



Guide to HMinfo Forums

HMinfo hosts the following forums on the [website](#):

- Home Modifications Discussion Group;
- Home Modifications Professionals Forum;
- Occupational Therapists Forum; and an
- Occupational Therapists Mailing List (listserv).

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.

Videos, such as those taken from mobile phones, can be posted to the HMinfo Forums section of the website to enable others to virtually tour an area. Videos can also be used to ask a modification question or to demonstrate a completed modification.

Website registration

To join a forum, you first need to register for the website by clicking on the register button on the Home page of www.homemods.info or by following this link: <http://www.homemods.info/user-registration>. You will need to enter a username and password for the site, as well as entering some personal information. This personal information is protected according to the [Australian Privacy Principles 2014](#).

Posting a message

Once you are a registered user, you may post questions and comments to a forum by selecting 'forums', then choose your particular forum, then 'post new forum topic' or comment on an existing Thread. From here, you can enter the details required by the displayed fields.

Registered website users who have been verified as eligible for a particular forum are able to create new Posts in the relevant forum response to existing Threads in the forums. They are also able to create new Threads to start new Conversations.

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 <http://www.homemods.info/forums/home-modifications>

The Home Modifications Discussion Group forum 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 careworkers. It can assist with sourcing information, resources and contacts for home modifications.

Home Modifications Professionals Forum

This is an online forum for building and design professionals who provide home modifications. You must be registered as a building or design professional in Australia or New Zealand to access this forum. It can be accessed at <http://www.homemods.info/forums/home-modifications-professionals-forum>

The [Home Modifications Professionals forum](#) is designed to offer building and design professionals working in home modifications a medium for:

- Discussing professional issues
- Communicating with other building and design professionals 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
- Raising questions about building and design practice in the area of home modifications.

Occupational Therapist (OT) Forum

This is an online forum for OTs who are interested in home modifications. You must be registered as an OT in Australia or New Zealand to access this forum. It can be accessed at <http://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
- Raising questions about OT practice in the area of home modifications.

HMinfo Occupation Therapists (OT) Mailing List (listserv)

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

The Mailing List

Since the introduction of the [HMinfo OT forum](#), the mailing list has been integrated with the website to ensure that conversations are synchronised between both systems (the 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 mailing list are distributed to members of The Mailing List and automatically posted on the [HMinfo 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 mailing list to ensure that replies are received by members who are only able to access the mailing list.

- To subscribe or unsubscribe to the mailing list go to:
<https://www.lists.unsw.edu.au/mailman/listinfo/homemodot-shrs>
- To post a message to the group, address your email to:
homemodot-shrs@lists.unsw.edu.au

Members of The Mailing List are welcome to use the List in the above mentioned way and all members are responsible for keeping The Mailing List alive by posting messages to the List 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 below.

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.*