



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Stockport Metropolitan Borough Council

Major Adaptations Policy

2011

Introduction

This policy sets out Stockport Council's approach to the assessment and delivery of major adaptations. The principles of needs assessment outlined apply equally to applicants in all tenures including the private owner-occupied and rented sector, tenants of housing associations and tenants of the Council's Arms Length Management Organisation – Stockport Homes.

Aim of the Policy.

The purpose of this policy is to provide a consistent, fair and equitable approach for the provision of major adaptations across all housing tenures. By doing this the Council will help disabled people in Stockport to live independently, comfortably and safely in their own home for as long as possible through the provision of appropriate adaptations.

Legislative Background.

The provision of major adaptations using Disabled Facilities Grants (DFGs) is covered by the Housing Grants, Construction and Regeneration Act 1996, as amended. (The 1996 Act). A DFG is a mandatory grant which means that a grant must be approved for a range of purposes, though eligibility for a grant is subject to a means test and a valid grant application being submitted with all qualifying conditions being met.

Grant will be provided if the Council is satisfied that the relevant work is (a) necessary and appropriate, and (b) reasonable and practicable having regard to the age and condition of the property to be adapted. These terms are not defined in the 1996 Act but are examined further in the Property Test section below.

The test to be applied is an objective one and must distinguish between desirable and legitimate aspirations or preferences of an individual and what is actually necessary.

The DFG is tenure blind. Disabled people living in properties managed by Housing Associations are able to apply for a DFG in the same way as owner-

occupiers and private tenants. However, Housing Associations who are party to the Stockport Housing Partnership re-imburse the Council at the end of each financial year in accordance with the current Partnership Agreement.

Disabled people living in properties managed by Stockport Homes are eligible to apply for a DFG under the above legislation but in practice this would be unnecessary as the funding of major adaptations for them is provided from within the Housing Revenue Account and in accordance with the management agreement between the Council and the ALMO. Full details of the Adaptations Policy of Stockport Homes are contained in their 'Adaptations Policy Document' (see Appendix 1).

Supplemental to this statutory responsibility the Council is also able to provide funding for major adaptations using its discretionary powers provided by the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. This is outlined in the Council's Private Sector Housing Investment and Assistance Policy. The Council also has other legal obligations and duties to people with disabilities which may require the Council to provide assistance outside the DFG framework under, for instance, the Children and Young Persons Act 2008 and the Children's Act 1989.

Definition of a Major Adaptation

For the purposes of this policy a major adaptation is defined as one costing over £500. This policy does not comment on the provision of adaptations costing less than £500 (minor adaptations) which are provided by Service for People for residents living in the private sector, and by landlords for residents living in the social rented sector.

Assessment process for all disabled residents

To ensure consistency and fairness of approach, all residents requesting help from the Council to adapt their home will follow the same assessment and prioritisation process and have the same conditions applied.

Requests for assistance are made in the first instance to the Contact Centre. Staff there will determine the type of assistance required and prioritise into one of three categories:-

- EAAT 1. Straight forward case requiring assessment by an Equipment and Adaptations Officer (EAO). These decisions are scrutinised and moderated by a Team Manager/ Acting Team Manager, Disability Services, Adult Social Care, on a daily basis
- EAAT 2. More complex case requiring Occupational Therapist (OT) input. The Duty Occupational Therapist will prioritise for OT assessment on a daily basis
- EAAT 3. Equipment only required. No further assessment necessary

Eligible needs are determined according to the level of threat to independent living, including the likely risks and consideration of the disabled person's needs which are likely to increase over time. In effect, a major adaptation will only be considered where there is no alternative, such as the provision of pieces of equipment, carer support or re-housing.

An assessment of needs will be carried out by an Occupational Therapist (OT) or an Equipment and Adaptations Officer (EAO). Where a need for a major adaptation is identified as a result of this assessment, the case will be taken before either a Panel, (cases valued over £7000), or to a Disability Services Team Manager, (all other cases), for a decision to be made on whether the adaptations recommended by the assessing officer would be appropriate for consideration for funding as a major adaptation. In cases where agreement has not been reached by the Panel or the Disability Services Team Manager, the case will be referred to the Operational Managers meeting for a final decision. Subject to the appropriate approval, disabled residents (other than tenants of Stockport Homes) will then be invited to apply for a DFG or discretionary form of assistance, as relevant.

Prioritization of Need

The administration of major adaptations is a demand led service and this can place pressures on capital programmes or officer capacity from time to time. In such circumstances an Assessment Framework is used to determine the order in which cases are progressed through the DFG application process. When necessary, a waiting list will be implemented and priority will be given to residents in the highest priority category first.

