**ADULT SOCIAL CARE**

**OCCUPATIONAL THERAPY SERVICE**

**CLINICAL AND TECHNICAL**

**GUIDANCE**

**FOR THE PROVISION**

**OF MINOR ADAPTATIONS**

**FOR ADULTS WITH DISABILITIES**

**Version 1**

**For introduction from 1st June 2015 to be provided by the new Integrated Home Improvement services across Lancashire**

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##### GENERAL CONSIDERATIONS

Level of funding available for work is up to £500 is agreed for all areas, cost beyond this will need to be agreed by managers within LCC. Some local variation does exist due to historical practice and this is currently under review.

Making 2 applications to allow an adaptation to be funded under the minor repair grants and not passing the work for a DFG will be reported to Management as potential miss use of the service.

1. From the Care Act legislation people are able to ask for an assessment of needs, this can be undertaken by a telephone contact or by self-assessment, however if required a home assessment by a suitably trained person or suitable qualified Professional may be required.

2. In order to qualify for adaptations to be recommended in the home:

1. The person must meet the eligibility for provision following The Care Act guidance. ( see the eligibility criteria )

b) The person must also be ‘ordinarily resident’ in the area of the local authority, under the above act.

c) The adaptations must be at that person’s only or main residence, as defined in the Housing Rents and Subsidies Act 1975. An exception would be made to allow hospital discharge to another person's home as an interim situation.

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d) They need to be identified as the most cost effective solution to the problem.

2 The purpose of recommending adaptations is to increase or maintain functional independence of people. The level of provision will be dependent on the needs in relation to the person’s disability and technical feasibility. An exception can be made for a person with a temporary disability to allow or prevent hospital/ residential home admission where without the adaptation the person could not return home.

3 Other members of the household may be taken into consideration when recommending adaptations.

4 The planning of the minor adaptation should take into account the person’s current or long term needs and also consider fluctuation of needs when making appropriate referrals.

5. If a therapist is unsure of the requirements then a referral needs to be made to the Lancashire Adult Social Care OT teams if the needs cannot be met by the provision of Minor adaptations.

6 Consideration of the role and needs of the carer will be of importance in that:

A the provision will improve the quality of care given to the person,

And

 B it will alleviate the physical demands experienced by the carer

 Age and/or the prognosis should not of itself be a barrier to the recommendation of adaptations. Careful consideration of the circumstances will be essential, e.g. it would be unrealistic and bad practice to embark on an adaptation which the person may not be able to use in the near future.

7. **Prioritisation of referrals for minor adaptations.**

 Only bannister rails can be identified as urgent items.

* This is when no other arrangements can be made to provide access to essential facilities
* And the person is at serious risk of admission/ discharge to/from hospital or residential care.
* The urgent work the aim is to be completed within 48 hours.

Standard items – time scales to be agreed.

8. Carers are also able to request an assessment of their needs independently, if you are able to undertake this assessment please does or you should make a referral or advice the person to contact their local Carers centres.

9 Ethnic and cultural aspects of the household must be considered when recommending adaptations (see Equality and Diversity Policies).

10 The adaptation process should be fully explained to the person.

11. Any minor adaptation will not be paid for retrospectively if a person has chosen to go ahead themselves on a private basis.

12 The standard of work commissioned for this service is to meet the persons need but may be perceived to some people to be below the standard of their home. Unfortunately there is not a provision available for a person to pay extra for something that they may prefer in their home. See specification guidance for minor adaptations.

13 The person undertaking the assessment for the minor adaptation should be trained to a minimum of a Trusted Assessor level or equivalent in this area of work.

14. Adaptation work does not include the repair of items within a person's home

15. Although there are set items identified for adaptations additional requests can be made with specific clinical reasoning the funding of these will be at the discretion of Lancashire Adult Social care teams within LCC regarding its provision.

**2. Ramped Access**

Description: A ramp is a route of travel on an inclined surface.

##### Type

• Concrete

• Reusable metal /plastic portable

• Timber – for temporary use only

When requesting a ramp –you do need to specify if for temporary or permanent ramp.

