

Prepare for the home conversation

Describe the difficulty and what the participant wants to do. Leave design, measurements and suitability decisions to the relevant qualified professionals.

Participant / preferred name and date:

Everyday activity at home that matters to the participant:

What is difficult now, described in the participant's words:

Current support, equipment or arrangements already in use:

What still needs help / example to discuss:

Property: owned / rented / shared / arrangement to clarify

Owner or property contact / authority to confirm:

Expected move or household change to discuss with assessor:

Home modification assessor / appointment contact:

Assessment purpose, scope and costs to confirm:

Communication, access and chosen-supporter arrangements:

Existing information the assessor has requested:

Question about options or the appropriate process:

Next action / accepted owner / check-in date:

Optional coordination tool. Not an NDIA form, clinical instruction or funding approval.
Store completed copies appropriately and share only with the people who need them.
Full guide and official sources: <https://www.kinovo.com.au/resources/ndis-home-modifications-checklist>

Track a document or unanswered question

Use one card per item. Record who can supply the answer and who will follow up. Keep a recommendation, permission, quote and funding decision distinct.

Item: assessment / property consent / drawing / quote / other

What this item is needed for:

Who confirmed it is needed for this proposal:

Author, supplier or relevant decision-maker:

Person who has accepted the follow-up:

Exact document title / date / version, if available:

Status: not requested / requested / draft / received / needs clarification

Current location / original held by:

Specific missing information or question:

What other action depends on this reply:

Agreed response date or next check-in date:

Who needs to review it before the next step:

Result / conditions / remaining question / confirmed by:

Who needs the update and what they should receive:

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Questions before work is committed

Use this to find unresolved questions, not to approve a project. Record the relevant professional or authority's answer and where the supporting document is held.

Proposal and current scope / drawing version:

Participant's choices and questions still to resolve:

Assessor's recommendation / person confirming current version:

Property consent required / status / written record:

Applicable building permissions / who confirms these:

Funding available for this scope / conditions / written evidence:

Quote inclusions, exclusions and changes still to clarify:

Provider qualifications, registration and insurance checked by:

Agreement, costs and payment arrangements clarified with:

Access and everyday support during works discussed with:

If facilities cannot be used, agreed arrangements and payer:

Who to contact about a delay, problem or proposed variation:

Completion checks, instructions and handover responsibilities:

Unresolved items / accepted follow-up owner / next check-in:

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