



CASS - Disability Services

SPECIALIST DISABILITY ACCOMMODATION (SDA) AND SUPPORTED INDEPENDENT LIVING (SIL) ENROLMENT POLICY

Policy Code: 1130	SPECIALIST DISABILITY ACCOMMODATION (SDA) AND SUPPORTED INDEPENDENT LIVING (SIL) ENROLMENT POLICY
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Policy Statement

CASS DS is committed to provide high quality of care within accommodation setting for people of disabilities. The policy is applied to residential service type, Specialised Disability Accommodation which is own by CASS. This policy includes several NDIS support Types which may be provided across the full range of accommodation settings. These support types include Supported Independent living (SIL) and Specialised Disability Accommodation (SDA). This policy also applies when other support types are provided by CASS staff in CASS owned accommodation, for example, the range of Core or Capacity Building Support under the NDIS. CASS provides accommodation based services regardless of a person's gender, race and culture religion and sexuality. CASS DS complies with all other requirements of the NDIS Quality and Safeguards Commission.

NDIS Permanent Accommodation and Support

Specialist Disability Accommodation (SDA) refers to accommodation for people who require a specialist dwelling that reduces their need for person-to-person supports or improves the efficiency of the delivery of person-to-person supports. SDA funding is for the building itself, not for the support that is provided within that building.

CASS DS has enrolled for SDA on a building it owns. The SDA payment is used to maintain and make capital improvements on the property to ensure it meets all appropriate standards of safety, accessibility and comfort for our service users

Supported Independent Living (SIL) is the provision of supports which assist service users with daily life tasks within a group or shared living environment for 24/7. It also helps with and /or supervision of daily tasks to develop the skills of an individual to live as independently as possible.

SDA Tenancy Management

- Advertise Vacancy

When a vacancy arises that is available to be filled by a participant, CASS DS will notify the NDIA within 5 days, as prescribed in SDA Rules 7.29. CASS DS promotes and advertises any vacancies internally and externally to relevant networks. Potential service users will be provided with a transition period where CASS DS supports each participant's views, preferences and needs are documented and taken into account.



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New service users will be privy to a probationary period of six months within the service. The probationary period may be terminated by either party utilising the same criteria as outlined in the service agreement.

The probationary period could be terminated if a service user is causing major disruption or upset to their housemates or if CASS DS determines the arrangement will create ongoing safety concerns for other CASS service users or staff.

- Service Intake

CASS DS adheres to the requirements established in the NDIS rules 2018. All CASS potential service users interested in a vacancy in CASS SDA are subjected to a matching and approval process. The final decision will be made by CASS management team and pending be approval of a quote from NDIA.

CASS DS will not give preference to a participant over other participant. All residents must be afforded the same treatment, right and choices. The requirement not to give preference to a participant also applies when the participant receiving SDA is a relative of CASS. SDA will be placed according to the waiting list, subject to a matching process.

- Service Use

Participants who reside in CASS SDA are provided services and supports as stated in their individual NDIS plan. The choice and control of each participant are supported and respected by CASS DS staff. Service users and their families and support networks will be discussed about the functioning of their home. This could be made through parent's meeting, regular house meetings and any other types of appropriate communication methods. All feedback, suggestions and concerns will be addressed promptly in accordance with CASS DS complain policy. New service users are expected to share copies of their NDIS plan with CASS DS in order for CASS staff to be able to adequately plan and create routines and supports that are suited to the service users.

Further information on tenancy related practice can be found in the attached document –
Accommodation Services Addendum - Vacancy Management

SDA Property Enrolment of Dwelling

CASS SDA has met the enrolment of dwelling requirement which satisfies the condition established by *National Disability Insurance Scheme (Specialist Disability Accommodation) Rules 2016* – Section 6 which is called requirement for SDA to be funded which are :

- it is a permanent dwelling
- it is intended to provide long – term accommodation
- neither the Commonwealth nor a State a Territory currently provide funding for accommodation in respect of the dwelling under a scheme unrelated to disability.
- it is Existing Stock



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- CASS is a SDA registered provider, holds written certificate to the effect the dwelling meets relevant building codes and laws.

