



Home Accessibility Adaptations

Children's Extensive Supports (CES) and Supported Living Services (SLS) Waivers

October 2022



COLORADO
Department of Local Affairs



COLORADO
Department of Health Care
Policy & Financing

HCPF and DOH: Who Does What?

Health Care Policy and Financing (HCPF)

- Rules/Policy
- Payment (3rd Agent) and Payment Adjustments
- Oversight of Case Management Agencies (CMAs)
- Consultation and Oversight of Appeals with CMAs
- Provider Enrollment/Termination
- Program Integrity
- Review of Vehicle Mod and Assistive Technology requests

Department of Local Affairs/Division of Housing (DOLA/DOH)

- Administers home modification program with direction from HCPF
- Ensures compliance of home modification rule/policy

What is a Home Accessibility Adaptation?

In the SLS and CES waivers, Home Accessibility Adaptations are the most cost-effective physical modifications, adaptations, or improvements to the Participant's existing home setting which, based on the Participant's medical condition or disability:

- Are necessary to ensure the health and safety of the Participant, **OR**
- Enable the Participant to function with greater independence in the home, **OR**
- Are necessary to prevent institutionalization or support deinstitutionalization of the Participant

Must be the most cost-effective means to meet the need

[SLS: 10 CCR 2505-10, Section 8.500.94.B.6.](#)

[CES: 10 CCR 2505-10, Section 8.503.40.A.5.](#)



How much funding is available?

The combined cost of Home Accessibility Adaptations, Vehicle Modifications, and Assistive Technology shall not exceed \$10,000 per client over the five-year life of the waiver.

The CES and SLS waivers renew on July 1, 2024.

What if the home modification costs more than \$10,000?

Costs that exceed this amount may be approved by the DOH and HCPF to ensure the health and safety of the client, or to enable the client to function with greater independence in the home if:

- The adaptation decreases the need for paid assistance in another waiver service on a long-term basis and
 - **Either:**
 - There is an immediate risk to the client's health and safety, or
 - There has been a significant change in the client's needs since a previous home modification

What settings are eligible for a Home Modification?

Rental Property - Yes

8. 503.40.A.5.b.iv Adaptations, modifications, or improvements to rental properties should be portable and able to move with the Participant whenever possible

Congregate Housing - No

8.503.40.A.5.c.viii. Home Accessibility Adaptation projects are prohibited in any type of certified or non-certified congregate facility, including, but not limited to, Assisted Living Residences, Nursing Facilities, Group Homes, Host Homes, and any settings where accessibility or safety modifications to the location are included in the provider reimbursement.

Federally Subsidized Housing - No*

8.503.40.A.5.c.ix. If a Participant lives in a property where adaptations, improvements, or modifications as a reasonable accommodation through federally funded assisted housing are required by Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, or any other federal, state, or local funding, the Participant's Home Accessibility Adaptation funds may not be used unless reasonable accommodations have been denied.

*The Division of Housing is not an enforcement agency. Members being denied a modification by their landlord will need to contact the local fair housing enforcement agency.

What can Case Management approve?

Home Modifications \$2499 or less	YES
Installation of Durable Medical Equipment (DME)	YES
Purchase of DME	NO
Repairs to an existing home modification/ service calls	YES
Repairs to a “bad” home mod	NO*
General home repairs	NO
Home Modifications in federally subsidized properties	NO
Change order requests to an already approved home modification	NO

*All home modifications are covered under a one-year warranty, which must be utilized prior to additional funding being approved.

What do Case Managers need to remember?

- OT/PT evaluation is not required for home mods \$2499 or less but highly recommended
- All home modifications must comply with Home Modification regulation found in 10 CCR 2505-10, [Section 8.500.94.B.6](#) (SLS) and 10 CCR 2505-10, [Section 8.503.40.A.5](#) (CES)
- Case Managers must verify if the member has adequate funds
- Home modification expenditures are cumulative during the members certification period and renew with the life of the waiver every 5 years
- Any changes to the status of a member need to be reported to the contractor

Case Managers are encouraged to use the new [Home Modification Checklist Tool](#) for each member who requests to use Home Modification services.

