



Improving lives THROUGH
supports and services
THAT FOSTER self-determination.

Home Modifications

aka

Environmental Accessibility Adaptations (EAA)/Vehicle
Modification

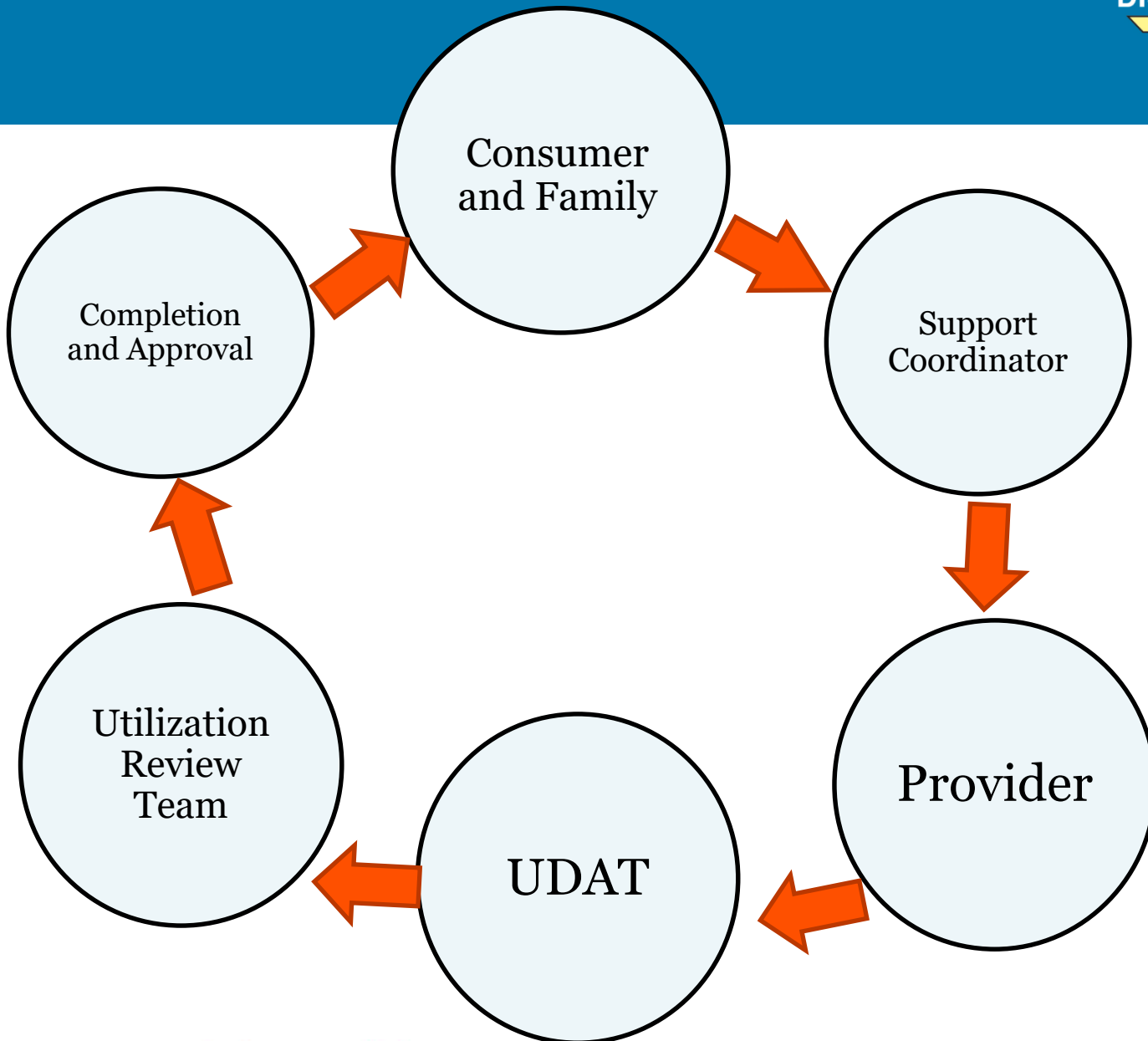


Introductions



DD Universal Design Assistive Technology – Shelly Brown & Jason Elmore

Mo Inclusive Housing – Cris Rodriguez



Goals of Home Modification



- Improve a person's independence and quality of life.
- Increase a person's ability to remain in their home.
- Reduce need for other supports.

Definitions

Environmental Accessibility Adaptation aka
Home Modification/Vehicle Modifications

Definitions

What is Environmental Accessibility Adaptation
(EAA) aka Home/Vehicle Modification?

