



12 September 2024

Tēnā koe

### **Official Information Act Request**

Thank you for your emails of 16 and 27 August 2024 requesting information about two Ministry intranet pages.

I have considered your request under the Official Information Act 1982 (the Act).

Please find attached two pages from the Ministry's intranet titled:

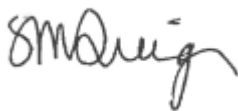
- Guidelines and Procedures for Simplified Access
- Give a person simplified access to Supported Living Payment

I will be publishing this decision letter, with your personal details deleted, on the Ministry's website in due course.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with my decision on your request, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui

pp. 

Magnus O'Neill  
**General Manager**  
**Ministerial and Executive Services**

## Guidelines and procedures for Simplified Access

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This page provides information for staff on simplified access to the Supported Living Payment.

On this Page:

### What is simplified access?

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Simplified access to the Supported Living Payment is for clients who meet the diagnostic criteria.

People who meet the criteria for simplified access to the Supported Living Payment will not be required to undergo a detailed assessment of their capacity to work and will not be asked to complete a Self-Assessment.

Because we have already determined that the person will have little or no work ability and this is unlikely to change, Supported Living Payment will not be reassessed.

To determine whether someone can be given simplified access, you need to make a decision on whether a person's diagnosis falls within the following specific criteria.

### Determining entitlement for simplified access

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Here is information to support you with knowing when a client may be entitled to simplified access, in coordination with Map, here are some things you may find:

#### People who are totally blind

Totally Blind means a person must meet one or both of the following criteria:

their best visual acuity, with correcting lenses, does not exceed 3/60 or 1/20 and/or

their visual field is contracted to a maximum of five degrees on either side of the fixation point.

#### Terminally ill

A person who is considered to be terminally ill will have a life expectancy of less than 2 years. Any treatment they receive will be focused on addressing symptoms, not seeking a cure.

The medical practitioner may indicate the person is receiving or would qualify for palliative services on the medical certificate.

#### People with severe intellectual or cognitive impairment

A person who requires assistance from others for all aspects of their personal care. This could include:

Severe Cognitive Brain Injury

May have a report or medical capacity certificate where it states the client has a (mental process involved in knowing, learning, and understanding things)

A diagnosis that includes intellectual disability.

The client may have documentation from a medical specialist eg, neuropsychologist or clinical psychologist confirming a full scale IQ of 45 or less

Severe Traumatic Brain Injury (TBI).

The client may have specialist (neuropsychologist, psychiatrist) or clinical psychologist reports detailing severity of condition and current level of function and that this is unlikely to improve.

#### A condition that has resulted in little or no capacity to work and is unlikely to improve

This will be a condition that has reached a stage of deterioration to the extent that the condition severely impacts on their ability to function and is unlikely to improve and require assistance for person care like:

Showering,

Meal preparation,

Eating,

Personal hygiene etc

Some examples of conditions to notice may qualify:

Parkinson's disease,

Multiple Sclerosis,

Motor Neuron disease,

Muscular Dystrophy,  
Huntington's disease etc

People in these groups will be identified through existing clinical assessments and/or health professional comments on the initial medical certificate eg the medical practitioner indicates they are blind or receive or would qualify for palliative services. They may also have a [needs assessment \[http://doogle/map/income-support/main-benefits/supported-living-payment/nasc-needs-assessment-service-co-ordination-assess-01.html\]](http://doogle/map/income-support/main-benefits/supported-living-payment/nasc-needs-assessment-service-co-ordination-assess-01.html) confirming the person requires assistance from others for all aspects of their care.

For more information see:

[Supported Living Payment - Map \[http://doogle/map/income-support/main-benefits/supported-living-payment/index.html\]](http://doogle/map/income-support/main-benefits/supported-living-payment/index.html)

### Before applying simplified access

Where you think the client may qualify for simplified access you must seek advice from your Regional Health Advisor or Regional Disability Advisor before applying in SWIFTT.

For more information see Map:

[Simplified Access to Supported Living Payment - Map \[http://doogle/map/income-support/main-benefits/supported-living-payment/simplified-access-to-supported-living-payment-01.html\]](http://doogle/map/income-support/main-benefits/supported-living-payment/simplified-access-to-supported-living-payment-01.html)

### Recording simplified access in SWIFTT

If a person is given simplified access to the Supported Living Payment it must be recorded on the SWIFTT SINCC screen by entering "Y" against the field "SLP Simplified Access". This will help ensure the client is not asked to undergo any additional assessment of their work capacity.

The following information needs to be recorded in the appropriate fields in the SINCC SWIFTT screen:

- that the client's condition severely impacts on their ability to work
- that the client's condition is permanent
- whether the client is totally blind
- whether the client has a terminal illness
- that the client has been given simplified access
- enter '9' for never reassess as the reassessment period.



