



For NDIS Support Coordinators  
& Allied Health Professionals

## Completing a Home and Living Supporting Evidence Form

If an NDIS participant has a new home and living goal, or if they require new or updated Home and Living supports, they need to complete a [Home and Living Supporting Evidence Form](#).

The NDIA will review the information in this form and any other supporting documentation provided. The NDIA will use this information to determine appropriate home and living supports that may assist a participant to pursue their goals. This includes Specialist Disability Accommodation (SDA) or support models such as SIL, ILO, and mainstream housing with drop in supports.

The form will help the NDIA understand the person's:

- daily support needs
- health and medical needs
- current circumstances and changes required
- housing history
- strengths
- barriers and risks
- ongoing requirements

**Purpose:** This form should be completed when you have new or changed home and living support needs, such as if you are testing eligibility for SDA, SIL, or ILO. It should be completed after you have compiled all the other evidence needed, and act as a summary piece. If you have a Support Coordinator, they should fill out this form on your behalf.

The form can be submitted at any time. However, if the participant is seeking an unscheduled plan reassessment to request SDA, you should submit a [Change of details or Change of situation form](#) alongside the Home and Living Request form.

## More information

More information on SDA eligibility:

- [SDA Rules 2020](#)
- [Summer Foundation SDA Eligibility Flowchart](#)
- [Summer Foundation Housing resources](#)
- [Housing Hub SDA resources](#)

More information on ILO:

- [NDIS ILO resources](#)
- [Housing Hub ILO resources](#)

More information on SIL:

- [NDIS SIL resources](#)
- [Summer Foundation SIL resources](#)
- [Housing Hub Housing Options Online Learning Package – Supported independent living \(SIL\)](#)

Here are some tips to consider as you work through the form. These tips are general in nature, so individual circumstances should be considered when completing the form.

## General

Ensure the email subject clearly states 'Application for Home and Living funding' and if urgent ensure 'URGENT' is the initial cue.

Send to [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au). Also send directly to the NDIS Planner or NDIS Team who have been involved with the person making the request (if applicable/known).

You will need to support the Participant to complete the whole form. This guide details the sections where you need to pay particular attention.



**HOT TIP:** When filling out the form, use the word version. That way you can right click on the text boxes and choose to “remove content control”. This will allow you to type more easily into the text boxes, add tables, and split information into rows and columns as needed.



**HOT TIP:** Answer every question as if it was a standalone question. This is because different questions and sections may be read by different people at the NDIA.

## Part 2: Reason for completing this form

### 2.1. What is your main reason for completing this form?

- There may be multiple reasons why a person needs to complete this form. This section focuses on a change in home and living situation or requesting a review of a decision about home and living supports.
- s48: If filling in the form due to a change in circumstances (s48) after change in home and living situation, tick all applicable reasons. If applying for SDA, you need to demonstrate the need for an SDA response and why mainstream housing is not an option.
- s100: If requesting a review of a decision (s100) after receiving a decision about home and living supports fill in this section. Ensure you tick the box that says 'I'm not happy with a decision the NDIA has made about the home and living supports in my current plan.'
- ILO: If filling in the form due to exploration of ILO, tick "*I want to find out more about whether individualised living options might be right for me*". Do not tick this if you are filling out the form for any other reason.

### 2.2. Is there another reason for your request?

- If wanting to apply for SDA and housing plan/exploring housing is complete, indicate in this box 'SDA Application' and refer to your attachments.
- Also use this section to identify how urgent the application is and any immediate risks involved



**HOT TIP:** State exactly what you are asking for here, eg.:

- For SDA, include details of building type, occupancy, design category, and location.
- For SIL, include ratios of requested supports throughout the day.
- For ILO - exploration and design, include a description of how you would like to live, how you want to be supported, and what support you need to help you plan this.



**HOT TIP:** List the supporting evidence that has already been prepared in this section e.g. Allied Health reports, SDA report, etc.

## Part 3: Current living arrangement

### 3.1 What is your current living arrangement?

- Tick the option that best describes the person's living arrangement. If it is not listed, describe it in the text box at 3.2. You might later want to refer back to this living arrangement and why it is unsustainable.