Environmental Accessibility Adaptations Waiver Service Definition



- 👤 Those physical adaptations, required by the recipient's plan of care, which:
- 👤 are necessary to ensure the health, welfare and safety of the individual, or
- 👤 which enable the individual to function with greater independence in the community and without which the recipient would require institutionalization.



Examples of Home Modification



Installation of Ramps



Modifications
to bathroom



Grab Bars

Purchase of existing
adaptations in a pre-owned
vehicle.



Widening of Doorways
to create accessibility



Flooring to ease
accessibility

Examples of what Home Modification **is not**



purchase or lease
of a vehicle



Not of direct medical or remedial
benefit to the individual.



Adaptations
that add to the
total square
footage of the
home except
when necessary,
to complete an
adaptation



upkeep of a vehicle



Furnishing or adapting living
arrangements which are owned
or leased by providers of waiver
services

Environmental Accessibility Adaptations

Service Definition



- 🕒 Adaptations may be approved for living arrangements (houses, apartments, etc.) where the individual lives. The living arrangement may be owned or leased by the individual, their family or legal guardian.
- 🕒 These modifications can be made to the individual's home or vehicle.

Funding for Home Modification



Medicaid Waiver

- 👤 In order to authorize the service it requires a review from DMH Utilization Review Committee
- 👤 Final approval of waiver funds are done by the Regional Office Director.

Environmental Accessibility Adaptations (EAA) Waiver Service Definition

- The service is available in all current Developmental Disability (DD) waivers.
- Available to individual annually, which is a Waiver Year July 1- June 30.
(Not annual individualized planning year)
- Cost are limited to \$7500.00 per year per individual.
- The maximum Medicaid Cap is \$10,000 with approval of Regional Office Director.

Additional Funding Sources



Additional funding sources which may be considered to fund home modifications projects. This should be included in the packet that is submitted to the Utilization Review.

Below are some examples of places you may want to research for additional funding, there may be others within your region that you may want to explore.

- [Independent Living Centers](#)
- [Missouri Housing Development Commission HERO program](#)
- [USDA Rural Development](#)
- [Missouri Assistive Technology](#)
- MO Better Foundation
- Local SB County Boards
- charitable organizations
- local businesses
- family contribution
- contractor contribution

Helpful Tip

📍 If the project exceeds limits, or parts of the projects are considered upgrades (i.e. aesthetics), families may (but not expected to) assist with costs that are above and beyond the identified need of the individual. Waiver funding should be payer of last resort; therefore, a support coordinator should look to community agencies, community resources, etc. for additional funding. If the individual, their family or others in the individual's life decide to supplement a part of the project, the support coordinator should document this in the individual's plan/plan amendment/other contributions on the bid form to clearly show who is paying for which parts of the project.

📍 EAA service can be used toward the purchase of the existing adaptations in a pre-owned vehicle - cannot be used for cost of vehicle/chassis, only the modifications

Helpful Tip

- 👤 It is a good idea to ask permission to take some pictures of the home, particularly of the area of the proposed modifications. These photos can help potential contractors determine whether this is a project they might consider. This may also be a situation where a neutral third party with experience, such as Mo Housing, could come in and provide some recommendations. Once again, these situations call for careful planning, investigation, and clear communication.
- 👤 Waiver funds cannot be used to repair structural needs of the home to support the home modification.

Helpful Tip



Waiver funded services are not to be provided without prior approval. This means that the waiver cannot be used to reimburse anyone for an environmental modification that have already been planned and purchased before the approval of the Division of DD.

Planning



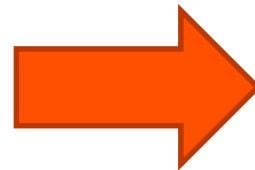
Defining Consumer Needs

Determining the Need for a Modification

➤ Discussions with individuals and family

- Identification of needs to improve independence, increase quality of life, and ensure safety and security.

What will be the outcome of a home/vehicle modification for the individual and family?



Individualized Support Plan

- 🕒 **Individual support plan must include:**
 - 🧑 **Justification-** Purpose and rationale for home modification
 - 🧑 **Data-** Evidence that indicates the need
 - 🧑 **What has previously been tried to support the person**

Justification - Purpose – Rationale For Home Modification

- 👤 How will the modification enhance their quality of life and ability to be independent or reduce needed supports?