The prioritisation process applies to all residents irrespective of their tenure.

Following completion of the assessment process, residents who would benefit from a major adaptation as determined by an OT/EAO will be placed into a prioritisation category depending on their urgency of need and risk of harm to the disabled person or their carer without the adaptation(s) being carried out. The priority categories are as follows-

- (1) Immediate
- (2) High
- (3) Low

Whilst recognizing the need to prioritise the most urgent cases, the Council also recognizes the need to ensure that all residents who have been assessed as needing a major adaptation do not have to wait for an unreasonable length of time. Whatever priority category someone is placed in they will not be asked to wait to apply for a DFG, or to have their case progressed by Stockport Homes, for more than 6 months following receipt of a recommendation for a major adaptation by the Planning and Strategic Housing Service /Stockport Homes, as relevant.

The Assessment Framework used for determining the appropriate category is set out in Appendix 2.

Funding the cost of the adaptation.

The cost of a major adaptation may be funded by one or more of the following-

1. A DFG.
2. Funding from Stockport Homes.
3. Discretionary assistance in accordance with the Council's Private Sector Housing Investment and Assistance Policy
4. From a resident's own resources.

Amount of Assistance

The Disabled Facilities Grants and Home Repair Assistance (Maximum Amounts and Additional Purposes), (England) Order 2008 (SI 2008 No 1189) July 2008 places a limit of £30,000 on the amount of mandatory DFG payable. In exceptional circumstances, where the cost of the proposed works exceeds £30,000, the Council may be able to provide additional, discretionary, financial assistance outside the mandatory DFG framework.

Means testing

The availability of a DFG is subject to a valid grant application being made which includes completion of a statutory and obligatory test of resources laid down by the Secretary of State. The test is applied to the resources of the disabled person and their partner, if relevant, and will determine if the grant applicant will be required to contribute towards the cost of work. In some cases the test will determine that a grant cannot be offered.

Where a DFG application is made for a disabled person under the age of 19 years old there is no requirement to means test the grant applicant. (Statutory Instrument SI1996/2890 as amended by SI 2005/3323).

As funding to adapt the homes of Stockport Homes tenants is provided by the Housing Revenue Account and not through DFG provision, tenants are not

subjected to a financial assessment and the extent of adaptations funded is determined in accordance with Stockport Homes Adaptations Policy.

(Appendix 1)

Right to Control: Trailblazer

Stockport Council is one of five Local Authorities making up the Greater Manchester Right to Control (R2C) Trailblazer Area. The project is intended to give disabled people more choice and control about how funding streams they are entitled to are used for their benefit. The DFG is one of the 6 funding streams being tested. Eligibility for a DFG and the grant application process are unaffected by the project. Grant applications for disabled private renting tenants and disabled children under the age of 18 years are not included in the project.

Repayment of Disabled Facilities Grant

Generally there is no requirement to repay a DFG. However with effect from the 22nd of May 2008 the Secretary of State for Communities and Local Government gave consent to Local Authorities, in some circumstances, to demand repayment of the Disabled Facilities Grant. The Council is able to place a restriction on the deeds to the property or register a local land charge where the cost of the DFG exceeds £5,000. The charge is only exercisable on that element of a DFG over £5000 and is limited to a maximum charge of £10,000. The restriction or charge will be valid for 10 years from the date of practical completion of the DFG work and will be triggered if the adapted property is disposed of within that timeframe.

In accordance with the Council's published Private Sector Housing Investment and Assistance Policy 2011, it has been decided that each case will be considered on its merits but will only apply to adaptations which have involved an extension. The reason for this policy decision, is that extensions will cost in excess of £5,000 and, are highly likely, in the opinion of the Council, to have increased the value of the property. This will be made clear to applicants

during the application process at the earliest opportunity and owners will be asked to agree to this condition at the point of grant approval.

Additional Sources of funding (owner occupiers only).

Subject to the availability of funds the following discretionary forms of assistance may be provided in accordance with the Council's Private Sector Housing Investment and Assistance Policy.

a) Home Repair Assistance (owner-occupiers only). Top up Assistance to assist with the costs of an adaptation scheme where costs exceed the mandatory maximum DFG of £30,000.

b) Non-mandatory works assistance. To assist with any non-mandatory work, if in the view of the Council, it is of clear benefit to the disabled person.

c) Alternative Accommodation Assistance. To facilitate a move by the disabled person to a property more suited to their needs.