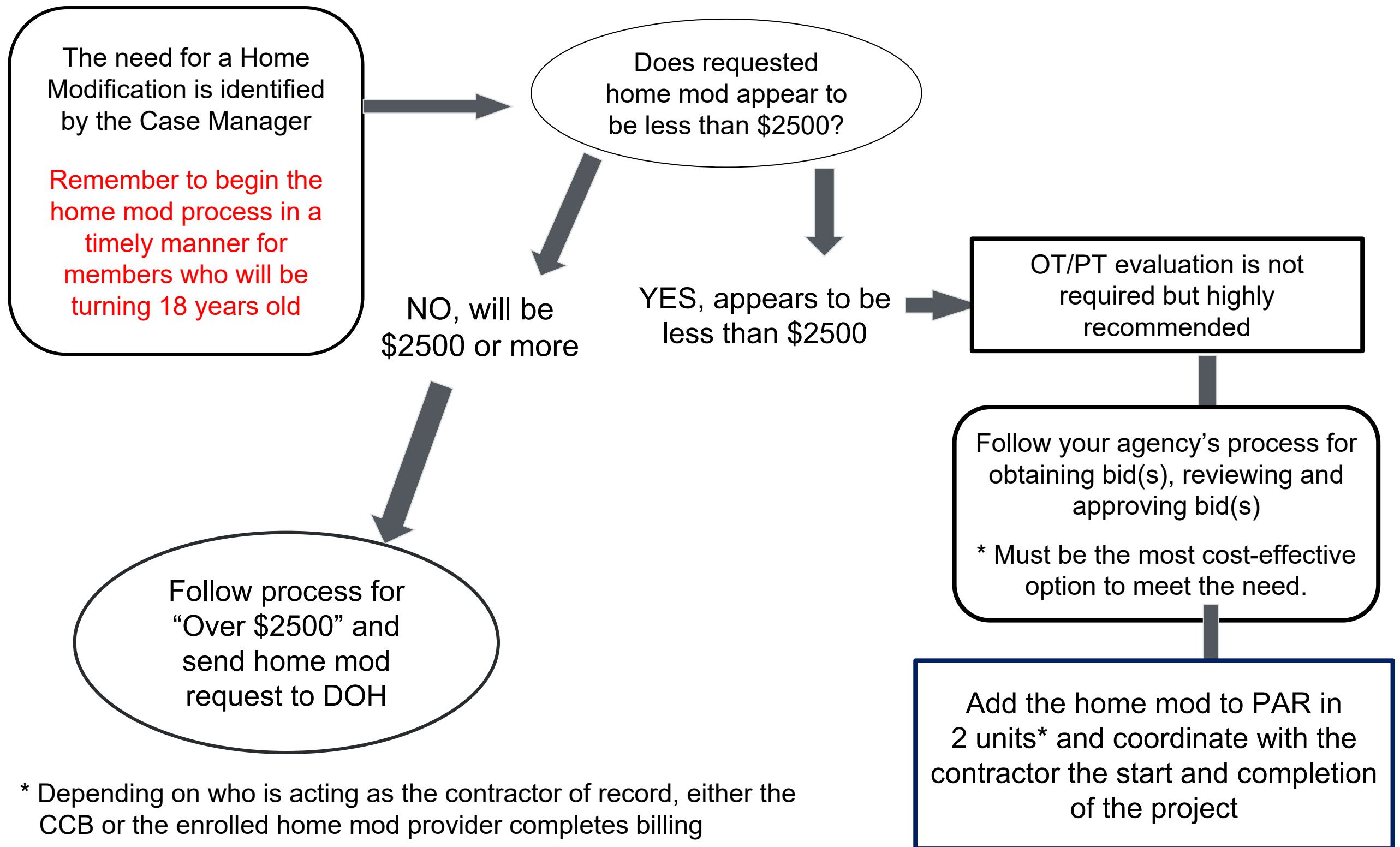


Home Modifications and HCBS-CES Members

- Member's enrolled in HCBS-CES are eligible to enroll into an adult waiver upon their 18th birthday; this includes a prioritized enrollment into HCBS-DD, bypassing the waitlist.
- Case Managers should ensure that these members are aware that the HCBS-DD waiver does not include the home modification benefit.
- Home Modifications authorized for members enrolled in HCBS-CES must be completed and billed prior to the certification end date.

Case Managers are responsible for assessing the need for home modifications and authorizing the service within a timeframe sufficient to ensure completion of the entire project prior to the child's 18th birthday. Case Management Agencies' internal process should reflect this in order to connect members with this benefit while they are eligible.

