

# Activities of Daily Living (ADL) Assessment Practice Guide

CTP Care will refer clients for an Activities of Daily Living (ADL) assessment to assist with:

- assessing a client's ability to complete basic and instrumental tasks of daily living
- identifying strategies, task modifications, aids, or appliances to compensate for functional limitations caused by the injuries sustained in the motor accident
- determining whether a client requires support services from a third party and the type and extent of such support (including attendant care services).

This information sheet provides guidance to Occupational Therapists completing ADL assessments within the CTP Care scheme, and outlines considerations when assessing the need for attendant care services or aids/equipment to assist with activities of daily living. This Practice Guide should be used in conjunction with the resources available to rehabilitation providers developed by the State Insurance Regulatory Authority (SIRA) for the NSW Motor Accidents Scheme.

For the purposes of this information sheet, the term 'client' is used to describe the injured person in the CTP Care scheme and the term 'attendant care services' is used to describe services that aim to provide assistance to people with everyday tasks, and includes personal assistance, nursing, home maintenance and domestic services.

## Referral and scheduling the assessment

Occupational Therapists (OTs) accepting a referral for an ADL assessment will be sent a referral form with relevant client information including the reason for referral, the accepted injuries sustained in the motor accident, and current treatment and care services in place. It is expected that OTs speak with the CTP Care contact to confirm the details of the referral prior to meeting with the client.

The referral form will also contain a Service Approval for the time required to undertake the assessment, report writing and developing a request for equipment or services.

OTs should contact the client to arrange the assessment within 3-5 business days of receiving the referral form. If unable to contact the client within this timeframe, please advise the CTP Care contact.

## Completing the ADL assessment and report

The assessment must be conducted in person at the client's usual residence. When assessing functional capacity, the client's abilities in performing activities of daily living must be directly observed. It is not sufficient to include self-reported limitations without any observations at the assessment.

The OT should contact the CTP Care contact to discuss the outcome and findings within 2 working days of the

assessment and prior to submitting their report. The assessment report and any relevant SIRA attendant care or equipment request forms should be completed within 10 days of the assessment. This is to facilitate expeditious treatment and care and avoid any delays in the provision of reasonable and necessary services. Please notify the CTP Care contact if the report is likely to be delayed.

It is important for the ADL assessment report to include information about the size and location of the client's property (house and land), the client's pre-injury roles in relation to garden and home maintenance tasks, the roles and responsibilities of other family members in relation to these tasks, and the involvement of any third parties (i.e., if the client privately funded cleaning or gardening services prior to their accident). Any environmental factors influencing the need, duration, or frequency of such tasks (e.g., high rainfall areas, proximity of trees, bushfire risk, etc.) should also be noted. Inclusion of photographs of the property is helpful, should the client consent to this.

Recommendations should include rationale to clarify the relationship to the injuries sustained in the accident and reflect the option that provides the highest level of independence for the client. If making recommendations for commercial domestic services, the report should provide a breakdown of the specific home/garden maintenance tasks that the client is assessed as requiring assistance with, in addition to an estimate of the time required to carry out these tasks. This assists in providing clarity to any domestic service providers engaged and maximises the ongoing participation of the client in domestic tasks within their capacity.

Where appropriate, the OT should consider whether an ADL upgrading program should be prescribed and concurrently implemented, and / or aids and equipment provided, to facilitate increasing independence in the performance of activities of daily living by the client.

The assessment report should also provide justification if services are requested at higher frequency than would generally be expected, or if there is a request to alter or increase previously approved services.

## Considerations when making recommendations for Attendant Care services

CTP Care will support a client with reasonable and necessary Attendant Care services to carry out tasks that they were responsible for completing prior to their motor accident but are unable to as direct result of their injuries.

Attendant Care services may include:

- cleaning and similar tasks involved in the everyday operation and maintenance of a household
- routine home maintenance and gardening tasks
- vehicle washing.

Factors that should be considered might include:

- Did the client carry out these tasks pre-injury?
- Is there a need for the client to carry out these tasks post injury?
- What is the reasonable capacity of other household members to perform domestic services (considering age, cultural norms, other responsibilities, etc.)?
- Is the client able to carry out some domestic tasks or be supported to complete elements of domestic tasks?