The above forms of assistance will be funded by a Home Repairs Assistance Grant, subject to an applicant meeting all the qualification criteria. They are not applicable to tenants of Stockport Homes. Any grant offer will be secured against the adapted property and will be repayable in full when the property is disposed of, or is no longer the main residence of the disabled person for whom the assistance was provided.

Notional Allowances (Owner Occupiers only).

In some circumstances it may be possible for applicants who have qualified for a DFG to use the grant funding for different adaptations than those proposed by the Council provided that the alternative adaptations meets their assessed need.

An example of the above would be a disabled person who has been assessed as needing level access bathing facilities. The Council would

generally propose to facilitate this by recommending that the existing bathroom is adapted. The disabled person may prefer to address their needs through a different scheme of work, e.g. a downstairs extension for a bathroom incorporating a level access shower. In this instance it may be possible for the grant applicant to use their DFG towards the cost of the larger scheme of work.

Use of the DFG for this purpose will be subject to the following criteria-

- The proposed works meet or exceed the assessed need of the applicant.
- The applicant has consulted with the Occupational Therapist who carried out the assessment of need to ensure that the proposed works are acceptable and the Occupational Therapist has confirmed to the Strategic Housing Service, in writing, that this is the case.
- Any additional costs are met by the applicant.
- Payment of grant will only be made on satisfactory completion of all the works.

Property Tests

These tests are specifically applicable to a DFG but it is proposed for consistency and fairness that they be applied for the provision of all major adaptations.

The property tests in the 1996 Act state that:-

- It must be reasonable and practicable to carry out the relevant work, having regard to the age and condition of the building
- If the property is unfit, to decide if it is reasonable and practicable to carry out the work
- In the case of adaptations to common parts, that the common parts are in good repair, that it is reasonable and practical to do the relevant work, and that the grant applicant has the power or duty to carry out the works.

For these reasons it will not be deemed reasonable or practicable to install a lift in a communal stairway serving walk up flats, maisonettes or two storey or higher houses in multiple occupation. In addition, and having regard to concerns about current and future mobility, occupiers of homes above ground floor level with no lift access will not be eligible for any major adaptations that are designed to meet physical disability limitations (for example a level access shower), unless there is direct private access to the home from ground level and all other property tests can be met.

As a general principle the Council will seek to make best use of the existing dwelling to meet the needs of a person with a disability to ensure the most cost effective use of limited public resources. This means that the Council will consider all rooms as being suitable for adaptation e.g. using a dining room as a bedroom. The only exception to this will be the principal family living room (although large 'through' living rooms may be split), the main family bathroom and the kitchen. In these three rooms, adaptations may be carried out but the essential purpose of the room will remain unchanged.

Access to Gardens

In accordance with the Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008 No 1189 which came into force on the 22nd May 2008, access to gardens is now a specific purpose for entitlement to a mandatory DFG. Access may include:

- (a) Facilitating access to and from a garden by a disabled occupant, or
- (b) Making access to a garden safe for a disabled person.

Government chose not to provide specific definitions but left interpretation to Councils. Given the very varied nature and landscaping structure of gardens it is extremely difficult to offer an exhaustive list of potential adaptations to a garden but the following is provided as an indication of the type of works that are likely to be considered reasonable and practicable:

- Access from a flat to a balcony – this may involve alterations to the doorway.

- Access to a single existing patio area immediately by the house – combined with access to/from dwelling. This may be by a ramp or a step-lift, whichever is the more appropriate
- Access to a garden or yard area shared with others. Where the works are considered reasonable and practicable, any grant will be subject to the applicant having obtained the appropriate agreement/approval from the relevant people who have an interest in the garden e.g. a landlord, freeholders or leaseholders.
- Measures to make access to the garden safe -this might include provision of handrails (subject to the threshold of £500) or replacing paving where existing paving is considered unsafe.

It would not include making a patio area itself safe. Responsibility for this will remain with the property owner.

The following will not be considered as reasonable and practicable and will not therefore be funded:

- Provision of wheelchair accessible paths around the garden
- Provision of a new patio area or access to an existing patio area which is not immediately adjacent to the property.
- Provision of ramps or step-lifts to front **and** back doors where access to the garden can be affected from one or the other door based on provision of one ramp. The only exception to this may be where it is considered more cost effective to offer two points of access.
- Access to washing lines where lack of mobility now inhibits this.
- Access to feed the birds /fish.
- Access to enable the disabled person can continue to manage the garden beds
- Building raised beds

Provision of access to cooking facilities

S23 (1) (h) of the 1996 Act allows for the provision of adaptations to kitchens for “facilitating the preparation and cooking of food by the disabled occupant”. The adaptation of a kitchen will normally be for a wheelchair user but it may also be relevant for someone with stature as a disability or (e.g.) very severe

arthritis. Full adaptations will only be considered if the disabled occupant is the main cook. Where the main cook is, for example, the able-bodied parent of a disabled child, only limited alterations would be considered.