Home Mod Process for UNDER \$2500



QUIZ: Home Modifications under \$2500

True or False: Case Managers can approve **anything** as long as it is \$2499 or less.

FALSE – All home mods, regardless of amount, must still comply with all rules and regulations.

True or False: OT/PT evaluations for home mods that are \$2499 or less are not required.

TRUE – Although not required, it is still highly recommended to obtain an OT/PT evaluation.

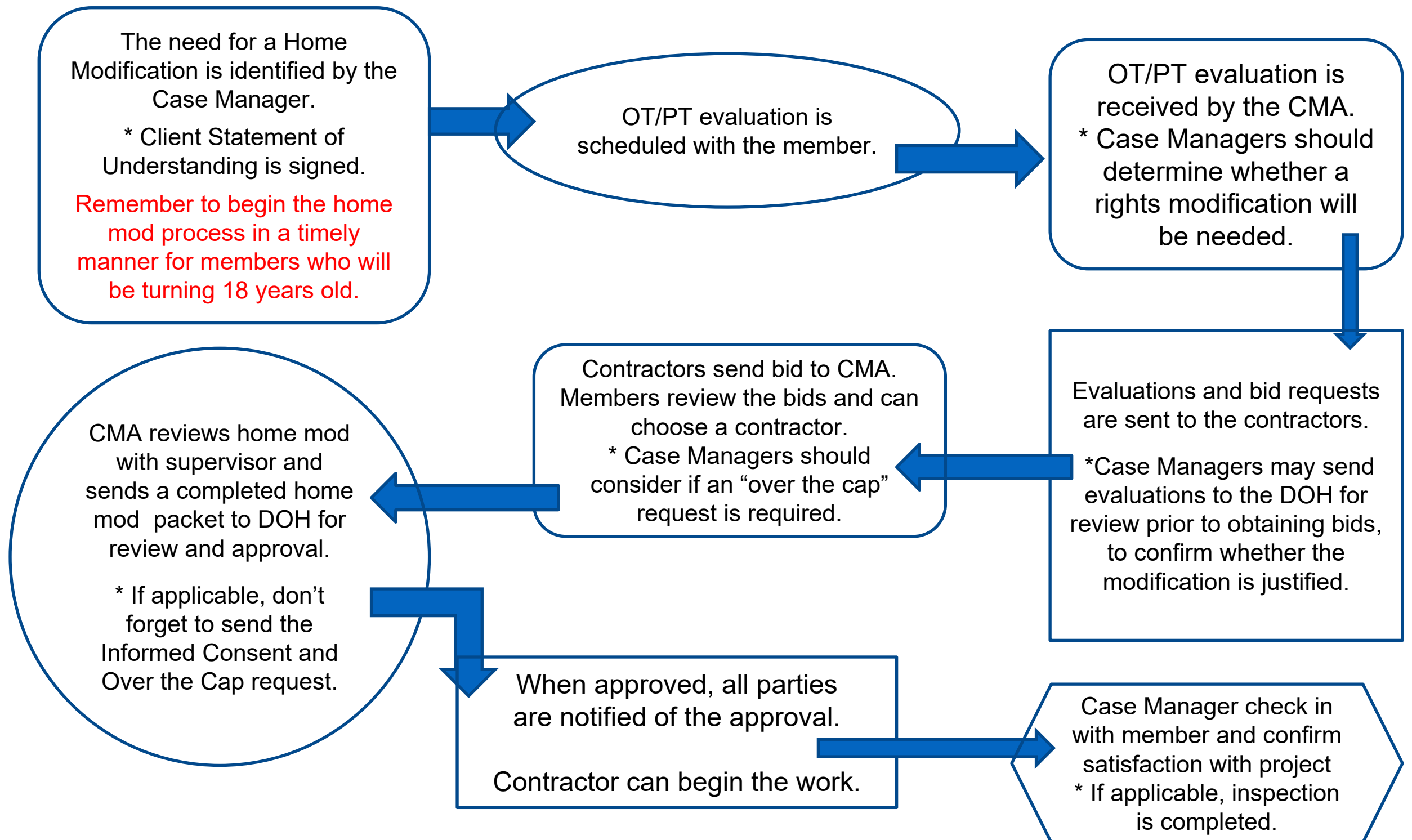
**What about home mod requests
that are \$2500 or more?**

