

AGED AND DISABLED WAIVER FORMS INSTRUCTIONS

Form Name: Environmental Accessibility Adaptations – Home and Vehicle

Purpose: To request funds for physical adaptations to a member's home or vehicle to maximize accessibility for the member.

Definitions:

EAA Home

Environmental Accessibility Adaptations-Home (EAA-Home) are physical adaptations to the private residence of the member or the member's family home which maximize the member's physical accessibility to the home and within the home. EAA-Home must be documented in the member's Person-Centered Service Plan and must include the specific item(s) requested and how these adaptations will enable the member to function with greater independence in the home. This service is used only after all other funding sources have been exhausted.

EAA Vehicle:

Environmental Accessibility Adaptations-Vehicle (EAA-Vehicle) are physical adaptations to a vehicle owned by the member or the member's family which is member's primary mode of transportation. The purpose of EAA-Vehicle is to maximize the member's accessibility to and within the vehicle. EAA-Vehicle is documented on the member's Person-Centered Service Plan and must specify the item(s) being requested. This service is used only after all other funding sources have been exhausted.

Process:

EAA applications may be completed by the member, Case Manager, Personal Attendant Agency, or FEA vendor. Completed applications must be submitted by the Case Manager who is responsible for adding the EAA service to the member's Person-Centered Service Plan. The Case Manager will submit the EAA application, estimate or invoice which specifies the vendor, and any other supporting documentation to the Operating Agency for approval.

The Operating Agency will notify the Case Manager and the PA Agency of the determination. If approved, the PA Agency is responsible for claiming the EAA service, issuing payment to the vendor, and obtaining receipt(s). The Case Manager will confirm the adaptations are completed as specified in the member's Person-Centered Service Plan. If the adaptations are not completed as planned, the Case Manager will assist the member to remediate the issue.

If the application is not approved, the Operating Agency will notify the Case Manager and provide justification for the denial. The Case Manager is responsible for notifying the member. If appropriate, the existing application may be corrected and resubmitted or the member may choose to submit a new application.

NOTE: See page two for additional Lift Chair requirements.

**For Lift Chair EAA applications the member must first meet the requirements below to apply for a lift chair and the information must be attached to the application:
Information from the PAS**

1. Under Medical Eligibility for transfers a score of 3 or 4 (indicating total assistance or total care)
2. Section 26 H must indicate the participant is unable to transfer without hands on assistance or total assistance.

If the member does not meet the above requirement, they are not eligible to apply for a lift chair.

If the member does meet the above requirements, the following information should be attached to the completed application:

1. PAS information verifying eligibility to apply as indicated above.
2. Documentation of a diagnosis and functional limitations from a treating medical professional that a lift chair is medically necessary (also if the member's ability to transfer has worsened since the last PAS resulting in now being eligible but is not reflected in the current PAS, the Physician's documentation must indicate the changes in the member's health condition resulting in inability to transfer).
3. Estimate from the vendor.

Submit application with supporting documentation to the Operating Agency for final approval.

The Case manager will confirm the purchase of the chair is completed, delivered and receipt obtained. If not completed as planned, the case manager will assist the member to remediate the issue.

Limits:

If additional funding is needed, the member will be responsible to determine an additional funding source and arrange payment for the balance.

If for some reason the balance cannot be obtained, the payment will need to be returned to BMS.

If there is a change in the estimate submitted resulting in an overpayment, the overpayment amount will need to be returned to BMS and not spent on another item.