## Part 4: Housing and living support goals

### 4.1. Do you have a housing and living support goal in your NDIS plan?

- If 'no', express the new NDIS housing goal.
- If 'yes', add a small table and include the goal under 'yes'. This is less confusing than adding an existing goal under 'no'.

### 4.2. Do you want to add this goal or another housing and living goal to your plan when it's changed?

- If the answer is 'yes', add a text box underneath this question and add clarification, as well as if you require an 'unscheduled plan reassessment'

## Part 5: Support to help you

### 5.1 What housing and living supports will best help you to meet your goals?

- Be mindful that the information here aligns with the information you've added in Section 2: Reason for completing this form.
  - If it is SDA and the current home is not an option do not to tick *"help with modifying my current home"*.
  - It would be beneficial for anyone filling out this form to tick *"help to find a different home"*. This indicates to the NDIA that the participant requires Support Coordination hours (or additional hours if these are already funded in the plan). It may also identify that additional OT hours and/or other allied health supports may be required to assess potential new living environments, etc.



**HOT TIP:** You should ONLY tick *"help with designing and developing my housing and living supports"* if you want to explore ILO.

## Part 6: Your current housing and living situation

### 6.1. Who do you currently live with?

- Be clear about the sustainability of this living arrangement regarding ongoing supports and any risks to the current living situation around who the person is living with. If filling out this form in relation to SDA, use this as an opportunity to identify if Appendix H of the Pricing Arrangements for Specialist Disability Accommodation 'Shared SDA Arrangements' is applicable to your situation.

### 6.3. Where did you live before your current arrangement?

- Outline if previous living arrangements didn't work out and why e.g. if living with another person posed issues, this is a good place to identify this.
- If moving out of the family home for the first time, use this to emphasise that this will be a life transition period requiring certain supports for the first time.

#### 6.4. How are you managing at home now?

- Be mindful of the informal support that a person may be receiving at home at the moment and any limits to sustainability. Consider if they were to move what this would look like. Sometimes people don't count informal supports such as prompting and supervision, support for decision-making and accessing information as part of their daily support needs, which could change the way the person's actual support needs are perceived.



**HOT TIP:** Use this section to identify current environmental barriers and link to the design features that the new environment (e.g. SDA) would help mitigate. Also include any risks to safety or barriers to independence at the moment.

#### 6.5. What is most important to you for your future living arrangements and support needs?

- Focus on the person's housing and support needs and preferences.
- Consider where the person wants to live, how they want to live, who they want to live with and what support model might meet their needs. If wanting to live alone, be clear about this here.
- Refer back to the NDIS housing goal.

#### 6.6. Do you have any cultural, religious, lifestyle or personal preferences?

- Always select 'yes' and include or reiterate, at minimum, the person's personal preferences.
- If there are any specific factors that would impact on preferences, specifically around occupancy or building type, this needs to be outlined.



**HOT TIP:** It is fine to repeat points from other parts of the form here, as the sections may be read in isolation by different parts of the NDIA.

#### 6.7. How would a change to your current living arrangement or supports, improve your overall wellbeing or functioning?

- Describe how the new living arrangement will help the person achieve their goals, improve the person's functional capacity, specifically in relation to daily activities, mitigating further deterioration of function and daily participation, and helping to create better connections with family, community, health services, education, and employment. You could also describe how the new living arrangement would reduce risks, improve safety and help the person achieve their goal.
- Briefly describe what other Home and Living options have been considered and excluded.



**HOT TIP:** Make sure this aligns with what you've included in sections 6.4, 6.5, and 6.6.

## 6.8. Do you receive assistance right now from a carer or support person?

- Be mindful that this could be informal (people you don't pay, such as your family members) or formal support.
- If there are multiple people/support providers involved, include them here. Add a new table to include multiple support people and identify: if they are formal or informal supports, the amount of support they provide, and if this support is currently meeting the person's needs.

## 6.9. Is there anything else you would like to tell us about your current housing and living situation?

- Always select 'Yes' and summarise why the new home and living response is most appropriate, along with how urgent the response is and how unstable or unsafe the current situation is.