Home Modification Requests

- The [Home Modification Checklist tool](#) should be used as the first page of the home modification request and all Case Managers should check the request to ensure that all documents are present and completed
- **All home modification requests should be reviewed by a supervisor before sending to DOH**
- If the request is not complete when it is submitted to DOH it will be returned to the Case Manager and the supervisor and the Case Manager will need to make all necessary corrections and resubmit the request

Home Modification Approval Process

Home Mods \$2500 or more



Home Modification Evaluations

- Completed by Occupational Therapist/ Physical Therapist or HCPF approved qualified individual
- Evaluations must be completed on the [Health First Colorado Home Modification Evaluation Form](#)
- Recommendations must be based on the member's individual needs and **not based on the member's "wants" and/or a contractor's opinion**
- Evaluations should be completed in the home that is to be modified
- Evaluations should be reviewed for quality and appropriateness by the Case Manager before being sent to DOH

Case Managers may send evaluations to DOH for review prior to obtaining bids, to confirm whether the modification is justified



Home Modification Providers

- Community Centered Boards are able to bill as the provider of record when working with contractors who are not approved Medicaid providers
- Case Management Agencies are responsible for maintaining their own list of local providers for this benefit
- Case Management Agencies must notify the DOH of Home Modification provider shortages in their catchment area when this results in member being unable to access this benefit
 - DOH and HCPF staff will then work with the agency to explore additional options for members to access this benefit.

Rights Modifications/Informed Consent

- Documentation of a Rights Modification is required for any home modification that restricts a member's rights. This is applicable for all members participating in HCBS waiver programs and electing the Home Modification benefit.
 - Refer to [OM 21-032](#) and [OM 20-103](#) for Rights Modifications instructions.
 - Rights Modifications and informed consents must be reviewed by the IDT at least every 6 months. Informed Consents must be signed annually by the member or guardian.
 - They also require a referral for a Human Rights Committee review and recommendation initially and/or annually.

Case Managers please remember to review the [Age-Appropriate Guidelines](#) before pursuing requests for members under the age of 18.

[10 CCR 2505-10 8.484.5](#)

[10 CCR 2505-10 8.604.3](#)

When is documentation of a Rights Modification required?

Examples of Home Modifications requiring documentation as Rights Modifications are:

- A locked/alarmed fence for a yard to prevent a member from eloping
- Locks for a refrigerator or cabinets in a home to prevent excessive eating based on a diagnosis such as Prader Willi Syndrome.

Rights Modifications/Informed Consent

This is not a comprehensive list of Home Modifications that constitute a Rights Modification. For additional information on Rights Modification and Trainings please review the “Training Materials Presented by the Department” & “Additional Departmental Guidance” sections of the [HCBS Settings Final Rule website](#).

- Case Managers are also encouraged to review [Information Memo 22-028](#) and share the new informational videos regarding Member Rights and Rights Modifications with Members, Guardians, Families, and Providers.
- This is a link to the [YouTube Playlist](#). The Department’s videos are available in both English and Spanish.

Bidding Process

- Solicit bids from at least (2) contractors – either enrolled home mod providers and/or a subcontractor for the CCB.
- Contractors must use the [Home Modification Provider Bid Form](#).
- Contractors have 30 days to submit their bids
 - If after 30 days only one contractor has responded, please move forward with that one bid, unless the client/family wants to keep trying for additional bids.
- Contractors must follow the OT/PT's recommendations. Contractors can and should be addressing construction related information such as structural issues, applicable codes, permits, etc.
- If the client/family does not have a contractor preference, then only the lowest bid will be reviewed.

Home Modification Packet

Send all initial home mod requests to: dola_homemod@state.co.us

1. Client ID and/or current PAR #
2. Current contact info to include address and phone number
3. Signed Client Statement of Understanding
4. Evaluation completed by the OT/PT or other approved professional using the most current evaluation form Include all pictures and/or drawings
5. All the bids that were received OR explanation why only one bid was received
6. Client's contractor preference
7. All contractor's pictures and/or drawings
8. Property Owner Consent Form - even if the client is the property owner or lives with the property owner, the release is still needed
9. If applicable, HOA/Mobile Home Park release for all exterior work
Condo HOA may also need to provide a release for interior work
10. If applicable, Rights Modification paperwork
11. If applicable, justification to exceed the \$10k cap

All of the above information is REQUIRED when submitting a home modification request. If a request is missing one of these required items the request will be returned to the CM for completion

All forms required for submission to the State can be found on the Department's [Home Modification web page](#).



