



**Sheffield Equipment and  
Adaptations Service**

**Major Adaptations Eligibility Criteria and Processes**

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## 1 INTRODUCTION TO THE CRITERIA

The criteria for access to major adaptations provides information to you, family members, referrers, and partners about the how to access major adaptations. They provide a fair, equitable and transparent way of enabling decisions to be made about what adaptations are provided across all tenures in Sheffield and how adaptations can be improve you or your carers and family members outcomes.

## 2 AIMS AND OBJECTIVES OF THE CRITERIA

In line with our Adult Social Care Strategy and Delivery Plan, our aim and priority is to enable you to live well, safely and independently in your own home as far as possible through:

- ✓ Moving into and out of their homes to enable access
- ✓ Utilising living and sleeping areas within the home
- ✓ Accessing cooking, bathing, and toilet facilities
- ✓ A safer environment

The purpose of an adaptation is to modify disabling environments to restore or enable independent living, privacy, confidence and dignity for you and your families.

In implementing the Criteria, the service works to the following principles:

- ✓ We will be accessible, reliable, relevant, and as flexible as possible, acknowledging that services will be provided based on assessed need.
- ✓ Assessment of need will also involve the family, carer, representative and other agencies where appropriate
- ✓ All information will be presented in an accessible form, which takes account of your communication needs.

### **3 GENERAL CRITERIA**

#### **3.1 General Criteria**

A request for assessment can be by self-referral or through another agency and there are no age restrictions to the Criteria.

To be eligible for major adaptations you must be a permanent resident of Sheffield, and;

- ✓ Have a disability that has lasted or is likely to last for at least 12 months and there is no prospect of significant improvement.
- ✓ Have a disability that significantly affects your ability to carry out normal activities of daily living in the home.
- ✓ Be requesting that the adaptations will be made to your permanent residence only.
- ✓ Not be undertaking surgery in the short/medium term future which would have a significant impact on your functional ability.
- ✓ Be requesting adaptations which will make a significant improvement in your and / or your carer's circumstances within the home.

Where you reside in supported living accommodation, only the area within the scheme designated for your sole use will be considered for adaptations in line with Disabled Facilities Grant legislation.

#### **3.2 Requests for Equipment and Adaptations**

The eligibility criteria set out the normal rules for eligibility however we recognise that to enable you to live as independently as possible assessors will consider your views and outcomes. This means there may be exceptions considered which are outside these criteria.

If a request is received that is out with the criteria and there is no scope for exceptions, you and the person making the referral will be informed of the reasons behind the decision so that we can support you to look at alternatives or another agency which can help promote your independence.

#### **3.3 Re-housing**

Sheffield City Council will work in partnership with housing providers to make the most effective use of properties within the City. Re-housing could be considered more appropriate than to carry out major adaptations your current property in—certain circumstances, for example:

- ✓ Current home requires extensive adaptations
- ✓ Current home has design features that do not make adaptation a feasible option and it is therefore considered not 'reasonable and practicable'.
- ✓ Appropriate accommodation can be provided locally that would remove the need for extensive adaptations.
- ✓ Major adaptations would not meet you or your family long-term assessed needs.

This is not an exhaustive list. People will be consulted, and consideration will be given to the you and your carer's views and local support network.

### **3.4 Consideration of prognosis**

Consideration will be taken by the Council of your prognosis in partnership with you. The feedback from you, a consultant or other significant medical professional will inform what supports can be offered.

It may be upon advice received that the adaptation may be unable to be recommended and installed in time you to get a significant benefit and this will then inform what options and supports can be provided.

## **4 ASSESSMENT CRITERIA – MAJOR ADAPTATIONS**

In line with Sheffield City Council's commitment to the environment, recycled equipment will be the first option considered.

#### 4.1 Access to Property – Ramp

A ramp will be provided where you:

- ✓ Are permanently wheelchair dependant and is eligible for provision of a wheelchair by the NHS.
- ✓ Can walk short distances and unable to safely negotiate steps.