The type of work which could be considered as part of a full adaptation includes:

- An accessible sink and draining board.
- A minimum of 1 metre length of work surface.
- Access to a fridge but not a separate freezer.
- Provision of 3no. Accessible 1000mm storage units.
- Extractor fan with accessible operating controls.
- Electrical sockets at an appropriate height – (3 no. double sockets).
- Installation of an accessible hob and oven and connection to the mains utilities but not the purchase of these items.

Partial adaptation of a kitchen for a person who is not the main cook could include access to equipment to enable the preparation of hot and cold drinks and the preparation of light meals (e.g. sandwiches/ microwave meals).

Safety issues -provision of fencing

- Generally speaking the responsibility for the maintenance and repair of a property rests with its owner. For this reason, the Council will not consider it to be a reasonable use of major adaptations funding to replace fencing that is in a poor state of repair or fencing that has been removed because it was in a poor state of repair, even though the provision may directly benefit the safety of a disabled resident. It is anticipated that DFG will typically be used to provide fencing where none exists or to increase the height of existing fencing. In considering the provision of new fencing it may be reasonable to fence only a portion of a garden. Any grant funding for fencing will be subject to the applicant obtaining, if necessary, the appropriate agreement/approval from any relevant people who may have an interest in the land/fence

e.g. a landlord, freeholders or leaseholders, and including that of neighbouring properties where appropriate.

Review of Policy

This policy comes into effect from 1st November 2011 and will be reviewed bi-annually unless there is a change in legislation or guidance which requires an earlier review.

Appendix 1

Adaptations Policy of Stockport Homes are contained in their 'Adaptations Policy Document'

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|  Stockport Homes PEOPLE • HOMES • COMMUNITIES | <h1>Adaptations Policy</h1> | |
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| <p>Aim of the Policy</p> <p>“To enable council tenants to maximise their independence and quality of life by the provision of appropriate adaptations”</p> <p>Stockport Homes is committed to ensuring that tenants and their immediate families who experience health problems and / or have disabilities can continue to live safely and independently within their own homes. In order to meet this commitment Stockport Homes will provide adaptations in line with the Housing Grants, Construction and Regeneration Act 1996. Stockport Homes will also ensure that the resources available are focused on meeting need in the most efficient and effective way.</p> <p>Service Objectives</p> <ul style="list-style-type: none">• Provide an efficient, consistent and timely Adaptations Service• Provide a range of minor and major adaptations to assist tenants to remain safe and comfortable and maintain their independence within their own homes• Assist those in need of adaptations to make informed choices about their | |
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housing options, facilitating transfers to more appropriate accommodation where required

- Ensure that, where practicable, available adapted properties are reallocated to those that most need such
- Comply with legislative and regulatory requirements and good practice
- Aim to ensure that all new developments are built to lifetime homes standards and that wherever possible a proportion of wheelchair accessible properties are developed on any new developments

Legal and Regulatory Framework

- Chronically Sick and Disabled Persons Act 1970 – Requires Local Authority Social Care Departments to assess and assist people with disabilities to obtain aids and adaptations to make their home suitable for their needs
- Housing Grants, Construction and Regeneration Act 1996 – Provides for Disabled Facilities Grants (DFGs) for carrying out works that are “necessary and appropriate to meet the needs of a disabled occupant provided that it is reasonable and practicable to carry out the works having regard to the age and condition of the dwelling”.
- Disability Discrimination Act 1995 – Part 3 imposes duties on service providers to make “reasonable adjustments” to services without which it would be “impossible or unreasonably difficult for the disabled person to use the service”. Although these provisions refer to public spaces, Stockport Homes will work within the spirit of the DDA in creating accessible homes for all its residents.

Funding & the Disabled Facilities Grant (DFG)

The provisions covering mandatory Disabled Facilities Grant (DFGs) are detailed in the Housing Grants, Construction and Regeneration Act 1996, as amended by the Regulatory Reform (Housing Assistance) Order 2002.

The Housing Grants, Construction and Regeneration Act 1996 states that Disabled Facilities Grants must be given to provide facilities deemed necessary and appropriate to meet the needs of the disabled person.

