



Home Modification Checklist Tool

Member Name:	Member ID:
<p>Has the member and case manager identified a home modification need?</p> <p>All home modifications, regardless of cost, must comply with all HCBS Waiver rules and regulations. 10 CCR 2505-10 8.493 (BI, CMHS, EBD, CIH (formerly SCI)) 10 CCR 2505-10 8.500.94.B.6. (SLS) 10 CCR 2505-10 8.503.40.A.5. (CES)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does the requested home modification appear to cost \$2499 or less?</p> <ul style="list-style-type: none"> • Remember case management agencies (CMAs) can only approve home modifications for less than \$2500. For example, if a member has already had a home modification that cost \$2300 and is requesting another home modification within the same certification period for \$200 then they will need to submit the second home modification request through to the Division of Housing (DOH). • If a member needs to access American Rescue Plan Act (ARPA) funds to have a home modification project their request will need to be submitted to DOH for approval, regardless of project cost. 	<p><input type="checkbox"/> Yes (if yes, skip to section A)</p> <p><input type="checkbox"/> No (if no, skip to section B)</p>

Section A – Home modification process for projects \$2499 or less during a Member’s Certification period.
<p>1. Case manager works with Occupational/Physical Therapist (OT/PT) to complete Home Modification Evaluation (<i>Optional for projects \$2499 or less, but highly recommended</i>)</p> <p>Case managers may send evaluations to the Division of Housing (DOH) for review prior to obtaining bids, to confirm if the modification is justified.</p>
<p>2. A rights modification is required for any home modification that restricts a member’s rights.</p> <p>10 CCR 2505-10 8.484</p> <p>The case manager will need to work with the member and family on the informed consent process before getting approval for the project.</p> <ul style="list-style-type: none"> • If applicable, the Informed Consent must be submitted with the home modification packet. • For members on HCBS-CES or SLS waivers, a right’s modification must be referred to the Community Centered Board’s internal Human Rights Committee.
<p>3. Case Manager works with the member to solicit at least one bid to complete the project. Case managers shall follow their agency’s process for obtaining bid(s), reviewing and approving bid(s). Contractors have 30 days to respond to a bid request.</p>
<p>4. Once a bid has been received from the contractor and the member is satisfied with the proposal, the home modification line shall be entered onto the PAR in two equal units.</p>
<p>5. Case manager coordinates with the contractor at the start and the completion of the project. Contractors must review the final approved bid with the member prior to starting any work.</p>

- 6. Contractors have 60 days to start the project and 30 days to complete the project. Contractors may request an extension for unforeseen or unexpected delays by contacting DOH or the Department within the 90-day timeline. Contractors must provide a one-year warranty.
- 7. **If the status of the member changes at any time before or during this process and member is no longer be eligible for a home modification, please inform the contractor immediately. All projects must be completed before the members approved certification period ends.**

Section B – Home modification process for projects \$2500 or more

1. Client Statement of Understanding must be completed for all Waiver participants.	
2. Case manager works with an OT/PT to complete Home Modification Professional Evaluation <i>(Required for projects \$2500 or more)</i>	
<input type="checkbox"/> Member has an OT/PT with whom they can schedule	
Name of OT/PT:	Date Referral Sent:
<input type="checkbox"/> Follow up with member to ensure this is scheduled	Date:
<input type="checkbox"/> If applicable, DOH can be contacted if the member would prefer to schedule with an Applied Behavior Analyst Therapist or other professional for this assessment.	
Name of other professional:	Date Referral Sent:
<input type="checkbox"/> Follow up with member to ensure this is scheduled	Date:
3. A rights modification is required for any home modification that restricts a member’s rights. 10 CCR 2505-10 8.484 The case manager will need to work with the member and family on the informed consent process before getting approval for the project. <ul style="list-style-type: none"> • If applicable, the Informed Consent must be submitted with the home modification packet. • For members on HCBS-CES or SLS waivers, a right’s modification must be referred to the Community Centered Board’s internal Human Rights Committee. 	
4. The case manager will speak to the member about contractors available in their area. The case manager will need to send the completed Professional Evaluation form and the Home Modification Provider Bid form to two or more contractors for bids. <ul style="list-style-type: none"> • Bid(s) sent to the contractors listed below • Case manager should set a reminder to check on bids received after 30 days. 	
Contractor Name:	Date Request Sent:
Contractor Name:	Date Request Sent:
Contractor Name:	Date Request Sent:

5. The case manager will talk to the member/guardian about their contractor preference based on the bids obtained. If after 30 days only one bid has been obtained, members/guardians can choose to move forward using the bid from the one submission.

- Member is satisfied with bids and ready to submit a packet to DOH.
- Member requests additional bids.
 - Bid(s) sent to the following contractors:

Contractor Name:	Date Request Sent:
Contractor Name:	Date Request Sent:
Contractor Name:	Date Request Sent:
Preferred Contractor:	No Preference <input type="checkbox"/>

6. Once a bid is selected by the member, the case manager will ensure that they have a completed Home Modification Packet. The case manager will then need to log into the DOH Salesforce portal to monitor the Home Modification project status. Requests for additional information will come from DOH staff directly.

- The packet is submitted to DOH dola_homemod@state.co.us
 - Member ID and current PAR #
 - Signed Client Statement of Understanding Form
 - Professional Evaluation Form including any attached pictures or drawings
 - All bids that were received or detailed notes on why only one bid was received.
 - Member’s contractor preference including address and phone number
 - All contractor pictures and drawings
 - Property Owner Consent Form
 - *If applicable, HOA Release Form and/or Mobile Home Park Release Form for exterior work. HOA Condo Release Form may also be needed for interior work.*
 - *If applicable, Informed Consent for a Rights Modification*
 - *If applicable, please note a justification to request Over the Cap funds to exceed the Home Modification spending cap.*
 - *If applicable, please note request to use ARPA funds*

7. The case manager will check the DOH portal for any status updated or questions before emailing DOH directly. The case manager will contact the member as needed to review any project changes.

8. Once the request is approved, case managers will receive approvals from dola_homemod@state.co.us. The subject line will read: Approved PAR (P0000) with the member’s initials. The body of the email will contain a link to the DOH portal. DOH will notify the contractor when a project is approved. The case manager will only need to update the member.

- Case manager notified the member when a project is approved.

9. When services are not approved, in whole or in part, the Department or its agent shall notify the CMA. The CMA shall notify the member of the adverse action and the appeal rights on a state-prescribed form.

- Case manager reviewed any changes to the home modification bid with the member.
- Case manager sent out a Notice of Action (803) if the project includes any denials. This includes any partial denial of a project.

10. After receiving the notice of an approval from DOH, a contractor has 60 days to start the project. Once started, the contractor then has 30 days to complete the project. Case managers should not request an extension or change order on behalf of the contractor. Contractors will reach out to DOH independently.
11. The case manager should be sure the contractor is notified of any complaints and be given the opportunity to address the member's concerns. Contractors are required to provide a one-year warranty. The case manager should contact DOH staff as soon as possible if the contractor has not responded in a timely manner or if issues remain unresolved during construction or once the project is completed.
12. **If the status of the member changes at any time before or during this process and member is no longer be eligible for a home modification, please inform the contractor immediately.**
All projects must be completed before the members approved certification period ends.

Maintain a copy of this checklist in the member's file.