Ramps would not usually be considered for children in buggies supplied privately or by Wheelchair Services. In addition, ramps would not usually be considered for scooters where you can safely negotiate steps up their access.

#### NOTE

Usually only one entrance of the property will be ramped. The ramps will usually be of a semi-permanent construction. Portable ramps may be appropriate to be used in several individual circumstances, such as when your mobility could significantly change i.e., prosthesis or when you are unlikely to need a ramp for a substantial length of time.

All ramps will adhere to building regulations and planning permission.

#### 4.2 Widen / Alter Doors / Provide Additional Doorway

Widening/ Altering Doors and providing an additional doorway will be provided when you:

- ✓ Are a permanent wheelchair user and the doorways need to be widened to allow wheelchair access to essential rooms.
- ✓ have severely restricted mobility and alteration will provide better access and safety.
- ✓ Are assessed as needing an additional doorway as the only feasible option to create level access to the property.

#### NOTE

Kick plates will not be provided to protect décor. Additional doorways for fire escapes are landlord or owner occupier's responsibility

#### 4.3 Stairlift

A stairlift will be provided when you're:

- ✓ Mobility is so severely restricted that it is virtually impossible for you to negotiate stairs in safety and without undue distress or risk to yourself or a carer or a family or household member.
- ✓ Using stairs would cause detriment to your health and a professional medically indicates it, as necessary.
- ✓ Medical condition and functional ability have been assessed as suitable to use a stairlift and all other permanent members of the household can manoeuvre around the lift safely.

#### 4.4 Through Floor Lift

A through floor lift will be provided when you meet the criteria for a stairlift but a stairlift is not an option because of one of the following:

- ✓ You are unable to transfer safely to and from a stairlift and/or the risk is too great to you and/or carers.
- ✓ The structure of the staircase is not appropriate for the safe installation of a stairlift.
- ✓ Where there is another person permanently living at the property that needs to use the stairs and a fitted stair lift would make it unsafe for them to continue using the stairs.

#### NOTE

Essential access to first floor facilities is necessary i.e., dormer bungalows

#### 4.5 Ground Floor Facilities

Ground floor facilities will be provided when:

- ✓ You have unable to use a lift (stairlift or through floor lift) safely or it is not structurally feasible to provide a lift.
- ✓ Existing facilities which cannot be reasonably adapted to make them suitable for you.
- ✓ Rehousing has been considered but rejected as inappropriate.
- ✓ It is technically feasible, reasonable, and practical to provide ground floor facilities in your property.
- ✓ Your long-term condition and impact on your abilities will mean making ground floor facilities the most appropriate long-term option.

#### 4.6 Ground Floor Bathroom

A ground floor bathroom will be provided when:

- ✓ You are unable to use a lift (stairlift or through floor lift) or it is not feasible to provide a lift therefore unable to access the first floor of the property.
- ✓ Commode and other means of wash facilities have been considered and are inappropriate.
- ✓ There is a room downstairs available as a bathroom and bedroom area.
- ✓ It is technically feasible to provide a ground floor bathroom and there are additional rooms that can be used as a bedroom area.
- ✓ It is reasonable and practical to consider a ground floor bathroom in your property

#### **4.7 Access to Ground Floor W.C**

A ground floor W.C will be provided when:

- ✓ You are unable to safely use a lift (stairlift or through floor lift) or it is not feasible to provide a lift.
- ✓ A commode has been considered but is inappropriate.
- ✓ There is a room downstairs available as a WC.
- ✓ It is technically feasible to provide a ground floor WC in your home.
- ✓ A consultant supports essential provision.

#### NOTE

Ground floor WCs are not provided to assist with toilet training regimes.

#### **4.8 Access to Bathing / Washing Facilities – Level Access Shower**

Access to bathing/ washing facilities will be provided when you:

- ✓ Can no longer access your bath even with and having tried bathing equipment and enablement.



