

Guide to

HMinfo Forums

HMinfo hosts the following forums on the website:

- Home Modifications Discussion Group
- Built Environment Industry Professionals Forum
- Occupational Therapist (OT) Forum

About the Forums

HMinfo currently convenes two forums to support home modification practitioners and one general forum to support consumers and other people interested in home modifications. Forums offer a useful and dynamic method for keeping up-to-date with developments in your subject. Forums are structured to allow users to easily search past discussions for solutions to current problems.

Each forum's hierarchy follows standard online forum conventions with Categories, Threads and Posts. Conversations are represented as Threads, which contain replies/messages in the form of Posts, and Threads are categorised based on their topic of conversation.

The forums provide an opportunity for subscribers to exchange ideas and information relating to home modification for older people and people with disability. Subscribers may include Home Modification and Maintenance Service Providers, Occupational Therapists, Designers, Builders, Tradespersons, Consumers and Researchers – anyone with a particular interest in Home Modification for older people and people with disability.

Website registration

To post on a forum, you first need to register on the website by clicking on the User Registration button on the home page of www.homemods.info or by following this link:

https://www.homemods.info/user-registration.

You will need to enter a username and password for the site, as well as some personal information. This personal information is protected according to the Australian Privacy Principles 2014.

Posting a message

Once your registration has been approved, you may login to www.homemods.info and post in the forums. You may post questions by clicking on 'Forums' in the website menu, choosing a particular forum and forum category, and then clicking on 'Post Thread' to begin writing a thread. If you would like to reply to an existing post, click on the thread title to enter the thread and click on 'Reply to this post' under the post you wish to reply to.

Home Modifications Discussion Group

This is an online forum for consumers and other people who are interested in home modifications. It can be accessed at:

https://www.homemods.info/forums/home-modifications

The Home Modifications Discussion Group is designed to offer general advice and information about home modifications and provide a forum for discussion about home modifications and their benefits to older people, young people with disability, and carers and care workers. It can assist with sourcing information, resources and contacts for home modifications.

Built Environment Industry Professionals Forum

This is an online forum for building and design professionals who provide home modifications. It can be accessed at:

https://www.homemods.info/forums/built-environment-industry-professionals

The Built Environment Industry Professionals Forum is only accessible by Design Professionals, Trades/Builders and Home Modification Providers (provided they offer building services) registered on the Home Modifications Information Clearinghouse website and are licensed/registered in Australia or New Zealand. Postings within the forum can only be viewed by other users meeting these criteria.

The Built Environment Industry Professionals Forum provides a private and exclusive space for design professionals, builders and tradespersons to:

- Discuss professional issues
- Communicate with other building and design professionals working in home modifications
- Make announcements about the interest group or activities related to home modifications
- Pose problems or ask for help in problem-solving in relation to home modifications
- Exchange information and opinions
- Share resources products, journal articles, websites, apps etc.
- Access experts in the field
- Raise questions about building and design practice in the area of home modifications.

Built Environment Industry Professionals Mailing List

In addition to the HMinfo Built Environment Industry Professionals Forum, HMinfo hosts a mailing list to facilitate communication amongst building and design professionals.

The Built Environment Industry Professionals Mailing List is integrated with the website to ensure that conversations are synchronised with the Built Environment Professionals Forum.

It is especially useful when users cannot access the HMinfo website from their location but are able to send and receive emails through their email client.

Emails sent to the mailing list are distributed to all members of the mailing list and automatically posted on the Built Environment Industry Professionals Forum as either a Thread or a Post, depending on whether the email is a reply to an existing conversation or contains a new conversation. Replies to Threads via the website are sent to the members of the mailing list to ensure that replies are received by members who are only able to access the Built Environment Industry Professionals Forum content via email.

- To subscribe to the mailing list as a new website user, add your email address to the 'LISTSERV Email Address' field during your website registration, at: https://www.homemods.info/user-registration
- To subscribe to the mailing list as an existing website user, log into your account, click on the 'Account' link located on the top right of the website, add your email address to the 'LISTSERV Email Address' field located on the bottom of the page and click on the Save button.
- To post a message to the mailing list, address your email to: homemodbe-pros@lists.unsw.edu.au
- To unsubscribe from the mailing list, log into your account, click on the 'Account' link located on the top right of the website, remove your email address from the 'LISTSERV Email Address' field located on the bottom of the page and click on the Save button.

