

Table 4: Situations requiring advance approval

MANDATORY	Deviation from Procurement Requirements
<p>Guidance contained in [Table 10: Procurement thresholds guidance], [PROCUREMENT] and [CPD PROCUREMENT] detail DSD's requirements for all Adaptation procurement. Associations' are required to certify compliance on all claims for payment and advance approval requests.</p> <p>Exceptionally, where an Association is considering deviating from the procurement requirements, the prior written consent of NIHE (DPG) must be obtained before any procurement process commences. Associations are expected to have fully discussed the reasons and alternative options with NIHE (CoPE). Details of the outcome of such discussions and all necessary information must be provided to assist DPG in reaching its decision and must be available on file for DSD Inspection team during audit as required.</p>	
MANDATORY	Proposed works that compromise Life-time Homes (LTH) status of property. (works of any value)
<p>DSD's option of first choice is that LTH features are fully utilised in providing adaptations. However, it is recognised that in certain exceptional circumstances, following liaison between Association and OT, a satisfactory alternative to compromising the LTH status of a dwelling may not be available.</p> <p>In such cases the Association should write to NIHE (DPG), providing a copy of the OT recommendation and full details of the proposed adaptation and background information. The decision and reasons must be recorded and presented to NIHE (DPG) with the completed advance approval form AA1.</p> <p>Work should only be carried out with the prior written consent of NIHE (DPG). The Association is expected to have fully discussed the alternative options with the OT. Details of the outcome of such discussions and all necessary information must be provided to assist DPG in reaching its decision and must be available on file for DSD Inspection team during audit as required.</p> <p>See [OT LIAISON - (c) Making best use of Life-time Homes features] for more information.</p>	
MANDATORY	Adaptation proposals with costs over £20,000
<p>Associations must have robust procedures in place to deal with implementation of major adaptation requests. In such cases liaison with the OT and tenant/client, and oversight of the Association's consultant are key elements for associations.</p> <p>Associations must undertake various steps prior to submitting a request for advance approval to NIHE (DPG). Form AA1 must be completed and submitted with all required supporting documentation for consideration.</p> <p>See [OT LIAISON] and [ADVANCE APPROVAL PROCESS] for more detail on the procedures.</p>	
MANDATORY	Provision of Environmental Control Systems [assistive technology] (works of any value)
<p>Environmental Control Systems enable severely physically disabled people to have control of their environment. They form part of a wider type of equipment usually referred to as 'electronic assistive technology', which also includes communication aids and</p>	

computer access equipment.

An environmental control system is a specialist type of equipment and consists of a number of elements:

- *A central controller – this is a portable controller device that stays with the user (normally attached to the user's wheelchair) that sends signals remotely to a wide range of appliances so that the user can operate same.*
- *Appliances – these receive the signals from the central controller. Some appliances already incorporate the ability to receive remote commands; others need adapting for this purpose and some are specially manufactured for this market.*
- *Input Devices – the choice of input device depends on the physical ability of the user, who may have dexterity problems or paralysis problems.*

Systems normally provide the user with personal control over:

- *Security – alarms, door locks, door cameras/intercoms.*
- *Communications – telephones.*
- *Comfort – heating, lighting, mechanical ventilation.*
- *Entertainment – TV, Video etc.*
- *Home Control – doors, windows.*

Assistive technology is a complex area with funding requirements for both the capital and revenue elements. The capital elements include provision of 'structural' adaptation works including works needed to facilitate installation of nursing/care aids. Revenue elements include the costs for the provision of aids, maintenance and replacement of equipment.

In light of the complexity of these relationships DSD require Associations to seek advance approval prior to installation of assistive technology. Each request will be considered by NIHE (DPG) taking account of the individual and often unique circumstances of the case. A completed form AA1 and supporting documents must be submitted.

N.B. All advance approvals will remain valid for six months only from date of issue of approval to the date work starts on site.