- ✓ Are likely to become a permanent wheelchair user.
- ✓ Do not have access to communal facilities, or they are not medically appropriate.
- ✓ Have a medical condition which puts you and/ or your carers, family, or household members at significant risk with your existing facilities, such as uncontrolled epilepsy, and this is the only safe method of maintaining hygiene for you and/or carers.

#### **4.9 Access to Shower over Bath**

As point 8 above but you can transfer safely into a bath and your condition is unlikely to deteriorate further significantly. It is necessary for you to shower rather than bathe due to management practicalities or your condition is unpredictable e.g., double incontinence.

#### **4.10 Bathroom Modifications**

Access to bathroom modifications will be provided when you:

- ✓ Are likely to become or already is a permanent wheelchair user and your medical condition contraindicates use of a shower or there is inadequate space for transfer or wheelchair access.
- ✓ Need a ceiling track hoist to give access to the bath and changing table over the bath.
- ✓ Are unable to manage his/her personal toilet hygiene independently.

An adjustable height or specialist bath will only be provided when you have a specific medical condition and the request is supported by consultant information as an essential provision and not for the ease of carers.

#### **4.11 Access to First Floor W.C**

Access to first floor WC will be provided when:

- ✓ A commode has been considered and is inappropriate
- ✓ The 'urgency and/or frequency of need' necessitates night-time access to first floor W.C with confirmation from relevant medical professional.

- ✓ The behaviour of the individual puts them at significant risk by using the stairs during the night.

#### NOTE

This facility will only be provided in exceptional circumstances i.e. where there is a risk of major injury.

### **4.12 Wash and Dry WC**

Specialist WC which offers wash/dry facilities is considered if you have:

- ✓ Very impaired or no hand function and you:
- ✓ Are unable or virtually unable to manage your own toilet hygiene and the provision would significantly increase your independence.
- ✓ Tried and used the facilities and are able to tolerate the functions of the WC to manage your hygiene successfully.

#### NOTE

The WC provided may be a recycled piece of equipment

### **4.13 Kitchen Adaptations**

Access to kitchen adaptations will be provided when:

- ✓ You are a wheelchair user and have a primary responsibility for the preparation of food for self/others in the household and / or would be required to prepare light meals or drinks during the day.
- ✓ The kitchen is inaccessible and is structurally feasible to adapt enabling you to manage safely in the kitchen.

## NOTE

Household appliances will not be provided. Kitchen adaptations to facilitate partial use of a kitchen to fulfil the need will be prescribed

### **4.14 Heating**

Access to heating will be provided when you have:

- ✓ Severely limited indoor mobility and needs to maintain reasonable body temperature.
- ✓ A specific medical condition that severely affects your body temperature or a condition that would be exacerbated by uneven room temperatures.
- ✓ Severe loss of sensation because of your medical condition.
- ✓ A condition causing you to be a danger to yourself or others when using the existing heating system.
- ✓ Need to use a ground floor room as a bedroom and the gas appliance contradicts gas regulations.
- ✓ A need for zoned/thermostatically controlled heating for your condition.

## NOTE

The Housing Grants, Construction and Regeneration Act 1996 talks in terms of improving any heating system in the home to meet your needs or if there is no existing heating system or any such system is unsuitable for use by you, providing a heating system suitable to meet need.

Government guidance talks about providing better heating: 'Where there is no heating system or where the existing heating arrangements are unsuitable to meet the needs of the individual, a heating system may be provided. However, DFG should not be given to adapt or install heating in rooms which are not normally used by you. The installation of central heating to the home should only be considered where your wellbeing and mobility would otherwise be adversely affected'

### **4.15 Hard Standing**

**We would not normally provide dropped kerb or hard standing but will assess in very limited circumstances.**

Access to hard standing will be provided when:

- The transferring from car to wheelchair or walking equipment has been assessed as extremely hazardous because of traffic volume for prolonged periods of the day.

- You will be at significant risk due to lacking insight into your personal safety and is at risk to injury while being transferred from car to own home. All forms of safety equipment have been unsuccessful, and the risk is significant.

