

Lilia Teninty
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Number: APD-AR-16-057
Issue date: 8/5/2016

Topic: Developmental Disabilities

Due date:

Subject: Environmental, Environmental Safety and Vehicle Modifications

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Service Coordinators and Brokerage Managers / Personal Agents |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

As an effort to reimburse environmental modifications, environmental safety modifications and vehicle modifications only after they are appropriately and correctly completed by the contractor, ODDS will be provisionally approving modifications to allow modification to be completed. A Final Funding Decision will be issued to the requesting Case Management Entity by ODDS once the steps as articulated below are completed.

This two-step process is only being implemented by ODDS when issuing an exceptions approval for modifications. While ODDS is not requiring Case Management Entities to adopt this process, ODDS highly encourages Case Management Entities to consider implementing similar safe-guarding steps as part of their internal approval and verification process.

When ODDS, through its current funding exceptions process approves a request received by a CME, ODDS will initially issue a Provisional Approval to be followed by a Final Funding Decision.

The Provisional Approval means that while the request to proceed with the

modification has been approved, funds to the CME will not be released until a Final Funding Decision has been issued to the CME. Conditions to be met for a Final Funding Decision are as follows:

1. The CME will notify the individual or designated representative that the environmental, environmental safety or vehicle modification has been Provisionally Approved. At this point the individual or designated representative or CME can contact the approved building or vehicle contractor to proceed with the work.
2. Upon the CME receiving notice from the individual, designated representative or building or vehicle modification contractor that the work has been completed, the CME must arrange for and attend the final inspection of the modification in the presence of the individual or designated representative and modification contractor to assure that all parties are satisfied that the modification has addressed all the points in the Scope of Work (environmental and environmental safety modifications only) or contractor bid/invoice proposal (vehicle modifications only).
3. Upon completion of the final inspection, the Individual or designated representative signs the bottom of the Provisional Approval form, indicating that the individual or designated representative attests to the completion of the steps outlined on the form. At this point, the CME can request a Final Funding Decision.

The Final Funding Decision means that ODDS has received confirmation that the Final Inspection of the provisionally approved environmental, environmental safety or vehicle modification has been completed and that the modification satisfactorily meets the individual's assessed needs as addressed in the Scope of Work or vehicle modification bid/invoice proposal.

Based on the satisfactory completion of the steps outlined in the Provisional Approval, the Final Funding Decision will be issued to notify both the CME and the ODDS Contracts Unit that the approved funds for the modification can now be released to the CME.

If a CME or the individual/designated representative does not approve the modification, the individual, with the assistance of the CME if appropriate, must work with the contractor until the individual is satisfied with the work. Should the contractor not complete the work to the satisfaction of the individual/representative or should the Scope of Work not be followed, the CME should contact the Modification Subject Matter Expert at ODDS for consultation.

Reason for action: This action is being taken to mitigate premature payments to building or vehicle modification contractors when the modifications have not met the terms of the Scope of Work or accepted bid.

Field/stakeholder review: Yes No

If yes, reviewed by: Sara Jane Owens, Katie Rose, Dana Hittle

If you have any questions about this action request, contact:

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