



# The University of Sydney

Faculties of Health Sciences and Architecture

## The Home Modification: Information Clearinghouse Project

## Guide to HMinfo Case Studies

### What are the benefits?

The case studies section of the website is designed to display home modification and maintenance cases so they can be reused for problem sensing and problem solving. By adding your case to the database, innovative or unusual case information problems and solutions can be shared. It is hoped that this sharing may assist better and more effective practice outcomes.

### How do I register to the case studies?

To be able to post casestudies you need to firstly register to the website. To register, click on the register button on the right-hand side of any webpage; enter a username and password for the site. You will also need to enter some personal details and information regarding your home modifications experience.

A screenshot of the Home Modification Information Clearinghouse website. The page has a green header with the title "Home Modification Information Clearinghouse". Below the header is a blue navigation bar with links: Resources, Events, Training, Service Directory, Submit, Forums (Listserve), Casestudies, News, FAQ, About us, Search. On the right side of the navigation bar, there is a red circle around the "Login/Register" link. The main content area is divided into two columns. The left column has a section titled "Grabrails and more" with a sub-heading "Gathering, collating, summarising, analysing and disseminating home modification information." and the HMinfo logo. The right column has a section titled "Recent News" with several blue links: "Clearinghouse Website Survey", "Newsletter Subscription on the HMinfo Website", "Licensing agreements apply to all HMMS services under the Home Building Act 1989 and DADHC funding agreements. Fines possible.", "WELCOME TO THE NEW LIVE HOMEMODS WEBSITE ADDRESS!", and "Key Building Standards". A red arrow points from the text above to the "Login/Register" link in the screenshot.

### Entering a case study:

To enter a casestudy, log in, click 'submit' then 'casestudy'. Most of the fields are fairly self explanatory, however, you might find the following confusing:

- **Title** – enter a descriptive title explaining the type of assessment and modifications covered in the casestudy, i.e., Assessment of the Bathroom for an Osteo-arthritic Adult.

- **HACC Letters of Name** – enter the 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> letters of the family name, followed by the 2<sup>nd</sup> and 3<sup>rd</sup> letters of the given name.
- **Case File Number** – this is the unique case identifier used by the home modification agency submitting the case, for record purposes. You can use this field to find and edit the case once it has been submitted.
- **Person Particulars** – this section provides the opportunity to enter any further details regarding a person’s health condition. This might include limitations on movement, specific injuries or conditions, information regarding mobility, or details of care provision.

### **About the Activity:**

- **Particulars** – specify particulars of the case, including particular information about the activities enabled/disabled by the impairment, or the current methods employed to deal with the impairment.

### **Home details:**

- **Particulars** – enter any further information regarding particulars of the home.
- **Add image** – to add an image to the webpage, click on the image/plus sign that appears in the image table. From here, you can browse existing images or upload a new image into your document. Make sure that you obtain consent from the client for information and images to be made public (refer to next section).

## **Consent for entering a new case study:**

Download the HMinfo “Casestudy Consent Form” under ‘About Us’ then ‘HMinfo Administration Materials’.

Obtain consent from the client and fax the signed consent form to the HM Information Clearinghouse on 9351 9197.

### ***HMinfo Casestudies Client – Consent Form***

1. It has been explained to me that my home modification case details, with any associated construction drawings and/or photographs, will be entered into a database for display on the HMinfo Clearinghouses casestudy website [http://www.homemods.info/case\\_study](http://www.homemods.info/case_study)
2. I understand that no photographs with me or any other person in the frame will be used. Only photographs of my environment and or technical drawings of my existing home and the proposed modifications will be used.
3. I understand that the sole reason that this material is being provided online is so that consumers, occupational therapists, architects and tradespeople can learn about home modifications for particular housing and particular impairments.
4. I understand that the case material on the HMinfo Clearinghouse will be available online and may be viewed by the general public.
5. I understand that I will not be identified by name, and that no personally identifying material will be stored, discussed, included or presented in conjunction with my home modification case material.

6. I understand that I am in no way obliged to give my consent, and that my care will not be jeopardized should I refuse.
7. I understand that I can withdraw my consent at any time without repercussion and that, should I do so, my case material will removed from the HMinfo Clearinghouses casestudy area within 48 hours of my initiating such a request.

Signed: ..... Date: ...../...../.....

Witnessed: ..... Date: ...../...../.....

## Need to change your user details?

If you wish to change your user details, go to 'my account' icon on the right-hand side of the screen. Click the 'edit' tab across the top of the screen and enter or change your information.

## Forgotten your password?

**Contact us:**

**Phone:** 9351 9215

**Email:** [hminfo@usyd.edu.au](mailto:hminfo@usyd.edu.au)

**Facsimile:** 9351 9197