#### **4.16 Ceiling Track Hoist**

Access to a ceiling track hoist will be provided when:

- Hoisting is needed and the use of a mobile/or “gantry” hoist is not feasible due to limited space or carer’s needs.

#### **4.17 Safe Environment (internal)**

##### **Internal**

A safe environment is a safe protective area, custom made to fit within your bedroom or other room to prevent or reduce the risk of injury to you.

## 5.0 ASSESSMENT PROCESS

Our assessment will focus on establishing your abilities and strengths based on a functional assessment of what you can do and through conversations with you and your carers (if appropriate).

We will also look at supporting evidence from health colleagues or other professionals as required to your circumstances. Following this assessment recommendations are made for:

- Doing things differently, advice and signposting.
- Equipment and minor adaptations
- Moving house

## 6.0 INTEGRATED COMMUNITY EQUIPMENT LOANS SERVICE SHEFFIELD (ICELSS)

Sheffield City Council make requests to ICELSS for temporary standard and specialist equipment (ie not fixed) and minor adaptations (grab and stair rails) following a functional assessment of needs.

If a request is received for specific equipment and does not meet the criteria for a functional assessment, the advice would be for the person to contact their GP who is able to refer to a community nurse, occupational therapist, or physiotherapist for advice.

ICELSS current provider is Medequip who deliver, fit, collect, and refurbish standard and special equipment.

Standard Stock Catalogue Equipment Categories

Bedroom	Pressure Care	Mobility	Manual Handling	Respiratory
Paediatric	Toileting	Bathing	Minor Adaptations	Living Aids

Refurbished special equipment is also listed on TCES Community and new special equipment requests are subject to commissioner approval.

## APPENDIX 1 – COSTS OF ADAPTATIONS AND EQUIPMENT

Based on recommendation from SCC Equipment and Adaptations Occupational Therapist using the Criteria

Adaptation	Costs of Adaptations by Home Ownership			
	Council Tenant	Owner Occupier	Housing Association	Private Rent
<b>Level Showers</b> Access	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department based on recommendation	Mandatory DFG Grant Means tested You would need to commit to residency for 5 years	Mandatory DFG Grant Means tested Your landlord would be required to give written permission. You would both need to commit to residency for 5 years.	Mandatory DFG Grant means tested Your landlord would be required to give written permission. You would both need to commit to residency for 5 years
<b>Downstairs Toilets</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department	Mandatory DFG means tested You would need to commit to residency for 5 years	Mandatory DFG Grant means tested Your landlord would be required to give written permission. You would both need to commit to residency for 5 years	Mandatory DFG Grant means tested Your landlord would be required to give written permission. You would both need to commit to residency for 5 years
<b>Ceiling Hoists</b> Track	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department ongoing maintenance is carried out by SCC Lift Services	Accelerated Adaptation Grant DFG No cost to you	Accelerated Adaptation Grant DFG No cost to you	Accelerated Adaptation Grant DFG No cost to you Your landlord would be required to give written permission.

Adaptation	Costs of Adaptations by Home Ownership
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	<b>Council Tenant</b>	<b>Owner Occupier</b>	<b>Housing Association</b>	<b>Private Rent</b>
<b>Internal Stairlifts</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department ongoing maintenance is carried out by SCC Lift Services	Accelerated Adaptation Grant DFG No cost to you	Accelerated Adaptation Grant DFG No cost to you  Your landlord would be required to give written permission.	100% Accelerated Adaptation Grant DFG No cost to you  Your landlord would be required to give written permission.
<b>Ramps Access</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department	Accelerated Adaptation Grant DFG No cost to you	Accelerated Adaptation Grant DFG No cost to you  Your landlord would be required to give written permission.	100% Accelerated Adaptation Grant DFG  No cost to you  Your landlord would be required to give written permission.
<b>Handrails</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department	No cost to you – provided through the Medequip contract administrated by the Integrated Community Equipment Loans Service in SCC, (ICELSS) or the E&A service.	No cost to you – provided through the Medequip contract administrated by the Integrated Community Equipment Loans service in SCC, or the E&A service.  Your landlord would be required to give written permission.	No cost to you – provided through the Medequip contract administrated by the Integrated Community Equipment Loans service in SCC, or the E&A service.  Your landlord would be required to give written permission.
<b>Steps Access</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department	100% Accelerated Adaptation Grant DFG No cost to you	Accelerated Adaptation Grant DFG No cost to you  Your landlord would be required to give written permission	Accelerated Adaptation Grant DFG No cost to you  Your landlord would be required to give written permission