QUIZ: Home Mod Packet

True or False: All initial home modification requests over \$2499 must be sent to dola_homemod@state.co.us

True

True or False: If the member owns the home, a Property Owner Consent Form is not needed.

False – A Property Owner Consent Form is required for all home modifications.

True or False: Should a Case Manager send in documents for a home modification request to DOH as they receive them?

False – The packet should be complete and have all the required documents prior to submitting to DOH

DOH Approval Process: Home Mods \$2500 or more

Contractors and Case Managers will receive home mod approval notices from: dola_homemod@state.co.us

- The **subject** line will read: **Approved PAR (P0000) with the client's initials**
- The **body** of the email will contain a link to the DOH portal

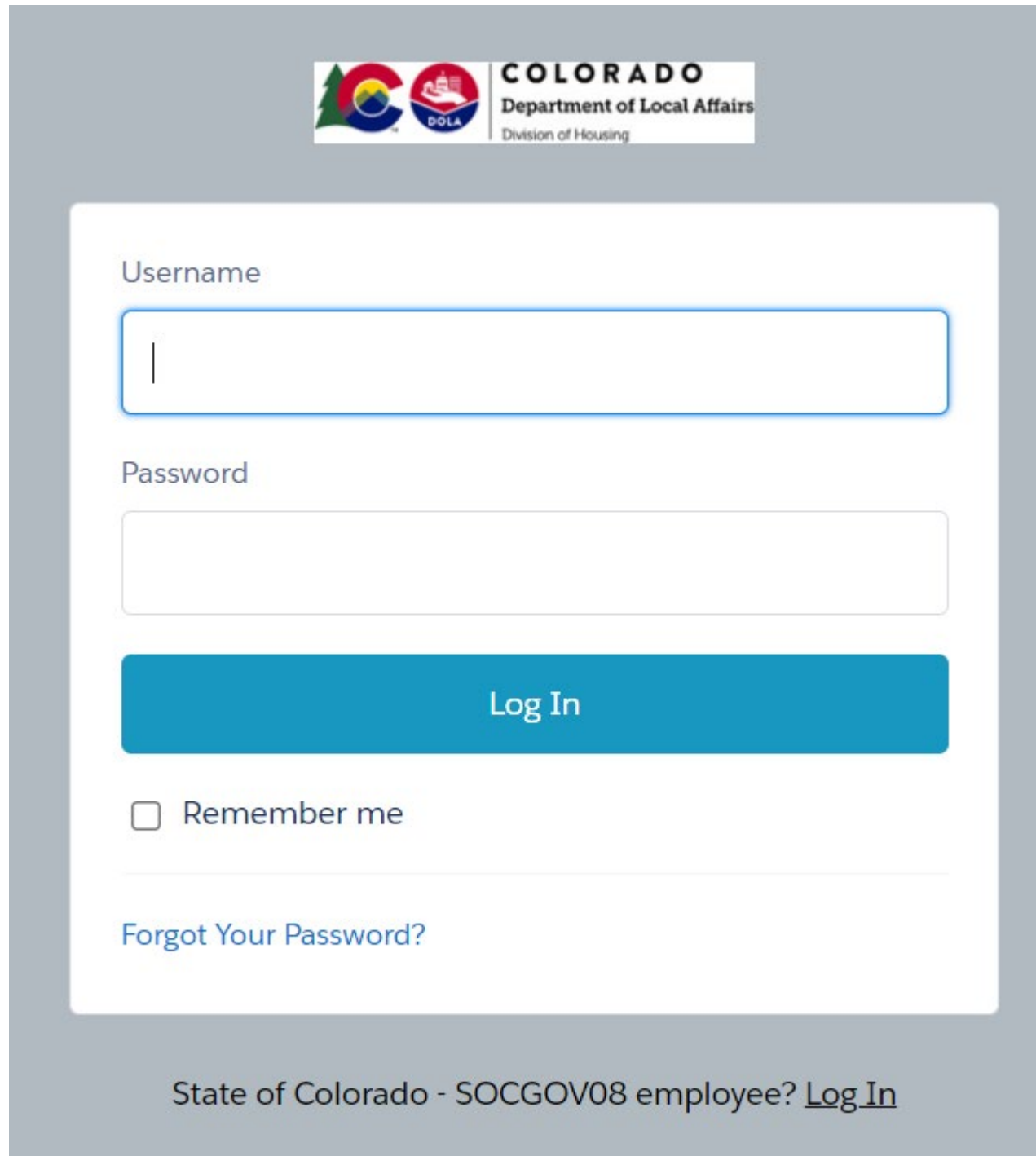
To avoid confusion, please do not forward these approvals to an enrolled home mod provider. They will receive the approval notice from DOH.