NDIS Conflict of Interest

Where SDA and another NDIS supports are provided to the same participant, there are separate service agreements. Participant is supported to understand the distinction between the provision of SDA and other NDIS supports delivered in the dwelling. Participants will be presented with a range of choices about providers of supports and not only CASS, and staff will not seek to influence the client to select CASS.

Documents related to this policy	
Related Policies	<ul style="list-style-type: none"> • NDIS and Conflict of Interest • Accommodation Services Addendum - Vacancy Management
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
3 years	Unit Head	HAS & DS Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review due
Version 1	17 May 2019	HAS & DS Committee	17 May 2022
Version 2	16 May 2022	HAS & DS Committee	15 May 2025



ACCOMMODATION SERVICES ADDENDUM - VACANCY MANAGEMENT

Purpose

This document provides information on eligibility for tenancy in Specialist Disability Accommodation (SDA) or supported accommodations provided by CASS Disability Services (CASS DS) and the process for identification of potential tenants and filling vacancies.

Procedures

Identifying potential tenants-

Eligibility criteria for SDA provided by CASS DS are:

- The person is an NDIS participant with SDA as part of their plan;
- The Participant has the capacity to sustain independent living with care and support.
- Appropriate support arrangements are in place to meet the needs of the Participant.

CASS DS identifies potential tenants via:

- Expressions of interest received directly (e.g. via phone calls, existing NDIS participants);
- Referrals from LAC, local hospital social workers;
- Via referrals from disability service providers, including Support Coordinators.
- Through attendance at disability service forums (e.g., SLHD CoP; CESP HN Disability Network Meeting);
- Through referrals from advertising activities;
- Direct contact from hospitals, rehabilitation centres, and aged care providers.
- Accessible by participant via the NDIA The Specialist Disability Accommodation (SDA) Finder

Advertising vacancies in CASS properties -

Vacancies in CASS DS properties are promoted via:

- Posting on the Housing Hub (operated by the Summer Foundation) and Go Nest;
- Through CASS DS own website, advertisement postings via other media outlets;
- Contacting people on the enquiry list (people who have expressed an interest in accommodation in that area) to discuss the accommodation and their suitability);
- Marketing activities (e.g., Local festival events, Community Expos).

For new SDA properties CASS DS will undertake advertising when availability of SDA accommodation is confirmed (e.g., construction commenced, accommodation purchased, or long-term accommodation leased).

For existing enrolled SDA properties, CASS DS will undertake advertising when there is a vacancy available.



NOTIFYING THE NATIONAL DISABILITY INSURANCE AGENCY (NDIA) OF VACANCIES

CASS DS must notify the NDIA within 5 business days of a vacancy arising in an SDA dwelling via the online form, specifically where:

- A participant gives notice to vacate.
- CASS gives the participant a notice to vacate;
- A participant dies;
- Impending vacancy for any other reason.

The NDIA is authorised to collect SDA vacancy data under section 29(1)(f) of the [NDIS SDA Rules](#).

From 2 August 2021, providers must use this form to advise the NDIA of SDA vacancies, as per the SDA Rules.

To notify the NDIA of a vacancy and list CASS DS vacant SDA dwelling in the SDA Finder, the following information will need to be provided:

1. ABN
2. Location, including: street address, postcode, suburb, and State/Territory
3. Number of vacancies
4. Number of residents

ALLOCATION OF SDA HOUSING

CASS DS aims to promote successful and sustainable tenancies by matching participants to properties that:

- Meet their special needs so far as these are known.
- Assists the participant to access specialist support services they utilise on a regular basis.
- Assists the participant to meet the goals and objectives as outlined in their NDIS Plan.
- Makes the best use of available housing stock.

TENANT SELECTION

In filling vacancies in SDA dwellings, the needs, wishes, choices and situation of Participants will be taken into consideration. CASS DS will follow the procedures as set out in the Participant Matching Policy and conduct the relevant matching assessment to determine the best fit for everyone.