<b>Adaptation</b>	<b>Costs of Adaptations by Home Ownership</b>			
	<b>Council Tenant</b>	<b>Owner Occupier</b>	<b>Housing Association</b>	<b>Private Rent</b>
<b>Paths Access</b>	<i>No Cost to you.</i> Funded by Sheffield City	Mandatory DFG Grant means tested	Mandatory DFG Grant means tested	Mandatory DFG Grant means tested

	Council Housing Department			
<b>Hard Standings/ Dropped Kerbs</b>	Apply through SCC Highways dept not normally funded through DFG	Apply through SCC Highways dept not normally funded through DFG	Apply through SCC Highways dept not normally funded through DFG. Applicant pays Your Landlord would need to give permission	Apply through SCC Highways dept not normally funded through DFG Your Landlord would need to give permission

Adaptation	Costs of Adaptations by Home Ownership			
	Council Tenant	Owner Occupier	Housing Association	Private Rent
<b>Door Entry Systems</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department	Accelerated Adaptation Grant No cost to you	Accelerated Adaptation Grant No cost to you. Your Landlord would need to give permission	Accelerated Adaptation Grant No cost to you Your Landlord would need to give permission
<b>Automatic Door Openers</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department	Accelerated Adaptation Grant DFG No cost to you	Accelerated Adaptation Grant No cost to you. Your Landlord would need to give permission	Accelerated Adaptation Grant No cost to you. Your Landlord would need to give permission
<b>Keysafes</b>	Funded by occupant.	Funded by occupant	Funded by occupant	Funded by occupant

Adaptation	Costs of Adaptations by Home Ownership			
	Council Tenant	Owner Occupier	Housing Association	Private Rent
<b>Specialist Toilet (wash dry toilet)</b>	<i>No Cost to you.</i> Funded by Sheffield City Council Housing Department	Mandatory DFG Grant means tested	Mandatory DFG grant means tested if other works are being completed your house Your Landlord would need to give permission	Mandatory DFG grant means tested if other works are being completed your house Your Landlord would need to give permission



<p><b>Major extension (for additional accessible bedroom and level access shower)</b></p>	<p><i>No Cost to you. Funded by Sheffield City Council Housing Department based on recommendation from SCC E&amp;A occupational therapist using these criteria to determine need and if reasonable and practicable</i></p>	<p>Mandatory DFG Grant limited of £30K and discretionary DFG grant to max of £20K Means Tested</p>	<p>Mandatory DFG Grant limited of £30K and discretionary DFG grant to max of £20K where no alternative funding available eg personal resources/ability to loan/charitable funding.</p> <p>Means tested</p> <p>Your landlord would be required to give written permission. You would both need to commit to residency for 5 years</p>	<p>Mandatory DFG Grant limited of £30K and discretionary DFG grant to max of £20K where no alternative funding available eg personal resources/ability to loan/charitable funding.</p> <p>Means tested</p> <p>Your landlord would be required to give written permission. You would both need to commit to residency for 5 years</p>
<p><b>Over Bath Showers</b></p>	<p><i>No Cost to you. Funded by Sheffield City Council Housing Department</i></p>	<p>Mandatory DFG Grant means tested</p>	<p>Mandatory DFG Grant means tested Your landlord would be required to give written permission. You would both need to commit to residency for 5 years</p>	<p>Mandatory DFG Grant means tested Your landlord would be required to give written permission. You would both need to commit to residency for 5 years</p>

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