**Requirement to undertake the assessment**

That an OT with appropriate training and experience must visits the property to view the access before any recommendation can be made. If this is not possible a referral should be made to Adult social care for an OT assessment.

Handrail and up stand/ side kerbs provision should be made with recommendation for ramps on one quote , as second quote for these additional items sent later will be considered as it is seen as manipulation and the persons manager will be informed of this practice.

**Guidance for Provision of temporary Ramps**

These shall only be recommended when the need for a ramp is short term and there is an essential a need for wheelchair access at one entrance to the property.

Temporary ramps should be recommended in the following circumstances only:-To meet the needs of end of life service users when access from the property is essential.

If due to technical difficulties a permanent ramp cannot be installed.

 **Portable from stores**

* Small metal /plastic portable ramps may be available in varying lengths and types or can be purchased as a special order.
* These are suitable for 1 or 2 steps
* They will need removing when not in use therefore the person needs to have a second person able to assist
* Portable ramps of the appropriate gradient can be a quick solution where the person has a poor diagnosis or permanent ramps are not appropriate.
* Chanel ramps are not generally recommended.

**Provision guidance for Ramps from contractors**

* A temporary ramp may be offered when essential as a short-term solution e.g. for Palliative Care. ( with max 6 month life expectancy )
* Temporary wooden ramps have a limited life and may result in accidents in the future .The person needs to be advised when one is being provided that this is a short term solution and that alternative long term solutions need to be arranged. Either via a disabled facilities grant or by private funding. Please ensure that this advice is recorded on any case notes.
* Consideration should be given to non-slip finish on wooden and modular ramping.
* If a person has a long term need then a long term solution must be discussed if advise or funding is required then a referral to Adult Social Care must be made**.**

• The service user has been professionally assessed as requiring a permanently wheelchair,

 A ramp will not be provided for a person who has purchased a scooter without medical evidence that would have supported the requirement for a manual wheelchair.

* The most readily accessible entrance, whether front or back, will be considered for adaptation.
* Requests for ramps to enable mobility with wheeled walking equipment should be considered against the above criteria with the added considerations as follows:
* The individual has been professionally assessed as permanently needing wheeled walking equipment, and has been assessed as being at risk/unable to use the existing steps.
* The person needs access to the local community for essential needs (e.g. to get to work, do the weekly shop) and there is no-one available to assist with the transfer of the walking equipment over the point of access to the property (e.g. over the threshold down the steps).
* If person is able to access their property at one or more entrances, further ramping will not be considered.

##### Functional Ability

• Consider the person’s and/or carer’s ability to manoeuvre wheelchair on turns and/or control chair on incline.

• Consider the carer’s ability to push a wheelchair up the proposed ramp.

##### Technical Guidance

• Door thresholds may need to be removed/ replaced with flexible thresholds/storm bars.

• Door thresholds left in situ may require a small internal ramp.

• Although a temporary ramp does not have to meet the National Standards as permanent ramps do, in regards to gradient. Knowledge of these gradients is important to determine if a temp ramp would be safe to use with a person. For assisted use the minimum gradient is a minimum of 1:12 or independence wheelchair use this is a minimum 1:20. Ramps provided at steeper gradients will cause additional risks associated with tipping of chairs or be too steep for people to use. People who are above normal weight limits will require less gradient on a temporary ramp and advice should be sought from the OT Adult Social care team.

• Construction of ramp and steps may be required to meet safety and mobility needs of all persons, particularly where entrances are used by others. In instances of communal access permission in writing of the owner is required and consent from other residents affected by the change.

• Surfaces should be anti -slip.

• Consider the doorway and its opening is wide enough to allow wheelchair through with room for self-propelling if appropriate.

• Ramps must not infringe on public access – i.e. onto a pavement or road or cause a hazard to other people. Removable ramps can be used as long as the carer is able to remove these ramps after each use and there is facility to store them appropriately.

