

Submitting Applications for a Disability Support Services-led Panel Review

Tips & Advice

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The **Ministry for Disabled People, DSS EMS Review Panel** ensures national consistency and transparency in decision-making for equipment and modifications. Your Clinical Service Advisor will collate all the information you have provided and create a single, coherent document for the panel.

The Panel reviews proposals when:

- The solution or service exceed **\$35,000 (GST excl.)**
- Clarification of the Ministry for Disabled People, DSS policy or criteria is needed
- There is a Genuine and Exceptional circumstances application

The Panel's Objectives:

- Ensure **national consistency**
- Maintain **transparency and fairness**
- Base decisions on the **Ministry for Disabled People, DSS eligibility and funding criteria**

The Ministry for Disabled People, DSS Panel communicates its recommendations and outcome to the EMS Provider, who then informs the person and EMS Assessor.

The **Ministry for Disabled People, DSS EMS Review Panel** has updated the submission requirements for all DSS housing applications. To ensure your application is processed smoothly and without delay, please make sure the following items are included:

1. Bird's Eye Sketch:

- Provide a clear layout of the house, identifying the location of all rooms.
- If a safe play area is proposed, indicate its position within the section. Be sure to also mark the location of any garages, sheds and climbable vegetation.

2. Proposed Modifications:

- Clearly show where the modifications are situated.
- If doorways are to be modified, which and to what dimensions are required.
- Please be clear with all room dimensions and location of any fixtures.
- Clarify with your Clinical Service Advisor why other solutions have been discounted.

3. NASC Joint Report Requirement:

- It is **mandatory** to have a copy of the NASC Joint Report on your client's file.
- If a **Panel application** is required, a copy of this report must be submitted to support the application. This is especially important for applications requesting funding over **\$35,000** and/or those that fall under **the Long-Term Support – Chronic Health Conditions (LTS-CHC)** funding stream.

4. Explore Behavioural Report (Pathway B):

If Pathway B is being pursued, an 'Explore behavioural report' must accompany the application to support the request. If this is not possible, clarify with your Clinical Services Advisor why this may be the case and provide your rationale.