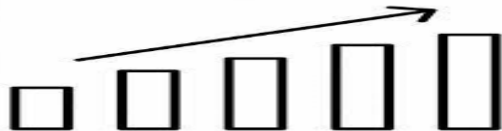
Justification - Purpose – Rationale For Home Modification



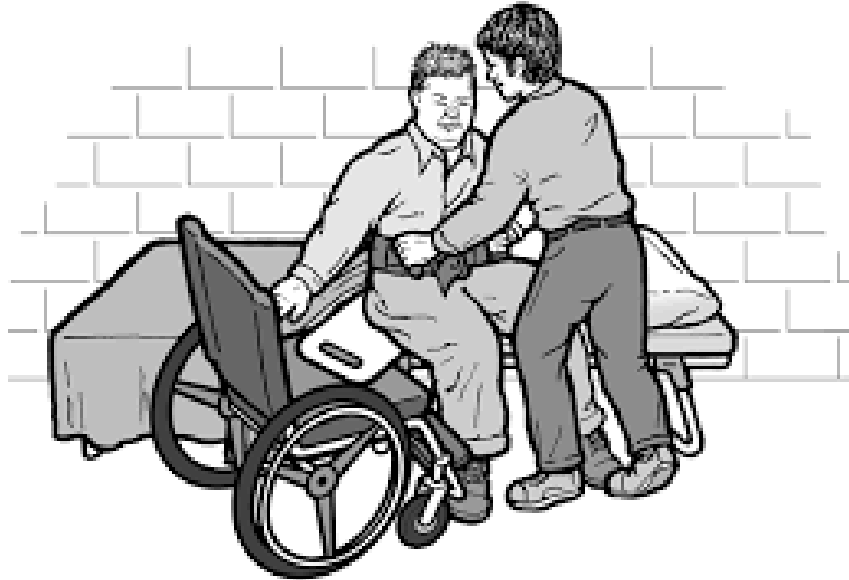
- 📍 How will the modification improve the ability of the individual to access activities in the community?

Justification - Purpose – Rationale For Home Modification

What data supports the need for the home modification to reduce the risk of injury to the individual and/or his or her caregiver(s)?



Justification - Purpose – Rationale For Home Modification



What supports have been previously implemented to ensure the person's health and safety?

Justification - Purpose – Rationale For Home Modification



What are the specific PT/OT recommendations for modifications which need to be completed to better support the person?

Occupational and Physical Therapy Evaluation/Recommendations



- Support Coordinator must obtain an PT/OT evaluation/recommendations.
 - The provided template is not required but provides a format to ensure the essential information is included in the evaluation/recommendations.
 - Support Coordinator reviews the report and gets clarification if needed.
- Support Coordinator must provide the home modification contractor with the PT/OT evaluation/recommendations before the contractor can submit their bid.
- Link to PT/OT Evaluation tool.

Occupational and Physical Therapy Evaluation/Recommendations

Funding sources for PT/OT evaluation



Medicaid Waiver - Authorize PT/OT
under home mod code S5165TC



Private insurance



School

Helpful Tip

- 👤 An individual under 21 years of age can use waiver funding for the PT/OT evaluation for the sole purpose of obtaining the necessary EAA.

Helpful Tip

🕒 CIMOR procedure code **S5165 TC** is used to authorize all EAA evaluations performed by *either* an OT or a PT.

Implementation

Home Modification Contractor



Environmental Accessibility Adaptations Waiver Service Definition



Contractors must:

- have applicable business license,
- meet applicable building codes,
- and have a DMH provider contract.

Becoming a Contracted Provider

- 🕒 Interested parties may contact the Regional Office/Provider Enrollment.
- 🕒 If there is a contractor, the family wants to use, they should be contact the enrollment team.
- 🕒 Application process is located online at [Information for Service Providers | dmh.mo.gov](http://dmh.mo.gov) contractors should use Application B listed under provider enrollment.

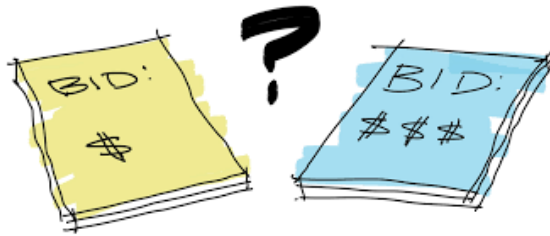
Contracted Provider



- Support coordinator shall provide the PT/OT recommendations to the contractor.

Contracted Provider

➤ **Support Coordinator must obtain two (2) bids.**



- This is required by the Medicaid Waiver.
- If unable to get two bids the plan must document the reason why and explain the efforts to obtain alternative bids.