**3. Handrails internal**

**Description/type – a broomstick type rail, not painted, extending at the top and bottom of the stairs as possible**

**Guidance for provision of a handrail on the stairs**

1. Recommended for essential need to access stairs on a regular basis to reduce risk of falls on stairs within the home.
2. It is expected that a person has 1 rail on their stairs – if this is not the case they would be expected to fund this rail themselves
3. Cannot be provided on stairs used on a non-essential basis or infrequently the OT can provide advice of where people can obtain quotes for this work on a private basis.
4. Securing own rails that are loose, would be the responsibility of the service user.

4. **External Handrails**

Description – metal rails provided for assisting people on steps or sloping access

**Guidance for provision of external handrails**

1. Essential need established on a regular basis to reduce risk of falls on external steps.
2. Normal provision is for one rail , however if essential 2 rails can be provided
3. Steps used on a non-essential basis or infrequently used, OT to advice to be given of where people can purchase this service.
4. The cost of these types of rails may become above the Minor adaptations threshold and an application for a disabled facilities grant would then be required.

**5. Widen a doorway**

Description – to allow or improve wheelchair access to an essential room.

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**Guidance for provision of a widened doorway**

For essential doorways only

For wheelchair access to rooms

Due to the financial limit of minor adapt work if more than 1 doorway is required this may trigger a request for a DFG to complete all the work required

**6. Re-hanging a door to open an alternative way.**

Description – to allow or improve access to an essential room.

**Guidance for provision of rehanging a door**

For essential doorways only

To allow safer access through doorways for people with walking equipment, or wheelchair use

To prevent a person becoming trapped in a bathroom areas in event of a fall.

**7. Half step**

Description – to reduce the height of an existing step by ½ the original steps size

Essential need established on a regular basis to reduce risk of falls on external steps.

Often including the provision of rails as well.

**8. What is no longer provided via minor adaptations?**

Chair, settee raises or plinths – see criteria for provision of temp loan high seat chairs

Lever taps, these items are now readily available within the general retail market.

Door opening devices – key safes are available to allow people access to people's homes when a person is unable to move to the door quickly.

Key safes – these are now provided via the retail model to allow hospital discharge or prevent imminent admission to hospital.

Grab rails to stud walls – these were provided in some areas via the retail model, this has now been extended across Lancashire,

##### For awareness only

##### 9. DISABLED FACILITIES GRANT (D.F.G’s)

Short summary

For hospital OTs, other OTs working in a community setting.

Most application for work that would qualify for DFGs should be referred to Lancashire Adult Social care OTs service via the customer service centre. The only exception is within East Lancashire with some of their Registered Social landlords – please see Local guidance.

DFGs are available to home owners or private tenants, there are varying local arrangements with registered social landlords.

The Process

1. Application for DFG to the Customer service centre at Lancashire County council

2 .OT assessments determine if request meets criteria as "necessary and appropriate", recommendation made.

3. Local councils determine if work at property "reasonable and Practical"

4. Local council officers as service users to complete a financial questionnaire to determine funding level of DFG.

5. Once all information agreed and funding available then work can goes ahead.

**Areas of work that Disabled facilities grants include**

**Facilitating access** by the disabled occupant to/from/within:

• The dwelling or the building in which the dwelling or flat is situated

• A room used or usable as the principal family room

• A room used for sleeping, or providing one for such use

• A room in which there is a lavatory, or facilitating the use or provision of

• A room in which there is a bath or shower, or facilitating the use or provision of

• A room in which there is a wash hand basin, or facilitating the use or provision of

• In order to enable him/her to care for a dependent resident. (‘Dependent residents’ can include spouse, partner or family member, another disabled person or child. The dependent being cared for need not be disabled.)

**Facilitating** for the benefit of the disabled occupant:

• The preparation and cooking of food

• The use of a source of power, light or heat by altering the access to, or controls of that source, or by providing additional controls.

**Improving** any heating system in the dwelling to meet the needs of the disabled occupant, or providing such a heating system, where lacking.

**Making the dwelling or building safe** for the disabled occupant and other persons residing with him/her.

The Grant is **discretionary** where the relevant works are for the purpose of making the dwelling or building suitable for the **accommodation, welfare or employment** of the disabled occupant.