The screenshot shows a blue background with white text and input fields. The fields are: Severely (Y), Permanent (Y), Blind (N), Terminal (N), SLP Simplified access (Y), and SLP reassessment period (9). Below these are several alphanumeric codes in boxes: F1 SINCI, F2 SINCH, F3 SDOCS, F4 SPBR, F5 SIMBI, F6 SINC2, F7, and F8.

### Step by step procedure to give a person simplified access

[Give a person simplified access to Supported Living Payment \[https://doogle.ssi.govt.nz/resources/helping-clients/procedures-manuals/work-and-income/health-disability/simplified-access/give-a-person-simplified-access-to-supported-living-payment.html\]](https://doogle.ssi.govt.nz/resources/helping-clients/procedures-manuals/work-and-income/health-disability/simplified-access/give-a-person-simplified-access-to-supported-living-payment.html)

Content owner: [Work and Income National Office](#) Last updated: 04 September 2024

## Give a person simplified access to Supported Living Payment

Follow this procedure to give a person simplified access:

Stage	Steps	Tools & Forms
<b>Application</b>	<p>1. Review medical information provided at application. This may include:</p> <ul style="list-style-type: none"> <li>client's medical certificate where available</li> <li>medical reports e.g. hospital discharge summaries, specialist report</li> <li>application form</li> <li>any other information gathered during interview</li> </ul>	<p><a href="http://doogle/map/income-support/main-benefits/supported-living-payment/index.html">Supported Living Payment - MAP</a> [http://doogle/map/income-support/main-benefits/supported-living-payment/index.html]</p>
	<p>2. Establish whether the client's diagnosis is one of the following:</p> <ul style="list-style-type: none"> <li>total blindness</li> <li>terminal illness</li> <li>severe intellectual or cognitive impairment</li> <li>disorder that has reached a stage of deterioration to the extent that their condition severely impacts on their ability to function and is unlikely to improve.</li> </ul>	<p><a href="http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/simplified-access/guidelines-and-procedures-for-simplified-access.html">Simplified Access guidelines</a> [http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/simplified-access/guidelines-and-procedures-for-simplified-access.html]</p>
	<p>3. Refer to Regional Health Advisor/Regional Disability Advisor to confirm that the person's condition falls within one of the four categories listed in Step 2 before making a decision on simplified access</p>	<p><a href="http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/regional-health-and-disability-advisors/rha-rda-referral-and-recommendation-process.html">Referral process to Regional Health Advisor/Regional Disability Advisor</a> [http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/regional-health-and-disability-advisors/rha-rda-referral-and-recommendation-process.html]</p>
<b>Recommendation</b>	<p>4. Regional Health Advisor/Regional Disability Advisor reviews information provided by client to support their application in line with the criteria for simplified access</p> <p>Regional Health Advisor/Regional Disability Advisor provides recommendation.</p>	<p><a href="http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/simplified-access/guidelines-and-procedures-for-simplified-access.html">Criteria for simplified access to SLP</a> [http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/simplified-access/guidelines-and-procedures-for-simplified-access.html]</p> <p><a href="http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/regional-health-and-disability-advisors/rha-rda-referral-and-recommendation-process.html">Regional Health Advisor/Regional Disability Advisor recommendations</a> [http://doogle/resources/helping-clients/procedures-manuals/work-and-income/health-disability/regional-health-and-disability-advisors/rha-rda-referral-and-recommendation-process.html]</p>
	<p>5. Assess the person's capacity for work and confirm eligibility to Supported Living Payment</p>	<p><a href="http://doogle/map/income-support/main-benefits/supported-living-payment/medical-reassessment-for-supported-living-payment-01.html">Supported Living Payment - MAP</a> [http://doogle/map/income-support/main-benefits/supported-living-payment/medical-reassessment-for-supported-living-payment-01.html]</p>
<b>Decision</b>	<p>6. Make a decision.</p> <p>If the decision is that the person can be given simplified access to Supported Living Payment, confirm the information in the SINCC screen in SWIFTT:</p>	<p><a href="http://doogle/resources/helping-clients/forms-templates/work-and-income/health-disability/health-disability-resources.html">Decision Making Guidelines</a> [http://doogle/resources/helping-clients/forms-templates/work-and-income/health-disability/health-disability-resources.html]</p>

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Stage	Steps	Tools & Forms
	<ul style="list-style-type: none"><li>• whether the client is blind</li><li>• whether the client has a terminal illness</li><li>• that the client's condition severely impacts on their ability to work</li><li>• that the client's condition is permanent</li><li>• that the client has been given simplified access</li><li>• the Supported Living Payment review period is never</li></ul> <p>If the decision is that the person cannot be given simplified access to Supported Living Payment and their condition is Severe and Permanent, assign the client a two year reassessment period.</p>	

Content owner: [Work and Income National Office](#) Last updated: 13 April 2015

Released under the Official Information Act 1982