Households living in council properties managed by Stockport Homes are eligible to apply for a DFG, but in practice this would be unnecessary as funds are provided within the Housing Revenue Account (HRA) for adaptations to council homes. Therefore means testing for council tenants, where HRA funds are used, is not mandatory, and longstanding practice in Stockport has been not to apply a means test to council tenants.

The Adaptations budget is set on an annual basis and covers all aspects of delivering the service including the provision of a range of minor and major adaptations and staffing costs. Provision is also made within other budgets for the

annual servicing, maintenance and repair of adaptations.

Definitions

Equipment – Any equipment provided by Social Care under Fair Access to Care criteria which is not a permanent fixture to the property

Adaptation – An alteration to the property which aids the person who has a health problem and / or disability

Minor Adaptation – An adaptation which costs less than £500 and requires little technical involvement e.g. grab rails, lever taps. Minor adaptations can be requested directly by Stockport Homes Adaptations Officer or SMBC's Equipment and Adaptations Officers

Major Adaptation – An adaptation which costs over £500 and requires technical involvement in assessing the feasibility and sustainability of an adaptation within a property e.g. level access shower, stairlift. All major adaptations require an Occupational Therapist assessment and recommendation.

Stockport Homes will ensure that the funds provided for Adaptations are spent in the most appropriate and efficient way possible. In order to facilitate such, cost thresholds have been set which detail the processes and authorisations required for adaptations over certain values. (See Adaptations Procedure).

Assessment Process

If a tenant requires a major adaptation an assessment will be undertaken by an Occupational Therapist who will recommend the type of adaptation required and assess the person's priority for such. Prioritisation is based on the needs of the individual and any existing health and safety risks to the individual and / or their carer. The categories of need are immediate / high / low. Stockport Homes will deliver adaptations in line with the prioritisation awarded by the Occupational Therapist and a three tier target system which mirrors these categories has been implemented.

Exclusions

Stockport Homes will not adapt a property when:

- The property is not managed by Stockport Homes
- The tenant is already seeking to move or transfer to more suitable accommodation, although minor adaptations may be provided to assist if appropriate
- A "right to buy" application has been submitted (However requests for equipment and / or advice and support will be referred to Social Care)
- The requirements of the Property test are not met (See below)
- Where the adaptation is costly and appropriate, alternative accommodation has been offered as an alternative.

Right to Buy Requests

Once a tenant has completed a Right to Buy request they will not be eligible for either existing adaptation works to be carried out by Stockport Homes or to apply for an adaptation. They must wait until their purchase has been completed before seeking any adaptation work. An application should then be made via the Disabled Facilities Grant (DFG) process through Adult and Community Services. This will not affect the assessment process.

Property Test

Occupiers of properties which are above ground floor without lift access will not be eligible for major adaptations unless there is a direct private access to the home from the ground floor. In such cases tenants will be supported to explore alternative housing options.

Rehousing

Assistance will be offered to households whose current home is unsuitable for major adaptations. Where only extensive, costly adaptations will meet the particular needs of a household, rehousing options will be pursued in all instances.

Any decision to seek re-housing will be kept under review and will, if necessary, be presented to the Operational Panel every 4 months.

Adapted Property Register

All adaptation work completed on a property will be recorded on the Northgate Housing Management System. This information will be used to ensure future allocations are made to applicants requiring such adaptations wherever practicable.

Properties with minor adaptations and / or one major adaptation will be placed on the Homechoice advert. This will enable households requiring such to proactively exercise choice about where they wish to live and will ensure that the process is open and transparent. All applicants on the Housing Register can apply for such, however priority for allocation will be given to those on the Adapted Property Register.

Properties which have numerous major adaptations or are fully wheelchair accessible will be allocated via an Adapted Property Panel attended by representatives from Stockport Homes, Social Care and Health. This Panel will allocate properties by matching the property available with the household most in need of such.

Capital Programme

Where possible Stockport Homes will install adaptations at the same time as Decent Homes Work is being carried out in order to minimise disruption to the customer. If on surveying a property for Decent Homes work the customer reports a need for an adaptation the surveyor will refer such to the Adaptations Service who will arrange an assessment by Social Care if required.

Contractors

Only Stockport Homes approved contractors will carry out adaptations to council properties. These will be closely monitored by a member of staff from the Technical Services Directorate to ensure the work meets the required standard, complies with the Occupational Therapist's recommendation and takes the residents needs into account.

Servicing and Maintenance

Stockport Homes is responsible for the servicing and maintenance of all adaptations.

