



For NDIS Support Coordinators
& Allied Health Professionals

Moving to a new home checklist – everything but the kitchen sink!

This checklist is written from the perspective of a person with a disability who is wanting to move to a new home.

We know moving is a big task. There are many things to do, and many people may be involved in assisting a person with disability to move to a new home.

This form might be completed by the person with disability and/or a trusted person such as a family member or support coordinator.

6 – 12 months before moving	Who can help?	Due Date	Status	Tick/NA
Engage support coordinator with experience in helping people reach their housing goals and innovative housing and support solutions				
Gather family and friends/circle of support to help think, plan and take action for move. Meet regularly. For more info on circles of support visit www.cosam.org.au				
Develop and articulate housing goals, preferences and vision for a future living situation				
Think about possible house sharers – who/characteristics of good match				
Begin exploring housing options – mainstream, social housing and SDA				
Apply for social housing. Seek priority if applicable				
At NDIS plan review discuss housing goals and/or complete NDIS Home and Supporting Evidence form – signalling intention to move into a new home. Seek funding to explore housing and support to move				
Begin a moving diary to keep track of tasks and who does what				
Begin writing a daily care plan for things such as personal care regime, monitoring and prevention of secondary conditions, toilet regimes, PEG (enteral nourishment)				
Investigate and visit local community groups/activities in area of the planned move				
Engage occupational therapist (OT) for assessments - SDA/home mods/assistive technology (AT)/support required, building independence skills				
Explore and design support model – discuss options with support providers - SIL , ILO , daily living and shared management approaches				
Engage speech pathologist to update mealtime management plan and communication strategies				

Consult with Positive Behaviour Support (PBS) practitioner re support to move to new home and PBS plan required in new home				
Engage other allied health professionals as required				
Consult with lawyers about money in Trust				
Consult with Trustee and Guardian re finances and the move				
Create inventory of AT and equipment with OT and identify new AT required in new home				
List the household items that need to be bought before the move – resource: your first apartment checklist – everything you need to buy				
<i>add more items</i>				
3 – 6 months before moving	Who can help?	Due Date	Status	Tick/ NA
Gather evidence from OT for SDA. Submit housing plan and complete NDIS Home and Living Supporting Evidence form requesting SDA				
Gather evidence from OT for home mods to mainstream housing. Submit NDIS Home and Living Supporting Evidence form requesting Home mods to new home. Builder quotes might also be required				
Apply for Centrelink rent assistance				
Investigate possible discounts on electricity				
Formalise support model design and establish agreements with preferred support provider				
Review PBS plan for new home				
Identify risks and plan mitigation				
Buy AT with NDIS allocated funds				
Try new hobbies and activities to do at home and in the community				
Create training videos for new support team				
Meet regularly with circle of support and support team. Delegate jobs to family, friends, team members				
Visit new home and get to know new neighbourhood				
Map new neighbourhood/community. Where do people spend their time/what do they do?				
<i>add more items</i>				

1 - 3 months before moving	Who can help?	Due Date	Status	Tick/ NA
SDA approval from NDIS – ensure design category, building type and co-residents align with needs and preferences				
Get involved in choosing co-residents – getting-to-know-you meetings and activities				
Home mods approved and underway				
Finalise health care plans				
Begin buying furniture needed in new home – consult with Trustee and Guardian re finances. Shop for second hand furniture or donations				
Book removal van				
Recruit and choose new support workers - advertise, interview, check references, worker screening				
Arrange allied health, nurse, PBS practitioner to provide training to support workers				
Train support workers using training videos and practitioners above				
Identify and link with local services – pharmacist, GP, bank, optometrist, supermarket and café				
Buy household items (e.g. linen, crockery, cutlery etc)				
Arrange additional support for move/transition				
Arrange transport e.g. apply for half price taxi card, disabled parking permit, identify suitable local taxi drivers/maxi taxi drivers, obtain information about local public transport				
Begin travel training in new neighbourhood				
<i>add more items</i>				

1 month to moving day	Who can help?	Due Date	Status	Tick/ NA
Visit new home as often as possible. Take smaller possessions to begin setting up house				
Meet regularly with co-residents				
Plan house warming party				
Introduce yourself to new neighbours				
Organise utility connections- water, gas, electricity, internet				
Apply for Centrelink rent assistance				
Start sorting and packing				
Ensure extra support is available				
Call on circle of support for help and emotional support				
Arrange cleaners				
Get keys cut, buy lock box				
Buy groceries for new home – stock pantry Arrange prescriptions/medications and instructions for administration and webster pack for first week if required				
List all future appointments and relevant contact details (e.g. specialists)				
Use cognitive aids e.g. whiteboard, reminder and note apps etc				
Organise/buy supply of consumables, such as continence aids				
Have back-up/contingency plans for gaps in support				
Arrange schedule for moving day				
Set up AT and security systems e.g. vital call				
Provide new contact details to all relevant bodies (e.g. electoral roll, Medicare, Centrelink, companion card, bank, utilities etc)				
If applicable, ensure copies of guardianship and administration orders have been provided to the support provider				
Arrange removal and delivery of furniture/equipment				
<i>add more items</i>				

After the move	Who can help?	Due Date	Status	Tick/ NA
Continue to work with support coordinator				
Meet regularly with circle of support				
Send new contact details to friends and family				
Seek opportunities to get to know neighbours – open house, house warming				
Find out bin collection day				
Connect with local community				
Reflect on how support is working and adapt as needed				
<i>add more items</i>				

Adapted from [Housing Toolkit: A resource for planning housing and support](#) Winkler, D., Sloan, S., Seabrook, A., Anderson, J., and Callaway, L. (2013) The Housing Toolkit: A resource for planning housing and support. Melbourne: Summer Foundation Ltd

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