



Division of Disability and  
Rehabilitative Services  
*Bureau of Disability Services*

# Home Modification Assessment Guide for Providers

*Effective July 1, 2024*



# Home Modification Assessment

## What it is

The Division of Disability and Rehabilitative Services (DDRS) will launch the Home Modification Assessment (HMA) service July 1, 2024. The purpose of having a home modification assessment is to objectively determine the specifications for a home modification that is safe, appropriate, and feasible; and to ensure accurate bids and workmanship. The HMA provider will assess the home for physical adaptations to the home, including incidental structural repairs to facilitate the modifications as included in the individual's Person-Centered Individualized Support Plan (PCISP). The modifications are to ensure the health, welfare, and safety of the individual and enable the individual to function with greater independence in the home, and without which the individual would require institutionalization.

## What the home modification assessor does

The home modification assessor will be responsible for writing the specifications, reviewing the feasibility, and performing a post-project inspection. Once the specifications and the feasibility review are complete, the assessor will submit the project specifications to the case manager and individual for the bidding process. Once the project is complete, the assessor, individual, and case manager will meet at an agreed upon date and time to inspect the work and sign-off to confirm the modification was completed per the agreed upon bid.

## Requirements

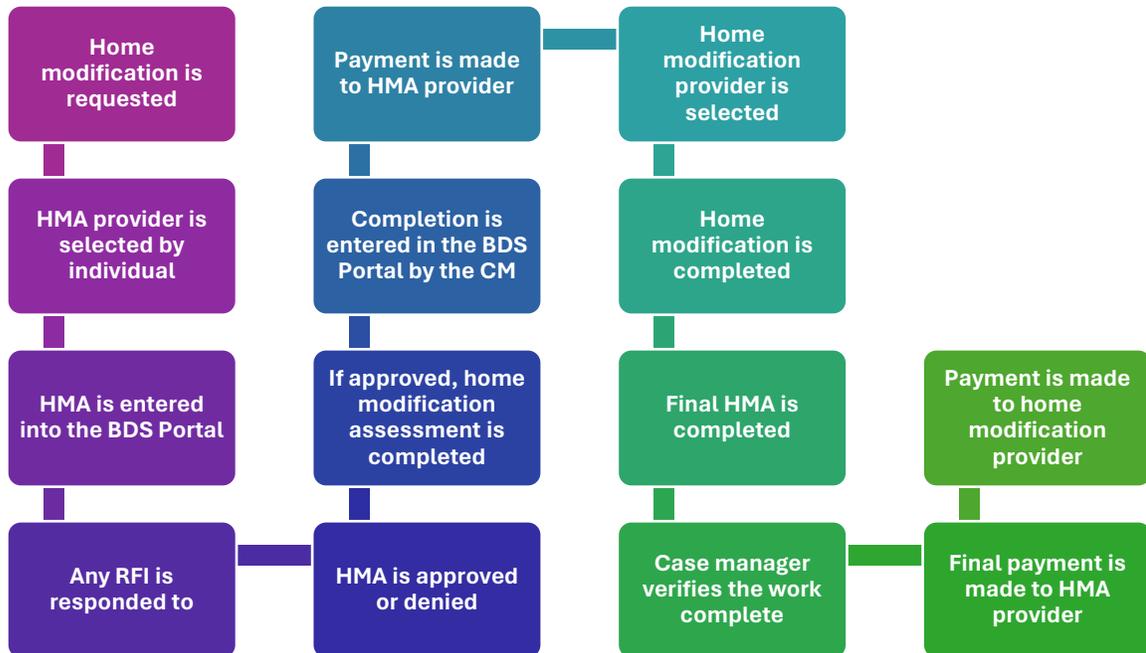
It's important to note, all individuals requesting a home modification must have an assessment if a provider is available in their county. The assessor must be a certified waiver provider who is selected by the individual prior to any home modification subsequent to the creation of this service, as well as a home modification inspection upon completion of the work. A home modification will not be reimbursed until the final inspection has been satisfactorily completed.

## When there are disagreements

In the event the individual, provider, or case manager become aware of discrepancies or complaints about the work being completed, the provider shall stop work immediately, and contact the case manager and the Bureau of Disabilities Services (BDS) for further instruction. The BDS may request additional assessment visits to help resolve a disagreement between the individual and the modification provider. The payment for additional assessments is not included in the home modification cost category and will not be deducted from the individual's lifetime cap for home modifications. The Case Management Organization (CMO) Case Manager is responsible for maintaining related records in the individual's document library.

## The HMA within the context of the home modification process

Case Managers/home modification assessment providers and home modification providers may find it helpful to see the process flow below to understand how the home modification assessment fits within the home modification process.



## Provider responsibilities

A home modification assessment plays an important role in the home modification process. A professional assessment will lead to a successful modification for the individual served.

### Assessment

During the initial assessment process, the home modification assessor will:

- evaluate the current environment, including the identification of barriers, underneath the home, electrical and plumbing which may prevent the completion of the desired modifications,
- draft specifications
- contact county code enforcement, and
- prepare and submit the specifications

Keep in mind, reimbursement for the assessment is still available if the modification is not feasible and the modification does not proceed.

### Documentation

The documentation created by the home modification assessor will be provided to the case manager for upload into the BDS Portal.

### Activities not allowed

Providers of the Home Modification Assessment service must be aware of activities that are not allowed:

- The home modification assessment provider and the home modification provider may not be the same entity.
- The home modification assessment provider will not be paid for services when the owner of the organization is the parent of a minor child who is the individual, the spouse of the individual, the

attorney-in-fact (Power of Attorney/POA), health care representative (HCR) or the legal guardian of an individual.

## Provider qualifications

- Providers of Home Modification Assessments must:
- Be enrolled as an active Medicaid provider
- Be FSSA/DDRS approved
- Comply with Indiana Administrative Code 460 IAC 6, including but not limited to:
  - 460 IAC 6-10-5 Documentation of Criminal Histories,
  - 460 IAC 6-12 Insurance, and
  - 460 IAC 6-11 Financial Status of Providers
- Comply with any applicable FSSA/BDS service standards, guidelines, policies and/or manuals, including FSSA/DDRS/BDS policies and the FSSA/DDRS HCBS Waivers module on the IHCP Provider Reference Materials webpage.

Where licensure is required, providers rendering waiver funded services must obtain/maintain Indiana specific licensure.