Members of the mailing list are welcome to use it in the above-mentioned way and are responsible for keeping it alive by posting messages on a regular basis. To ensure the mailing list remains polite and useful to the members, please observe the principles of email etiquette as outlined in this guide.

Registration for the Building Professional Forum

You will need to enter a username and password for the site, as well as some personal information. This personal information is protected according to the Australian Privacy Principles 2014.

Step 1

 All Built Environment Professionals can register themselves as a user in our website by typing in the website address in any browser window- https://www.homemods.info/

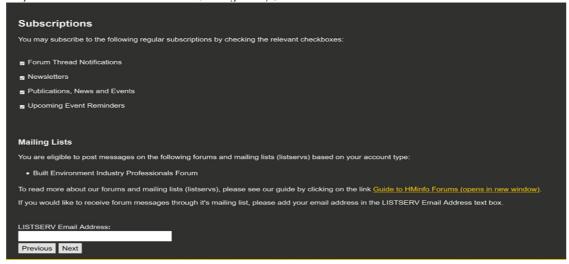
Step 2

• Click on User Registration and complete all the required fields marked by an asterisk *



Register Here

 You will need to tick the "Forum Thread Notifications" box if you wish to receive immediate updates on posts made in selected forum threads. Alternatively, you can participate in the online forum via email by providing your email address in the "LISTSERV Email Address" field.

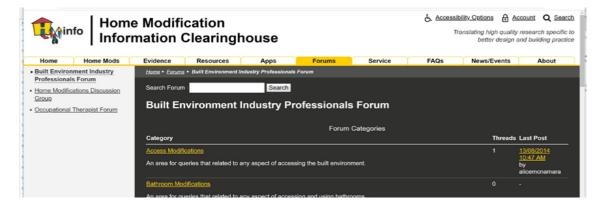


Step 3

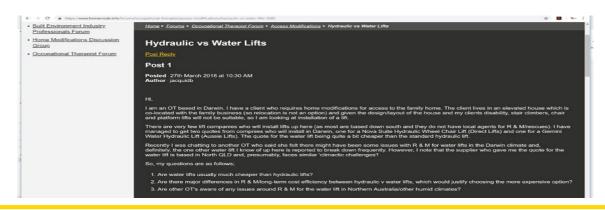
 Upon receiving your registration confirmation, you can then access the Home Modification Clearinghouse website by logging in using your username and password.
 Once you have logged in, click on the Forum tab to read or submit posts.

Step 4

 To post a query in the online forum, you will need to choose and click on a relevant Category, and then click on "Post Thread". Alternatively, if you had opted to participate in the forum via email, you would need to send your query to homemodbe-pros@lists.unsw.edu.au



 When a user posts a query to the online forum, it will automatically be assigned a post number and all responses on the same thread will be allocated ascending numbers.
 This enables anyone who is registered to look up the whole conversation as needed at a later time.



Occupational Therapist (OT) Forum

This is an online forum for OTs who are interested in home modifications. You must provide proof of your professional status to access this forum. The easiest way to cite this is for you to supply your AHPRA Registration Number. We know that in a small number of cases current registration is either pending or non-mandatory; so, if you are unregistered, we need to cite a letter from an employer, certificate of training, proof of enrolment in a relevant course etc. The OT Forum can be accessed at:

https://www.homemods.info/forums/occupational-therapist

The OT Forum is designed to offer OTs working in Home Modifications a medium for:

- discussing professional issues.
- communicating with other therapists working in home modifications.
- making announcements about the interest group or activities related to home modifications.
- posing problems or asking for help in problem-solving in-home modifications.
- exchanging information and opinions.
- sharing resources products, journal articles, websites etc.
- · accessing experts in the field; and
- raising questions about OT practice in the area of home modifications.

Registration for the Forum

To join the OT Forum and OT Mailing List, register your details on the HMinfo website by clicking on the User Registration link on the www.homemods.info home page or click www.homemods.info/user-registration. You will need to enter a username and password for the site, as well as entering your AHPRA registration number (or other OT certification) and some personal information. This personal information is protected according to the Australian Privacy Principles 2014. As a certified OT, you will be able to login to the HMinfo OT Forum: www.homemods.info/forums/occupational-therapist to post messages and read past OT discussions in an online forum setting.

