

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 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/Service Plan Addendum 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/Service Plan Addendum and must specify the item(s) being requested. This service is used only after all other funding sources have been exhausted.

<b>Traditional Services</b>	<b>Service Code</b>	<b>Unit</b>	<b>Rate</b>	<b>Service Limit</b>
Environmental Accessibility Adaption (Home/Vehicle)	S5165 U2-Home T2039 U2-Vehicle	1	\$1.00	1000
<b>Personal Options Services</b>	<b>Service Code</b>	<b>Unit</b>	<b>Rate</b>	<b>Service Limit</b>
Environmental Accessibility Adaption (Home/Vehicle)	S5165 U3-Home T2039 U3-Vehicle	1	\$1.00	1000

**Process:**

All program services must be supported as a need in the member’s Assessment and Service Planning documents. The Case Management Agency (CMA) is responsible to document the need in the Assessment/Service Plan and make the request for the Service in the Atrezzo Provider Portal <https://portal.kepro.com/>

EAA services must receive prior authorization from Acentra Health. Authorization for EAA services will be generated to the Member’s Personal Attendant Agency (PAA) or Personal Options vendor, Palco if self-directing.

The PAA and/or Palco 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/Service Plan Addendum. If the adaptations are not completed as planned, the Case Manager will assist the member to remediate the issue.

If the request for EAA occurs during the member's schedule assessment and planning event, remember to complete the following:

- 1.) Page 10 - Person-Centered Assessment- mark **Yes** for EAA Home and/or Vehicle
- 2.) If you mark **Yes** for EAA Vehicle confirm that member or a family member has the capacity to drive (valid driver's license.)
- 3.) Page 12- Person Centered Service Plan Summary Page mark **Yes** for EAA Home and/or Vehicle
- 4.) Include the Service Code on both the Prior Authorization Cover Sheet and Budget.
- 5.) WV TBIW EAA Request form and any required supporting documentation as outlined in policy.

If the request for EAA occurs outside of scheduled planning meeting, complete the Service Plan Addendum, WV TBIW EAA Request form and supporting documents and send to Acentra Health at [wvtbiwaiver@acentra.com](mailto:wvtbiwaiver@acentra.com) or Fax to 866-607-9903. Acentra Health will review the existing/approved annual budget to confirm the remaining balance to cover the cost of service and will create and complete the UM Case in ANG. Acentra Health will inform both CMA and either PAA or Palco that the service was approved (remaining balance) or denied (no remaining balance).



Effective 8/1/2023