

Guidance Document
Traumatic Brain Injury (TBI) Waiver Instructions
for Requesting
Environmental Accessibility Adaptations –(EAA) Home and Vehicle

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. These adaptations aim to maximize the member's physical accessibility to and within the home. EAA-Home must be documented in the member's Person-Centered Service Plan/Service Plan Addendum, specifying the requested item(s) and how these adaptations will enable the member to function with greater independence in the home.

EAA Vehicle

Environmental Accessibility Adaptations-Vehicle (EAA-Vehicle) are physical adaptations to a vehicle owned by the member or the member's family, which serves as the 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 must be documented in the member's Person-Centered Service Plan/Service Plan Addendum, specifying the requested item(s).

Process:

Documentation and Authorization

1. **Assessment and Service Planning:** All covered services must be supported as a need in the member's Assessment and Service Planning documents. The Case Management Agency (CMA) is responsible for documenting the need in the Assessment/Service Plan.
2. **Prior Authorization:** EAA services must receive prior authorization from Acentra Health. Authorization for EAA services will be directed to the member's Servicing Provider, either the Personal Attendant Agency (PAA) or Personal Options (PO) vendor, if self-directing.
3. **Claiming and Payment:** The PAA and/or PO vendor are responsible for claiming the EAA service, issuing payment to the vendor, and obtaining receipt(s).

4. Confirmation of Completion: The Case Manager will confirm that the adaptations are completed as specified in the member's Person-Centered Service Plan/Service Plan Addendum.

If the adaptations are not completed as planned, the Case Manager will assist the member in resolving the issue.

Steps for Requesting EAA During Scheduled Assessment and Planning Event

1. Page 4 - Person-Centered Assessment: Provide a description of the home or vehicle adaptation being requested.
2. Driver's License Verification: If EAA Vehicle is requested, confirm that the member or family member has the capacity to drive (valid driver's license).
3. Page 9 - Person-Centered Service Plan Summary Page: Mark "Yes" for EAA Home and/or Vehicle.
4. Service Code: Include the Service Code on both the Prior Authorization Cover Sheet and Budget.
5. WV TBIW EAA Application Form: Include the completed WV TBIW EAA Application form and any required supporting documentation as outlined in policy.

Steps for Requesting EAA Outside of Scheduled Planning Meeting

1. Service Plan Addendum: Complete the Service Plan Addendum.
2. WV TBIW EAA Application Form: Complete the WV TBIW EAA Application form and gather supporting documents.
3. Submission: Send the documents to Acentra Health at wvtbiwaiver@acentra.com or fax to 866-607-9903.
4. UM Case Creation: Acentra Health will create the UM Case in ANG.
5. Notification: Acentra Health will inform both CMA and either PAA or Personal Options vendor that the service was approved and issue the authorization.

Lift Chair EAA Application Requirements

To apply for a lift chair, the member must first meet the following criteria, and the relevant information must be attached to the application:

Information from the PAS:

Section 26 h. Transfer: The member must have a score of 3 or 4, indicating that the member is unable to transfer without hands-on assistance or total assistance.

If the member **does not** meet these requirements, they are not eligible to apply for a lift chair.

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

1. **PAS Information:** Verifying eligibility to apply as indicated above.
2. **Medical Documentation:** A diagnosis and functional limitations from a treating medical professional that a lift chair is medically necessary. If the member's ability to transfer has worsened since the last PAS, resulting in eligibility not reflected in the current PAS, the physician's documentation must indicate the changes in the member's health condition resulting in the inability to transfer.
3. **Vendor Estimate:** An estimate from the vendor.

Limits:

If additional funding is needed, the member will be responsible for determining an additional funding source and arranging 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.