

Organisational branding

[The HOUSING PLAN GUIDE will assist you to complete this template

<https://www.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 2016 - Part 3 Eligibility for SDA

[Assessment of SDA eligibility]

[Refer to allied health assessments to determine relevant eligibility pathway for the person you're working for. Delete the pathway that is not relevant for the person you are working for.]

[Only complete this section for a person with an 'extreme functional impairment and requires an SDA response'.]

SDA Rule 3.5 (a) Extreme functional impairment

[Provide evidence from allied health professionals of the person's extreme functional impairment and reduced capacity, 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 3.5 (b) High need for person-to-person supports

[Quoting from an allied health report, explain how SDA would assist the person to pursue their goals, objectives and aspirations.

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]

SDA Rule 3.6 The outcome of funding SDA for the person

[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...]

[Type here]

SDA represents better value for money: [Type here]

Would promote continuity of supports: [Type here]

[Only complete this section for a person with 'very high support needs most appropriately met by an SDA response']

SDA Rule 3.7 (a) or (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]

[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.]

[Type here]

SDA Rule 3.8 The outcome of funding SDA for the person

[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...]

[Type here]

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 and takes into consideration the limitations of the person's informal support network: [Type here]

Summary of the person's support needs

[All housing plans should provide this brief introduction to the SDA Rules Part 4 below.]

[Type here]

SDA Rules 2016 - Part 4

SDA Rule 4.3 Design category & 4.4

[Type here]

SDA Rule 4.5 Building type

[Type here]

SDA Rule 4.6 (a) & (b) Most appropriate building type for the person

[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]

SDA Rule 4.7 Most appropriate support model for the person

[The support model most appropriate 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.]

[Type here]

SDA Rule 4.8 Determining the location and 4.9 The most appropriate location for the person

[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 4.11 Currently residing in SDA

[Where the person is currently residing in SDA, provide details of any discrepancies between their current housing and support needs and their funding.

If the person has a conditional offer from an SDA provider, provide details of the offer and any assistive technology that needs to be funded to support the person to move in.]

[Type here]

SDA Rule 4.12 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 2016 - Part 3 Eligibility for SDA':

If you have completed *Rules 3.5* and *3.6* then delete *Rules 3.7* and *3.8*.

or

If you have completed *Rules 3.7* and *3.8* then delete *Rules 3.5* and *3.6*.

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]