Recycling

Where possible Stockport Homes will recycle and reuse adaptations that have become redundant in their current property, e.g. stairlift

Customer Focus

Stockport Homes will:

- Provide residents with general advice and guidance about Adaptations
- Ensure residents are kept informed about the progress of their adaptation

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| <p>throughout the process</p> <ul style="list-style-type: none"> • Project manage all adaptations work through to completion • Survey customers on their satisfaction with completed works • Publish information about the service on our website, in the Customer Handbook and in leaflets and newsletters • Promote the service via events such as Area Forums, Focus Groups, Sheltered Housing events etc • Consult our customers on all aspects of service delivery <p>Review of the policy</p> <p>The policy will be reviewed on a bi-annual basis or in line with legislative or regulatory changes</p> | |
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Appendix 2

Stockport Metropolitan Borough Council. Major Adaptations Service, Prioritisation Assessment and Pointing System, **January 2011**



Stockport Metropolitan Borough Council

Major Adaptations Service

Prioritisation Assessment and Pointing System

January 2011

Assessment Section One: Autonomy – Mobility Aspects

Internal Access In and Around the Home

| Immediate | High | Low | Not Eligible |
|---|--|---|--|
| <ul style="list-style-type: none"> •Unable to access essential facilities e.g. toilet and bedroom without high risk of injury or falls •And there are no suitable, alternative measures in place. | <ul style="list-style-type: none"> •Experiences great difficulty in accessing essential facilities e.g toilet and bedroom without risk of injury •And there are no suitable alternative measures in place. | <ul style="list-style-type: none"> •Able to access essential facilities e.g toilet and bedroom facilities with the assistance of available carers • And provision would facilitate safety and independence. | <ul style="list-style-type: none"> •Able to access essential facilities with appropriate and available carer assistance and provision would not promote independence. |

Negotiating a Flight of Stairs

| Immediate | High | Low | Not Eligible |
|--|---|--|--|
| <ul style="list-style-type: none"> •Unable to negotiate stairs without high risk of injury or falls and there is high risk to carers if providing assistance •And there is essential need to access upstairs bathing and toilet facilities i.e. without access their medical condition could be severely affected. •And there is insufficient room to sleep downstairs. | <ul style="list-style-type: none"> •Experiences great difficulty negotiating the stairs without risk of injury. •And the bathing facilities and flushing toilet are upstairs •And there is insufficient room to sleep downstairs | <ul style="list-style-type: none"> •Unable to, or experiences great difficulty, negotiating stairs •And there is sufficient room to sleep downstairs •And an interim arrangement could be put in place by bringing a bed downstairs and using temporary toilet and washing facilities | <ul style="list-style-type: none"> •Unable to negotiate stairs but there is an available room to sleep downstairs and bathing and toilet facilities exist on the ground floor |

Assessment Section Two: Autonomy – Transfers Aspects

Transfers

| Immediate | High | Low | Not Eligible |
|---|---|-----|--|
| <ul style="list-style-type: none"> •Unable to safely complete essential transfers without the use of hoisting equipment •And the use of a mobile or gantry hoist is impossible or presents unacceptable risk due to individual or | <ul style="list-style-type: none"> •Unable to complete essential transfers without the use of hoisting equipment. •And a mobile hoist is used or could be used but there is risk of injury to service user or carer, or postural problems presented, due to | N/A | <ul style="list-style-type: none"> •A mobile hoist or a standing hoist can be used to assist with transfers •Equipment can be used to assist with a transfer over the toilet such as a glide about or a wheeled shower/ sani chair |

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| <p>environmental factors</p> <ul style="list-style-type: none"> •And/Or the Service User cannot be discharged from hospital or care until the provision of a track hoist is made •And short-term alternative provision cannot be made. | <p>individual or environmental factors</p> <ul style="list-style-type: none"> •There is the potential of breakdown of care in the foreseeable future. | | <ul style="list-style-type: none"> •There is a short term need and a gantry hoist can be used instead. |
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Bath/Shower Transfers

