

Private Vehicle Modification Assessment/Consultations

Definition: Private vehicle assessment/consultation may be provided once a participant's specific need has been identified and documented in the Support Plan. The scope of the work and specifications must be determined. The criterion used in assessing a participant's need for this service are: 1) The parent or family member cannot transport the individual because the individual cannot get in or out of the vehicle; or 2) the individual can drive but cannot get in or out of the vehicle and a modification to the vehicle would resolve this barrier.

Private vehicle assessment/consultation may include the specific modifications/equipment needed, any follow-up inspection after modifications are completed, training in use of equipment, repairs not covered by warranty, and replacement of parts or equipment. The consultation/assessment does not require submission of bids.

Service Limits: The reimbursement for the Consultation/Assessment may not exceed \$600.00.

Providers: Private Vehicle Modification Assessment/Consultations must be provided by DDSN approved and contracted providers who are enrolled with SCDHHS. It is the responsibility of the WCM to ensure providers are on the approved provider list.

To enroll as a provider for Private Vehicle Modification Assessment/Consultations, please see enrollment process in business tools.

The individual/agency that is performing the consultation/assessment is ineligible to bid on the actual modification.

Conflict Free Case Management

To honor choice and prevent conflicts of interest, providers of Waiver Case Management services must not provide any other waiver service to the same person. When there is a conflict, the WCM will help the participant understand why a conflict exists and offer a choice of either another WCM provider or another waiver service provider. The Case Manager must then transition the participant to the chosen provider within 60 days.

Arranging for and Authorizing Services: Before proceeding with bid requests, the Private Vehicle Modifications Fact Sheet (ID/RD Info Sheet-3) must be given to the participant/legal guardian. The information included in this fact sheet should be fully explained.

Once the participant's specific need has been identified and documented in the Plan and it is determined that Private Vehicle Modifications is the appropriate service to meet the need, the scope of work/specifications must be developed. This should be done in consultation with the participant and/or family and should define the expected modifications as clearly as possible.

Private Vehicle Modification Consultations are reviewed by the SCDDSN Waiver Administration Division. To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider. A description of the private vehicle modification consultation with the total cost must be included in the comments section of the authorization labeled "Comments". **Do not use the section labeled "Shared Comments"**. *For example, Private Vehicle Modification/Assessment for modifications to a 2020 Toyota Sienna. One-time cost \$300.*

Monitoring Services: The Waiver Case Manager must monitor the completed assessment within two (2) weeks of completion to verify it is satisfactory to the family.

Reduction, Suspension or Termination of Services: If services are to be reduced, suspended or terminated, a written notice must be sent to the participant/representative including the details regarding the change(s) in service, the allowance for reconsideration, and a ten (10) calendar day waiting period (from the date that the reduction/suspension/termination form is completed) before the reduction, suspension or termination of the waiver service(s) takes effect. See *Chapter 9* for specific details and procedures regarding written notification and the reconsideration/appeals process.