# Part 7: How you manage tasks

## 7.1. How do you manage everyday tasks?

- Be clear about identifying the person's function including fluctuations in capacity. This is demonstrating the person's support needs, which could contribute to considering SDA eligibility e.g., very high person-to-person support needs.



**HOT TIP:** Make sure this aligns with allied health reports and assessments. It is often useful to consult with the primary allied health practitioner (usually OT or BSP) to ensure this is accurately reflecting the person's functional capacity.



**HOT TIP:** Only tick "can do" if the person can undertake EVERY aspect of the individual task WITHOUT ANY support at all (including without prompting/supervision or aids/assistive technology/modifications to the environment).

Only tick "with help" if the person can participate in or contribute to the task/activity with minimal or moderate support.

Tick "cannot do" if requiring full support / maximal dependence to undertake the task/activity.

# Part 8: Your health care needs

## 8.1. Do you need support with your health care needs?

- This is important to consider carefully as it identifies health related NDIS supports and can determine the level of support funded.



**HOT TIP:** If you are unsure of whether the person's support needs may be classed as "high intensity support needs", refer to the [NDIS Practice Standards and Quality Indicators](#) for examples



**HOT TIP:** If unsure if the person's support needs may be classed as "disability related health supports" that the NDIS is responsible for, refer to the [NDIS Operational Guidelines](#)

## Part 9: Assessments and reports

### 9.1. Have you completed or had a review of any of the plans or programs listed below in the last 12 months?

- The assessments in this list could cover some evidence that you have gathered, but does not mention everything (e.g. an SDA assessment).
- If a person is in residential aged care (RAC) or hospital, be clear about the completion of the relevant plans that would apply.

### 9.2. Have you completed or had a review of a plan or program that was not listed above?

- This is important to demonstrate that you are exploring housing options and the process has started.
- If you have completed a housing plan, SDA assessment, functional assessment and any other reports etc, then identify this in the free text box here. You can also dot point every standardised assessment that has been completed e.g. WHODAS, CANS, etc. Ensure you attach all documents, clearly labelled, to the Home and Living Supports Request form.
- If you are presenting evidence for SDA, you can also use this section to reference the Functional Capacity Assessment (or other relevant document) and note that this confirms that the person meets SDA eligibility under section 12 or 14 (or both), and to please refer to that document for comprehensive evidence.

## Part 10: Assistive Technology and Home Modifications

### 10.1. Do you currently use assistive technology or equipment?

- For 'yes', be clear - consider mobility aids, continence items and larger items like hoists etc. You can also include communication technology.



**HOT TIP:** Use your own table or dot points to identify:

- All the AT/equipment being used
- AT/equipment not currently in place but needed, and
- Any AT needing updates or replacement.



**HOT TIP:** Minor home adjustments are classed as AT - grab rails, threshold ramps, etc.

### 10.2. Have you had any home modifications done in the past?

- For 'yes', include information about why these no longer meet the needs of the person, or any risks they pose.
- Include any self-funded home modifications in the past and how long ago they occurred. This helps to demonstrate that a person has needed this in the past.
- If something is pending this is an opportunity to flag this too

## Part 11: Your decision-making

### 11.1. Do you receive any help with decision-making?

- There isn't a space here to identify if this is formal or informal, but you can indicate their relationship to you in section 11.2. If possible, identify that the support a person may receive for decisions could be contextual and not for all decisions. Any detail about this is helpful.

### 11.2. What is your relationship with this person?

- If multiple people assist with decision making, tweak the table to identify each person and their role/s.

### 11.3. Did you receive any help with completing this form?

- If the Support Coordinator is identified here, or anyone who isn't already an authorised NDIS representative for the participant, they need to have consent in place and complete section 12 AND section 13.2 & 13.3 if the Participant is not signing the form.
- Identify if this is a different person than identified in 11.1 for help with decision making.
- Identify in the relationship section if there is already Support Coordinator consent in place and if so, state that the 3rd party consent was provided to NDIA on xx/xx/xxxx date.



**HOT TIP:** It's useful to reattach the 3rd party consent with this form if applicable.

For more information, or to provide feedback, please email:

[housingoptions@housinghub.org.au](mailto:housingoptions@housinghub.org.au)