➤ **Notification of status of contractor bid is done by the Support Coordinator**

- CIMOR Data Central Reports can generate a list of home modification providers in your area
- Contact the Universal Design Assistive Technology Team (UDAT) if assistance is needed.
technologyfirstanduniversaldesign@dmh.mo.gov

Contractor Bids

- Support Coordinator facilitates communication between the contractor, PT/OT, individual and family to make sure all agree with the plan.
- Contractor should include note on the bid any structural repairs needed that should be completed to support the home modifications. (Structural needs to a home to support the modification are not covered in the EAA funding)



Contractor Bids

Ideally, the contractor's bid will include:

- A clear picture of how the bid meets the specifications recommended by the PT/OT.
- Estimated completion date.
- Maintenance, follow up activities, product warranties - plus costs.
- Date the bid will expire.



Contractor Bids (cont)

- An outline detailing separate costs for labor and materials associated with each major component of the modification.
- Description of use of subcontractors, permits, other fees, etc.
- Bid should reflect the true cost of the modifications even if it is over the waiver cap amount.
- Standardized bid format. With recommended components.



Helpful Tip

- 🕒 Once a contractor bid is accepted it cannot be appealed by another contractor.

Implementation (cont)



Approval and Authorization

Consultation Process of UDAT and Mo Inclusive Housing



- 🕒 Cost of the modification- \$5000 or more

REQUIRED TO GO TO UDAT PRIOR TO UTILIZATION REVIEW.

Submit request to technologyfirstanduniversaldesign@dmh.mo.gov

Other reasons to get additional assistance:

- 🕒 Unique modifications using different types of materials and supplies
- 🕒 Review of OT/PT evaluation to interpret to builder
- 🕒 Materials and supplies utilized (Lowest and Best)
- 🕒 Onsite review of home to ensure it will accommodate modification.
- 🕒 Evaluations during construction and after construction if there are concerns identified with the quality of work or materials.
- 🕒 Technical assistance with any part of the process.
- 🕒 Support Coordinator Contacts UDAT (Jason Elmore) if they have questions etc.
- 🕒 UDAT will contact Mo Inclusive Housing if needed.

Utilization Review Committee

- The committee will review how the proposed home modification will accomplish one or more of the goals listed in the persons individual support plan.



Submission of Documents for Utilization Review Committee



**For request of funding for Home Modifications
The following must be submitted 30 days prior to
the proposed service start date.**

- Individualized Support Plan
- OT/PT Evaluations
- Bids from contractors/Summary of total cost and alternative funding

Review of Bids

Utilization Review committee needs to review bids that have been submitted by contractors.

- 🕒 The state is required to utilize the “Lowest and Best Bid”
- 🕒 Lowest and best bid means the *lowest responsive and responsible bidder, including any necessary justification for not recommending other bids which might have been lower.*
- 🕒 *If assistance is needed to help determine the lowest and best bid contact UDAT team.*

Approval Process

The utilization review committee will review all bids



If UR committee does not have experience from previous requests regarding the specific type of modification being proposed or questions, then they may contact:



UDAT or DMH/DD Director of Eligibility & Utilization for assistance regarding evaluation of bids

Recommendations from committee are then sent to Regional Office Director who will approve, deny, or modify the request.



Note: Utilization Review Committee does not choose the contractor they only provide a recommendation to the Regional Office Director.

Getting the Approved Project Started



Support Coordinator must:

- ensure all contractors are notified of the status regarding the bid they submitted.
- coordinate communication between the individual/family and chosen contractor, and
- identify start dates.

Evaluation



Completion of Modification and Billing

Monitoring Service Delivery



- Is the job finished?
- Is the person able to use the modification as intended?
- Most importantly, does the modification work for the individual?
- Use of the final walkthrough checklist.

Monitoring Service Delivery



- Support Coordinator will review completion of the project with the individual and family.
 - It is recommended to increase the monitoring frequency of the work being performed by the home mod contractor with the family until project is evaluated for completion.
 - Review of the completed project by the support coordinator can be done in person or remotely. The support coordinator must be able to view the modification and verify it was completed as bid and is providing the desired outcomes.
 - If there are issues discovered during the process of the home modification the support coordinator should document the issues as specified in Division Directive 3.020 and note the issues and action taken in IQMFD.
 - During the evaluation phase, it may be necessary to access consultation from the UDAT team or Mo Inclusive Housing.

Project Completed

If there is agreement that all work was completed as authorized, then the contractor is ready to go into CIMOR and bill for their services.



Helpful Tip

- 👤 It is recommended that while the modification is in progress the support coordinator may need to monitor more frequently until the project and final walkthrough are completed.

Helpful Tip

If any issues develop during the modification process...

- 🕒 Initially the support coordinator should notify their supervisor.
- 🕒 The UDAT team and Mo Inclusive Housing can also be contacted to get additional assistance.

