015