| Immediate | High | Low | Not Eligible |
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| <ul style="list-style-type: none"> •Unable to transfer into existing bathing/showering facilities. •And an acceptable level of personal hygiene cannot be achieved by other available means i.e. carrying out a bed bath or by strip washing. •And where personal hygiene is essential for their health condition •And there is risk of imminent breakdown of situation e.g. requiring admission to Hospital or Residential Care. | <ul style="list-style-type: none"> •Unable to transfer into existing bathing/showering facilities. •And service user is unable to strip wash independently •And there is no Carer to give assistance OR there is a Carer giving assistance to strip wash but they are both at risk of injury or harm OR a Carer is unable to achieve an acceptable level of personal hygiene for the Service User within existing arrangements. •Service User has significant and unmanageable urinary and/or faecal continence issues and needs cannot be met by strip washing. | <ul style="list-style-type: none"> •Unable to transfer into existing bathing/showering facilities. •And is able to strip wash independently or has Carer help to achieve an acceptable level of personal hygiene. •And unable to use existing facilities with the use of equipment and appropriate carer assistance. | <ul style="list-style-type: none"> •There is an available Carer who can assist with the use of bathing equipment •Where there is suitable arrangements in place to meet personal hygiene needs, such as the use of communal facilities. •Where paid Carers are currently meeting personal hygiene needs by strip washing or washing on the bed •And where an adaptation would require more time to complete the task and it is not appropriate to increase the care package. |

Assessment section Three: Management of Daily Routines Aspects

Access to Facilities e.g. sink, light switches, plugs, sockets, knobs, taps and electrical and heating appliances.

| Immediate | High | Low | Not Eligible |
|--|---|--|---|
| <ul style="list-style-type: none"> •Unable to carry out task •And no Carer assistance available •And there is imminent risk of safety, health and independence. | <ul style="list-style-type: none"> •Unable to do majority of tasks •And no Carer assistance available •And risk to safety, health and independence in the near future. | <ul style="list-style-type: none"> •Limited ability but can complete task with some difficulty •And no appropriate Carer assistance available. | <ul style="list-style-type: none"> •There is a Carer or family member who can operate the appliances •Where minor equipment can assist. |

Food and Drink Preparation

| Immediate | High | Low | Not Eligible |
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| <ul style="list-style-type: none"> •Unable to carry out essential tasks such as making a hot/cold drink and simple meals and no Carer assistance available •And severe risk of self- neglect and poor nutrition. •And there are no other options available | <ul style="list-style-type: none"> •Unable to carry out essential tasks such as making a hot/cold drink. simple meal •And no Carer assistance available. •And there are no other options available | N/A | <ul style="list-style-type: none"> •Lives with a Carer, has paid Carers or there is another person within the household who is available to prepare meals and drinks. |
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Toilet Hygiene

| Immediate | High | Low | Not Eligible |
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| <ul style="list-style-type: none"> • Unable to clean self after using the toilet. • And there is presence of skin breakdown and infection. • And no Carer assistance available. | <ul style="list-style-type: none"> • Unable to clean self after using the toilet • And there is risk of skin breakdown and infection • And there is a Carer to provide assistance but it is not appropriate for the carer to provide ongoing support. | N/A | <ul style="list-style-type: none"> • Where minor equipment can assist. |

Assessment section Four: Involvement in Family and Wider Community Aspects

External Access In/Out of the Home

| Immediate | High | Low | Not Eligible |
|---|---|--|--------------|
| <ul style="list-style-type: none"> •Unable to access the property even with Carer or ambulance assistance. •And there is urgent need to access health or social care support services that cannot take place in the home OR there is need to access place of employment in order to prevent loss of employment. •And there is an imminent risk to physical or mental health. | <ul style="list-style-type: none"> •Has great difficulty or is unable to access property even with assistance of Carers •And there is a need to be able to access the community on a regular basis to prevent the person from becoming socially isolated. •There is a need to access essential health or social care support services that cannot take place within the home. •There is a need to access vital work, education or learning. | <ul style="list-style-type: none"> •Only need to go out very occasionally. •Access is required to an existing area of the garden suitable for sitting out in and an alternative access is not available/ suitable. | |

Family Role

| Immediate | High | Low | Not Eligible |
|--|--|-----|--------------|
| <ul style="list-style-type: none"> •Unable to sustain family role and | <ul style="list-style-type: none"> •Unable to sustain family role | N/A | N/A |

| | | | |
|--|---|--|--|
| <p>family members are fully dependent upon Service User</p> <ul style="list-style-type: none"> •And physical and /or mental health is at imminent risk •And there is immediate risk of family breakdown if adaptations are not provided. | <ul style="list-style-type: none"> •And family members are dependent upon Service User •And puts unacceptable strain on others. | | |
|--|---|--|--|

Religious/ Cultural Needs

| Immediate | High | Low | Not Eligible |
|-----------|--|-----|--------------|
| N/A | <ul style="list-style-type: none"> •Unable to carry out essential religious/cultural requirements. •And there is evidence that these are of critical importance to the religion and or culture. •And Imminent risk to health due to loss of role. | N/A | N/A |