Why is this important?

If any work is done on a project that was not DOH approved, both the CCB and the contractor may be held financially liable.



How to Use the DOH Portal



The screenshot shows the login interface for the DOH Portal. At the top, there is a header with the Colorado Department of Local Affairs (DOLA) logo and the text "COLORADO Department of Local Affairs Division of Housing". Below this, the login form is contained within a white box with a light gray border. It features a "Username" label above a text input field, a "Password" label above another text input field, and a blue "Log In" button. Below the button is a checkbox labeled "Remember me". At the bottom of the form is a link that says "Forgot Your Password?". Below the form box, there is a footer line that reads "State of Colorado - SOCGOV08 employee? [Log In](#)".

Bookmark this web page:

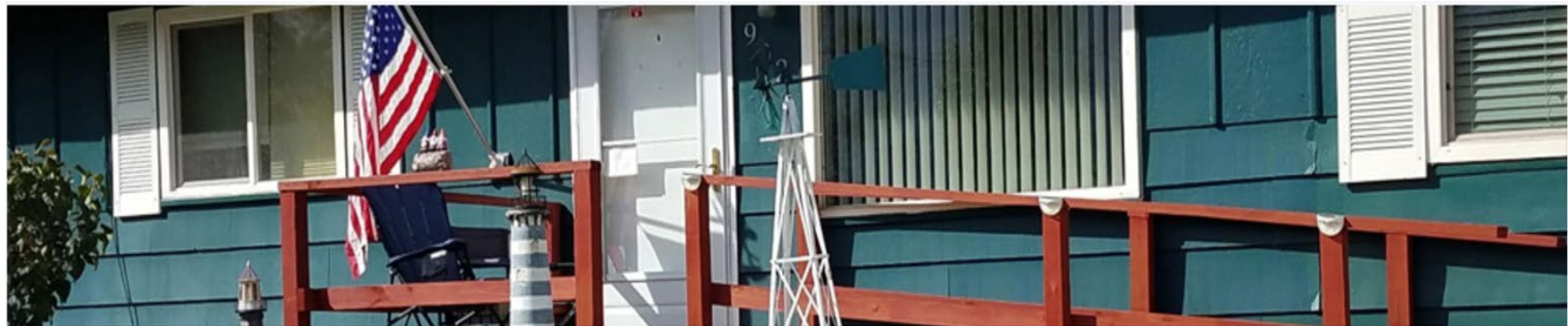
<https://socgov08.force.com/DOHHM/login>

How To Use the DOH Portal cont.

Click on the client's name

If you do not see the client's name, enter their name in the Search box
(yellow highlighted box)

If you still cannot find the client then contact DOH



Welcome to the Home Modification Portal

Below is a list of your projects. Click on a record to access detail information about the project.

All ▼

2 items • Sorted by Project Name • Filtered by All projects • Updated a few seconds ago

Search this list...

	Project Name ↑	Last Modified Date	Date ...	Inspe...	Inspe...	Case Manager	Date ...	Date of ...	Comple...	Contractor...	Date P...	
1	Test Client CO1	5/17/2020 7:40 AM				Test Case Manager		12/1/2018		Test Provider		▼
2	Test Client Project	10/28/2020 1:49 PM				Test Case Manager		2/21/2018	2/25/2019	Test Provider	5/1/2018	▼

How to Use the DOH Portal cont.

Project ID
P01869

Project Name
Test Client Project

Program
Home Modification

Total Project Amount
\$14,000.00

Last File Uploaded

Asset Information

Asset Client
Test Client 1

Asset Street
1313 Sherman St.

Asset City
Denver

Asset State

Asset Zip
80204

Record Type
Home Modification

Owner
Tierra.Powell

Type
Initial

Status
Completed

Modification Type
Ramp-Front Entrance;Ramp-Rear Entrance;Railing-Front Entrance;Railing-Rear Entrance;Bathroom-Walk in shower
Other

DME Installation
2 shower gbs; toilet gb

Medicaid Client ID Number

PAR Number

Primary Asset Contact
Test Client 1

Primary Asset Contact Phone
(303) 864-8425

Alternate Asset Contact

Alternate Asset Contact Phone

Update Project Completion Date

The Project Completion Date for this project has been set to:

February 25, 2019

To modify this date click **Next**.