Helpful Tip

- 📍 DMH approved modifications can be made prior to an individual moving into the home, if it is certain the individual will be moving into the home by a specific date.
- 📍 It is important to do a final walk through in the home with the individual to ensure that all the modifications are going to meet the needs as outlined in the ISP/PT/OT evaluation, prior to billing for services.

New Resources



Getting Started

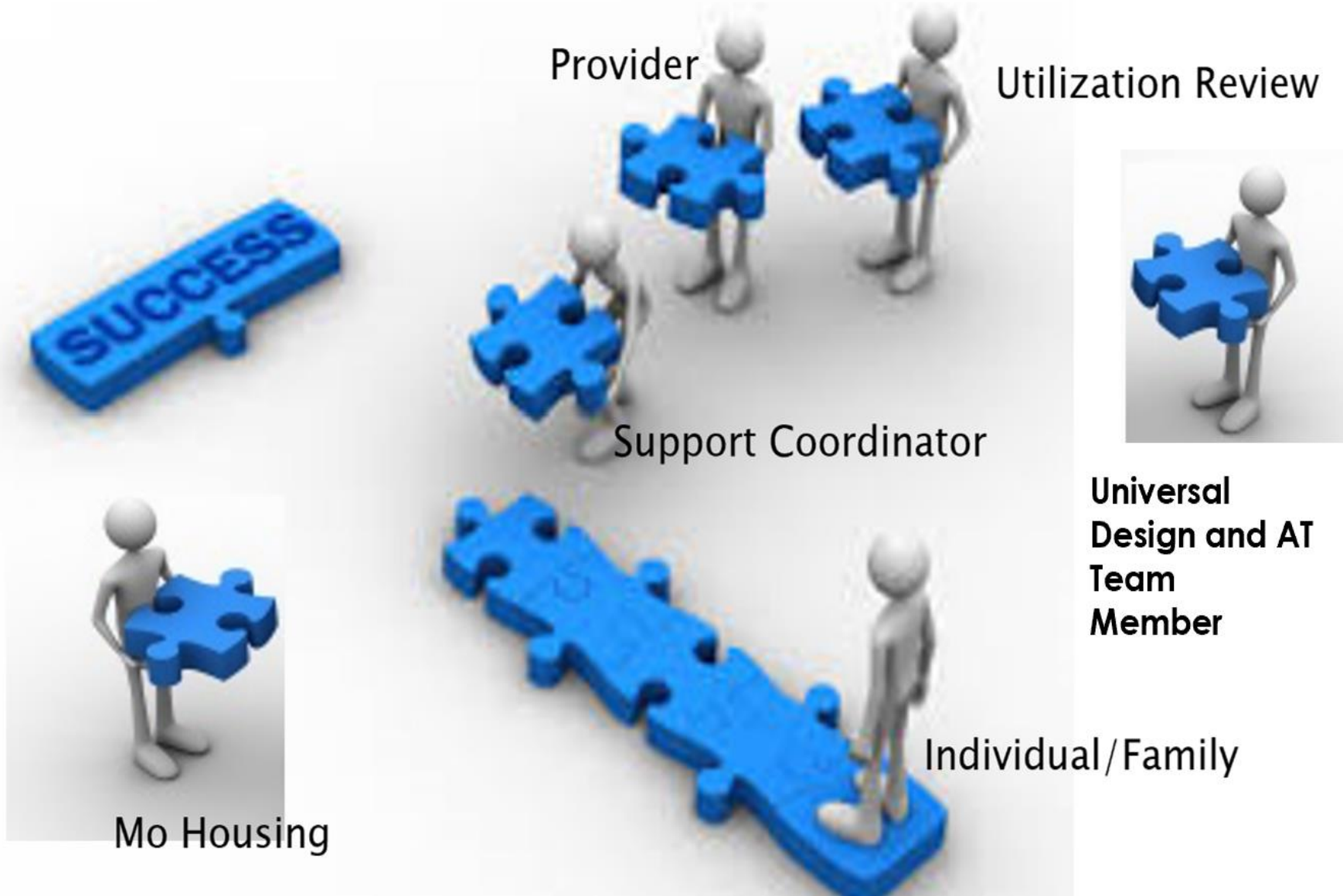
Home Modification Flow Chart

Landlord Agreement

OT/PT Evaluation

Standardized Bid Estimate

Final Walkthrough Checklist and Inspection





New Resources

Universal Design Assistive Technology Team

Shelly Brown

Jason Elmore

Holly Reiff

technologyfirstanduniversaldesign@dmh.mo.gov



Cris Rodriguez Housing Specialist

cris.rodriguez@mohousing.com

www.mohousing.com

417-448-7658