- Would the use of equipment or aids support the client in carrying out these activities?
- Are the client's expectations of the service higher than community norms?
- Would the domestic/home maintenance services requested usually be carried out by a tradesperson or the home occupier? If the task would usually be carried by a tradesperson, then it is unlikely to be routine gardening or home maintenance.
- Ownership of the home – landlords are responsible for maintenance work on rental properties. Strata management schemes are responsible for some aspects of building and property maintenance in joint dwellings such as blocks of units / town houses, etc.

## What is considered reasonable in relation to garden maintenance?

CTP Care considers it reasonable to fund garden maintenance tasks that the client was responsible for completing prior to their accident but is now unable to manage as a direct result of their injury. In order to support a return to usual activities, consideration should be given to strategies, equipment or aids that would facilitate increased independence in garden maintenance tasks prior to recommending third party services. A client's support needs can be assessed in relation to tasks such as lawn mowing, maintenance of gardens etc.

CTP Care typically considers funding lawn maintenance fortnightly during warmer months and monthly during cooler months unless clear justification is provided for a different frequency.

CTP Care does not generally fund garden/property maintenance in relation to farming, decorative gardening, planting fruit/vegetable gardens as they fall outside of everyday/routine upkeep activities. CTP Care also does not generally consider funding services that require a qualified tradesperson to perform – for example, tree-logging is not considered to be a care need as this task requires a certified professional. Clients would be required to fund this service regardless of their injuries.

CTP Care does not fund tip/waste removal fees.

## What is considered reasonable in relation to home/property maintenance?

An ADL assessment can detail the client's assessed need for assistance in relation to periodic maintenance tasks they would have completed themselves prior to their accident but is now unable to manage as a direct result of their injury, such as window cleaning (internal/external), gutter cleaning, exterior house/paved area/driveway cleaning, or pool cleaning as required. Depending on the need and circumstances of the client, other periodic home maintenance tasks such as changing light globes and smoke detector batteries, can also be included in the assessment.

As a guide only, CTP Care would generally consider the following frequency of services to be reasonable depending on the location and circumstances of the client:

- Gutter Cleaning – annually.
- Interior/Exterior Window Cleaning (single level, accessible windows) – annually.
- Pressure cleaning/other exterior property cleaning tasks - as required based on client's need and circumstances and environmental factors.
- Pool cleaning – Monthly (CTP Care does not fund the cost of chemicals used for pool cleaning, or

costs such as heating or running a pool pump).

- Periodic maintenance by a general handyperson (e.g., changing light globes/checking smoke detectors) – based on client need and identified tasks. Fire and Rescue NSW have guidelines around maintenance of smoke alarms.

Additional justification should be provided to support a higher frequency in relation to the above activities. It is not a community expectation that homeowners would clean their own solar panels and therefore this is not considered to be a treatment and care need.

CTP Care does not fund internal or external home decoration, house painting, renovations, or pest control.

## What about car washing?

If identified as an injury related need, CTP Care considers it reasonable to fund basic interior and exterior car washing for a client's vehicle once per month. As above, consideration should be given to the client's individual circumstances, level of participation in this task pre-injury, and the reasonable capacity of other household members to assist.

## CTP Care will not fund

- services that are not accident related
- services that the client was not directly responsible for, or was self-funding, prior to their accident
- services for a client who is absent from their primary residence
- the cost of food for meal preparation by an attendant care worker
- the cost of cleaning materials, e.g., bleach, pool cleaning chemicals
- fees for services such as waste removal or tip fees

## What forms should be used?

- if requesting personal assistance, nursing, home maintenance or domestic services, please use the SIRA Attendant Care Service Request form - Catalogue No. SIRA08042
- if requesting aids or equipment, please use the SIRA Equipment Request form - Catalogue No. SIRA08043

These request forms are available for download from the resources library on SIRA's website.

## How we assess requests for treatment and care

CTP Care assesses each treatment and care request to ensure it is reasonable and necessary as per the Motor Accident Guidelines and Motor Accident Injuries Act, 2017 used in the NSW Motor Accidents CTP Scheme.

What is 'reasonable and necessary' can differ from person-to-person, even for the same/similar type of injury. As such, requests are considered on a case-by-case basis.

CTP Care make decisions based on the information provided to us in a request. If we are not satisfied that a request meets SIRA's 'reasonable and necessary' criteria, we will either ask for additional information or not approve the service.

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