Next

Upload Files

Upload



Upload Files

Or drop files

Once you complete uploading your files, click **Next** to continue.

Next

Project Files

Files Uploaded

How to Use the DOH Portal cont.

✓ Project Information

Case Manager

Test Case Manager

OT/PT

✓ Contractor/Provider Information

Contractor/Provider

Test Provider

Construction Progress Notes

Contractor Email

tierra.powell@state.co.us

Contact

PAR Progress Notes

One bid rec'd

Start date

Expected Completion Date

7/30/2018

Extension Date

Completion date

2/25/2019

Project Complete 



✓ Timeline

Date of OT/PT evaluation


2/21/2018

OT/PT Addendum Date 

3/30/2018

Date PAR Received by DOH

4/1/2018

Date PAR Approved by DOH 

5/1/2018

Created By

Tierra Powell , 8/16/2018 8:35 AM

Initial Bid Date

Last Modified By

Test Contractor , 10/28/2020 1:49 PM



Home Modification Denials

When services are disapproved, in whole or in part, the Department or its agent shall notify the case management agency. The case management agency shall notify the Client of the adverse action and the appeal rights on a state-prescribed form ([10 CCR 2505-10, 8.509.18.B](#)).

- Case Managers must issue an 803 Notice of Action for all Home Modification denials
- DOH staff provide Case Managers with regulatory citations with all denials for this specific purpose
- Members must be notified of all Home Modification denials and provided with their appeal rights

What Does the Contractor Need To Do?

- After receiving the notice of an approval from the DOH, a contractor has 60 days to start the project then 30 days to complete the project
- Contractors may request an extension for unforeseen or unexpected delays by contacting DOH. These extensions must be requested by the contractor within the original 90-day timeline
- Contractors have been instructed to review the final approved bid with the client prior to starting any work
- Contractors must submit all change order requests to the DOH for review and approval
- Contractors must provide a written one-year warranty

Case Manager Actions for Complaints

FIRST – The Case Manager should be sure the contractor has been notified and given the opportunity to address the client's concerns. Contractors are required to provide a one-year warranty.

THEN - 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 - especially **during** construction.

Case Managers should notify DOH immediately if they become aware of any inappropriate behaviors being exhibited by the contractor and/or their employees, subcontractors, etc.

All complaints are inspected. The contractor is responsible for addressing deficiencies that are the fault of the contractor. Funds can be recouped from the original contractor.

Client can choose a different contractor to make the corrections.

American Rescue Plan Act (ARPA)

- ARPA may provide up to \$10,000 in additional funding to clients who are eligible for the Home Modification benefit.
- All ARPA home modification requests are reviewed and approved by DOH
- Home Modification rules/processes must be applied to the ARPA funding. Members can choose to utilize ARPA funds or make an Over the Cap request. **Case Managers must note what funding type is being requested when the Home modification request is submitted**
- Home Modification waiver benefit must be fully utilized before ARPA funding can be accessed
- **ARPA funding is limited and is available until March 2024**

HB18-1267 Tax Credit for Home Mods

[House Bill 18-1267](#) allows taxpayers to claim a state income tax credit for up to \$5000 of qualified costs incurred while retrofitting their residence for the purpose of improving accessibility, increasing visit-ability, or allowing qualified individuals to age in place. The credit is available for tax years 2019-2023.

This is **not** a Medicaid funded program or a grant or a loan program

Qualified individual – state income taxpayer with a disability, illness or impairment or a spouse/dependent with a disability, illness or impairment whose primary residence will be retrofitted and has a qualifying annual family income

Available to homeowners and renters

Questions and Technical Assistance



Contacts for Guidance

Health Care Policy & Financing (HCPF)

Policy, process and provider questions:

Emily Walsh

Emily.Walsh1@state.co.us

303-866-5064

Case Management questions:

Lydia Beals

Lydia.Beals@state.co.us

303-866-4076

Division Of Housing (DOH)

Project approval, bids, contractors, and inspection questions:

Naomi Hubert

Naomi.Hubert@state.co.us

303-864-7825

Ken Neider

Ken.Neider@state.co.us

303-482-7670

Send initial home mod packets to:
dola_homemod@state.co.us

