

Discussion with individual and family or guardian leads to the decision to modify a home.

- Can the modifications be provided by a non-waiver source? (CIL, Voc Rehab, Community Groups?)

YES

- If so, use that funding source and describe in ISP.

NO

- Obtain a formal home mod need evaluation from an OT or PT

- Is there a relevant OT or PT evaluation describing the needs of the individual and need for home mods already available?

NO

- Can an OT/PT eval be funded through non waiver sources?

YES

- Assist the individual or guardian to arrange for the evaluation.
- Provide information to the Therapist regarding the information and format needed.
- Offer the recommended form.

NO

YES

- Develop or amend ISP to request funding for the OT/PT Eval and submit to UR Committee and Regional Office for approval.
- Document why the Eval cannot be obtained using funding other than DMH.

- Collaborate with OT/PT to improve documentation

NO

- SC reviews Home Mod Eval Report completed by OT/PT, determines:
 - Does eval clearly provide detailed information regarding modifications needed?

YES

- Contact potential bidders
- Provide potential bidders with copy of OT/PT eval
- Inform potential bidders of recommended bid form and provide them with a copy.

- Bids Received

Complete the ISP in preparation for review

- OT/PT Eval attached
- If only one bidder, documentation of efforts and response for additional bids
- Review of bids
- Bids Attached (Is all the information included? Does the bid represent ONLY the modifications identified by the OT/PT Evaluation? If not, contact bidder and obtain more information.)
- Service Codes and budget attached
- For individuals not currently participating in a waiver, PON's administered and verified?
- Justify need for the modification and why it cannot be funded outside the waiver.

- Submit ISP to the UR Committee

- If approved, contact contractor and monitor service through contact with the family and, when possible, site visit to assure all work is completed and done so as described in the bid.