Occupational Therapist (OT) Mailing List (listserv)

In addition to the HMinfo OT Forum, HMinfo hosts an email list group (OT Mailing List) to facilitate communication amongst Occupational Therapists (OTs).

Since the introduction of the OT Forum, the OT Mailing List has been integrated with the website to ensure that conversations are synchronised between both systems (the OT Mailing List and the OT Forum).

The electronic mailing list provides a familiar and convenient method to communicate with other OTs. It is especially useful when users cannot access the HMinfo website from their location but are able to send and receive emails through their email client.

- Emails sent to the OT Mailing List are distributed to all members of the OT Mailing List and
 automatically posted on the OT Forum as either a Thread or a Post, depending on whether
 the email is a reply to an existing conversation or contains a new conversation. Replies to
 Threads via the website are sent to the members of the OT Mailing List to ensure that replies
 are received by To subscribe to the OT Mailing List as a new website user, add your
 email address to the 'LISTSERV Email Address' field during your website
 registration, at: https://www.homemods.info/user-registration
- To subscribe to the OT Mailing List as an existing website user, log into your account, click on the 'Account' link located on the top right of the website, add your email address to the 'LISTSERV Email Address' field located on the bottom of the page and click on the Save button.
- To post a message to the OT Mailing List, address your email to: homemodot-shrs@lists.unsw.edu.au
- To unsubscribe from the OT Mailing List, log into your account, click on the 'Account' link located on the top right of the website, remove your email address from the 'LISTSERV Email Address' field located on the bottom of the page and click on the Save button.

Members of the OT Mailing List are welcome to use the mailing list in the above-mentioned way and all members are responsible for keeping the OT Mailing List alive by posting messages to the mailing list on a regular basis. To ensure the OT Mailing List remains polite and useful to the members, please observe the principles of email etiquette as outlined in this guide. members who are only able to access the OT Forum content via email.

NETiquette

Below are some simple guidelines for electronic mail etiquette. They are intended to highlight important issues affecting the electronic mail we send.

Mechanics

- Note that the subject heading reflects the content of the email. Please do not reply to an existing email with a different topic without changing the subject matter heading.
- Please set the priority level on your email on high only when you require an urgent response.
- · Keep messages and replies brief.
- Don't include the entire contents of a previous message in your posting. Cut out everything except the parts necessary to make sense of your current message.
- Paraphrase or quote briefly from earlier messages when responding to someone's previous posting. There can be several messages in between the original response and the posting, so this helps participants to follow the discussion.
- Keep your contributions concise and to the point. Include only information relevant to the point of discussion.

Manners

- Write your contributions in lower case. Words written in capital letters are harder to read. Capital letters can also mean that someone is "shouting".
- Never send anything you would not want to see in tomorrow's newspaper. There are no security guarantees with electronic mail. Avoid sending ANY confidential or sensitive information via email. Remember, it's very easy for someone else to forward messages you thought were confidential.
- Respect everyone's point of view. If you disagree, do so politely.
- Do not post any comments that deliberately insult other participants this is called flaming and is to be avoided at all times.
- When you are upset or angry, learn how to use the postpone command (i.e. save message and delay sending it until you have reviewed it at a later time). Review the message after you have had time to calm down.
- Do not send abusive, harassing or threatening messages.
- Be aware that email has no non-verbal language cues and no one can hear your tone of voice. Write carefully! Some people may wish to use emoticons (or smileys) such as:)
- Be cautious when using sarcasm and humour. Without facial expressions and tone of voice, they do not translate easily through email.
- Use email in a professional manner. Remember, you cannot control where your message might be sent.
- Do not forward emails on unless you have the permission of the person who sent it to you.

Management

- Do not send chain letters through email as it is a security risk. This includes any message
 that contains a request to forward the information to lots of other people. When you send
 an email, it puts a lot of information about the servers in it, and hackers use this
 information to hack back into email systems.
- Don't leave your email account open when you leave your computer. Anyone could sit down at your keyboard and send out any libellous/ offensive/ embarrassing message under your name.
- If you respond, please select "reply all" so that everyone can benefit from your contribution.
- Remember that all laws governing copyright, defamation, discrimination and other forms of written communication also apply to email.
- Jokes should be restricted to personal emails only.
- Keep signatures simple.

This information was correct at time of printing.