

Organisational branding

[The HOUSING PLAN GUIDE will assist you to complete this template
summerfoundation.org.au/resources/how-to-write-a-housing-plan-guide

When you are completing the template, type inside the brackets and delete the instructions]

Date of report:

[Type here]

Author:

[Type here]

Contact details: [Type here]

Organisation:

[Type here]

Purpose:

[Type here]

The person:

Name: [Type here]

Date of birth: [Type here]

Gender: [Type here]

Relationship status: [Type here]

NDIS participant number: [Type here]

NDIS plan commencement date: [Type here]

Phone: [Type here]

Email: [Type here]

Address: [Type here]

Contact person and preferred method of communication:

[This may be the person you're working for or they may have an NDIS nominee or guardian in place.]

[Type here]

Table of contents:

[After you have completed this template, go to 'Insert' in your toolbar and choose – 'Index and tables' then choose – 'Table of contents']

The person

[The person should introduce themselves to the SDA Panel]

[Type here]

Housing

[The person should briefly explain their housing history and current housing and support arrangements]

[Type here]

[Their goals, objectives and aspirations:

- Their preferred living arrangement and why
- Their preferred location
- Whether they want to live with others or alone
- Their preferred type of home, number of bedrooms etc]

[Type here]

Background information

[The person, in the person's own words, should briefly outline their:

- Interests
- Life roles (parent, worker etc)
- Informal supports and social connections
- Community participation/work/study
- If they have an acquired disability, tell the panel about their previous life and goals to restore it]

[Type here]

Primary disability

Diagnosis: [Type here]

Impact of disability on:

- Communication: [Type here]
- Mobility: [Type here]
- Self-care: [Type here]
- Self-management: [Type here]
- Cognition: [Type here]
- Behaviour: [Type here]
- Other: [Type here]

Secondary disability and other health conditions

[Type here]

SDA Rules 2020 - Eligibility to receive support for specialist disability accommodation

[Assessment of SDA eligibility]

[Refer to allied health assessments to determine relevant eligibility pathway (i.e. **extreme functional impairment** or **very high support needs**) for the person you're working for.

Delete the pathway that is not relevant for the person you are working for.]

[Only complete the below section for a person with an 'extreme functional impairment']

SDA Rule 12. 1. (a) Extreme functional impairment

[Provide evidence from allied health professionals of the person's extreme functional impairment and/or extremely reduced psychosocial functioning, even with home modifications and or assistive technology, for any of the following domains:]

- Mobility: [Type here]
- Self-care: [Type here]
- Self-management: [Type here]
- Other: [Type here]

SDA Rule 12.1. (b) High need for person-to-person supports

Quoting from an allied health report, explain how SDA would be effective and beneficial having regard to current good practice to the extent that that it would support the person's functional capacity in the following ways...

[Type here]

[Only complete the below section for a person with 'very high support needs']

SDA Rule 13.1 (a) or 13.1 (b) (i) or (ii) Very high support needs

[Quoting from an allied health report, describe the impact of the person's current and recent, if relevant, living arrangements on their long-term housing and support needs.]

[Type here]

[Quoting from allied health reports, incident reports and various other sources describe the need for person-to-person supports, either immediately available or constant, for a significant part of the day, and either]

[Identify any risks associated with their current living arrangements e.g. informal supports aren't sustainable; they're living with ageing parents or, the person poses a risk to self and or others. Provide evidence from positive behaviour support reports, indecent reports, carer's statements]

[Type here]

SDA Rule 14. When a participant meets SDA needs requirement

[Quoting from various sources, communicate the outcome of appropriate housing and support for the person e.g. An SDA response in combination with other supports would be likely to better assist [insert the person's name] to pursue [insert their relevant goals, objectives and aspirations] in their NDIS plan.]

[Quoting from various sources, communicate the outcome of SDA housing and support for the person on the impact of their impairment and functional capacity and whether there are opportunities to build capacity and skills, in the medium or long-term. Compare with a non-SDA response.]