Carers

| Immediate | High | Low | Not Eligible |
|---|--|---|--------------|
| <ul style="list-style-type: none"> •Totally dependent on Carer to carry out all essential personal care activities •And responsibility is too great for carer to manage and Carer is at high risk of severe injury to themselves or others •And caring situation has broken down or there is an inevitable risk of breakdown of current care routines resulting in | <ul style="list-style-type: none"> •Reliant on Carer to carry out majority of activities of daily living. •And Carer has significant disabilities and is at risk of harm in near future or likely breakdown of care in near future. •Carer has very low support networks. | <ul style="list-style-type: none"> •Dependent on Carer for assistance in carrying out many activities of daily living. •And Carer manages, with difficulty, to provide assistance or unable to manage some aspects of role. •Possibility of breakdown of care in foreseeable future. | N/A |

| | | | |
|--|--|--|--|
| admission to hospital or residential care. | | | |
|--|--|--|--|

Assessment section Five: Health and Safety Aspects

Understanding of Risk

| Immediate | High | Low | Not Eligible |
|--|---|-----|--------------|
| <ul style="list-style-type: none"> •No understanding of risk and Service User constantly putting themselves at severe risk of injury/accident. •And short-term alternative provision cannot be made. | <ul style="list-style-type: none"> •Has limited understanding but still putting self at significant risk. •And provision of adaptations will significantly reduce risk to Service User or Carer. •Service User has lost much of their independence due to inability to do many tasks safely. | N/A | N/A |

Risk of Injury and Falls

| Immediate | High | Low | Not Eligible |
|---|---|-----|--------------|
| <ul style="list-style-type: none"> •Service User at imminent risk of serious fall and possible hospitalisation. •And adaptation provision could increase safety •And short-term alternative provision cannot be made. •And/Or critical risk of injury to self or Carers | <ul style="list-style-type: none"> •At significant risk of falls •And adaptation provision could increase safety and there are no contingency arrangement that can be implemented to reduce risk •And/Or there is a potential serious risk of injury the Service User or Carer | N/A | N/A |

Health Condition

| Immediate | High | Low | Not Eligible |
|--------------------------------------|---|-----|--------------|
| •Service User has a life threatening | •Service User has a rapidly deteriorating | N/A | N/A |

| | | | |
|--|---|--|--|
| <p>condition and speed of provision is crucial.</p> <p>(This would turn a High adaptation need into an Immediate Priority)</p> | <p>condition.</p> <p>(This would turn a Low adaptation need into a High Priority)</p> | | |
|--|---|--|--|

Stockport Metropolitan Borough Council

Major Adaptations Service - Prioritisation Assessment and Pointing System

Service User Individual Summary Sheet

Service User Name: _____ **Carefirst ID:** _____

Service User Address: _____

Tenure of Property: _____

Adaptation Indicated: _____ **Specific Need Banding** _____

Adaptation Indicated: _____ **Specific Need Banding** _____

Adaptation Indicated: _____ Specific Need Banding _____

| Prioritisation Matrix | | Level | | | |
|--|--|-----------|------|-----|----------------|
| | | Immediate | High | Low | No Need |
| Assessment section One: Autonomy – Mobility Aspects | Internal Access In and around the home | | | | No Need |
| | Negotiating a Flight of Stairs | | | | No Need |

| | | | | | |
|---|--------------------------------------|--|--|--|------------------------------|
| Assessment section Two: Autonomy – Transfers Aspects | Transfers - Bed and/or Toilet | | | | No Need |
| | N/A | | | | No Need |
| | N/A | | | | No Need |
| | Bath/Shower Transfers | | | | No Need |
| Assessment section Three: | Access to Facilities | | | | No Need |

| | | | | | |
|---|---|--|--|--|----------------|
| Mgt of daily routines Aspects | Food and Drink Preparation | | | | No Need |
| | Toilet Hygiene | | | | No Need |
| Assessment section four: Involvement in Family and Wider Community Aspects | External Access In/Out of the Home | | | | No Need |
| | Family Role | | | | No Need |
| | Religious/ Cultural needs | | | | No Need |

| | | | | | |
|---|---------------------------------|--|--|--|--------------------------|
| | Carers | | | | No Need |
| Assessment section Five: Health and Safety Aspects | Understanding of Risk | | | | No Need |
| | Risk of Injury and Falls | | | | No Need |
| | Health Condition | | | | No Need |
| | Totals | | | | |

Need banding and points

Assessor: _____ Signature: _____ Date: _____

Team Mgr: _____ Signature: _____ Date: _____
