# **Checklist for Prescribers Submitting Home Modification Requests**

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| Do not submit any documentation to the DHS Equipment Program until  you answer yes or N/A to all the questions below | |
| Is the modification requested an in scope item on the [Home Modifications In Scope List](https://equipmentprogram.sa.gov.au/__data/assets/excel_doc/0004/20947/DHS-EP-Home-Mods-In-Scope-List.xlsx)?  If no, have all in scope modifications been considered with the client and found not to be an appropriate alternative?  Home modifications that are not in scope will not be supplied by the DHS Equipment Program. If there are exceptional circumstances, discuss these with a DHS Equipment Program clinician in the first instance to determine options. | Yes  No |
| Does the requested modification meet the [Key Approval Criteria for Home Modifications](https://equipmentprogram.sa.gov.au/equipment-program/DACCM/eligibility/key-approval-criteria-for-home-modifications) | Yes  No |
| For major home modifications, does the requested modification meet the [Key Approval Criteria for Major Home Modifications](https://equipmentprogram.sa.gov.au/equipment-program/DACCM/eligibility/key-approval-criteria-for-home-modifications) | Yes  No |
| For major home modifications, has the client/carers and homeowner (if different) read the [Major Home Modification Client Information Sheet](https://equipmentprogram.sa.gov.au/__data/assets/word_doc/0010/20989/Major-Home-Modification-Client-Information-Sheet.doc) | Yes  No  N/A |
| Does the requested modification meet the Specific Eligibility Criteria (if applicable)  See [Equipment Program - Equipment Program Eligibility Documents](https://equipmentprogram.sa.gov.au/lists/dhs-equipment-program-documents/eligibility-documents) | Yes  No  N/A |
| Has the client received the [Terms and Conditions of Installation of Home Modifications](https://equipmentprogram.sa.gov.au/__data/assets/word_doc/0011/21107/Equipment-Program-Terms-and-conditions-of-home-modifications-installations.docx) | Yes  No |
| Have you completed all the information requested on the [DHS EP Home Modification Request and Agreement Form](https://equipmentprogram.sa.gov.au/__data/assets/word_doc/0019/20935/DHS-EP-Home-Mods-Request-and-Agreement-Form.docx) and obtained client and home owner (if different) signature/s. | Yes  No |
| Have you attached the [Delegate Approval Request Form](https://equipmentprogram.sa.gov.au/__data/assets/word_doc/0006/77820/Delegate-Approval-Request-Form.docx) for Category 2 items? | Yes  No  N/A |
| Have you attached the [Risk Rating and Priority Scoring Form](https://equipmentprogram.sa.gov.au/__data/assets/word_doc/0012/21054/Risk-Rating-and-Priority-Scoring.docx) for Category 2 items? | Yes  No  N/A |
| Have you attached a home visit or assessment report? | Yes  No |
| Have you attached all additional specification forms and required diagrams, photos and measurements. | Yes  No |

All Home Modification requests should be forwarded to the DHS Equipment Program for consideration to [DHSEquipmentProgram@sa.gov.au](mailto:DHSEquipmentProgram@sa.gov.au)

Please note:

* If the request is approved, however funding is not available, the client will be sent a letter advising them that the request is being resource managed.
* If the request is not approved, the client will be sent a letter stating that they are not eligible for the home modification.
* As the prescriber, you will also be advised of the outcome.