SDA represents better value for money: [Type here]

Would improve the person's life stage outcomes: [Type here]

Provide the person with opportunities to share supports: [Type here]

Discuss the limitations of the person's informal support network: [Type here]

For a person with **extreme functional impairment**, how would SDA promote continuity of supports: [Type here]

For a person with **very high support needs**, how would SDA reduce future support needs: [Type here]

For a person with **very high support needs**, how would SDA provide opportunities for sharing supports with others [Type here]

Summary of the person's support needs

[Type here]

SDA Rules 2020 – Division 3—Design, type and location of specialist disability accommodation

SDA Rule 16 Building type

Most appropriate building type

Also read SDA Rules 2020 **Schedule 1—SDA building types**

[The person’s housing preferences and the reasons behind them, how they align with their goals and aspirations. The features of the person’s preferred building type that would maximise their independence. Include relevant evidence from an allied health report.]

[Type here]

[Explain why the proposed support model reduces or mitigates the risks to the eligible participant and others. Include relevant evidence from an allied health report.]

[Type here]

Explain how the proposed building type would facilitate social and economic participation

[Explain how the building type would help the person engage in the life of the household and community]

[Type here]

[Discuss building type in relation to the person’s ability to share with others and build relationships. Include relevant evidence from an allied health report.]

[Type here]

Support model

[Describe the support model, relative to the SDA building type, that is most suitable for the participant including whether they need person-to-person supports to be immediately available or constant.

[Explain why the proposed support model represents value for money. Include relevant evidence from an allied health report, support provider reports]

[Type here]

[Type here]

SDA Rule 17 SDA Design category

Also read SDA Rules 2020 **Schedule 2—SDA design categories**

[How will the design alleviate the impact of the person’s impairment on their daily functioning, enhance their skills development, increase the benefit of other supports. Include relevant evidence from an allied health report.]

[Type here]

SDA Rule 18 Location of specialist disability accommodation

[Provide an outcome focused summary communicating housing history:]

- Current housing situation and any identified risks: [Type here]
- Housing history, what’s worked/not worked and why: [Type here]

[Insert the person’s name] preferred location, building type and occupancy arrangement would:

[Facilitate their social and economic participation, including: engagement in the household and community; building relationships; facilitate or sustain informal supports, community and cultural connections; improve life stage outcomes, mitigate risk and provide a long-term benefit.]

[Type here]

[Alleviate the impact of their impairment on their daily functioning, enhance their skills development, increase the benefit of other supports.]

[Type here]

[Develop their skills to live in a mainstream housing option and facilitate access to mainstream supports.]

[Type here]

[Give the reasons behind their preferred location and how it relates to their housing history, current housing or future aspirations.]

[Type here]

Equipment and assistive technology

[Insert the person’s name] currently uses the following equipment:

[Type here]

[Insert the person’s name] has been prescribed the following equipment and assistive technology by [insert name of prescriber and reference report]:

[Type here]

SDA Rule 20 Support coordination

[Provide the SDA Panel with a detailed transition plan with appropriate support coordination, allied health and other capacity building support hours to assist the person to successfully transition into SDA with a sustainable mix of NDIS and mainstream supports.]

[Type here]

Summary

[Provide a brief, strengths based, outcome focused summary of how the person's preferred housing and support arrangement would assist them to exercise choice and control in pursuit of their goals.]

[Type here]

List of appendices

By: [Author, date, *Report name*]

[Finalising this template]

[*In section 'SDA Rules 2020 - Section 12, 13 Eligibility for SDA and meets SDA requirement*)]

If you have completed *Rules 12*, then delete *Rules 13*

If you have completed *Rules 13* then delete *Rules 12*

Delete all other instructions in this template [text inside square brackets].

Go back to page 2 and insert your table of contents where indicated

From the Microsoft Word toolbar go to 'Insert'

Select 'Index and tables'

Select 'Table of contents'

Select '1' in the 'Show levels' drop down (will show Heading 1 only)

Select 'OK'

Save your template as 'Insert name' Housing Plan