

[HASCI Environmental Modification](#)

6. Professional Design Team Option

The participant/family may choose to have the SCDDSN Professional Design Team (PDT) complete the modification specifications. Using this option, the cost for the PDT is covered by DDSN and does not count as part of any service limit imposed by the waiver. The PDT will write the specifications for the modification and develop the plans, and a Project Manager will follow the construction process to ensure work is completed according to the specifications. If this option is selected, the PDT will also complete the procurement process and monitor the modification. Based on the current referral list for this option, the wait time from identification of the need to completion of the modification is approximately one year. Due to demand, utilization of the PDT requires the waiver participant/guardian and Case Manager to be responsive to firm deadlines in the process.

What is the process for using the Professional Design Team (PDT)?

If you have decided to use the DDSN Professional Design Team, your case manager will complete a pre-assessment form, explaining the type of environmental modification required to meet your need. This will be forwarded to DDSN Central Office, where the PDT maintains a referral list.

If a bathroom modification is requested, information about the type of shower chair currently used, or recommended by a Physical Therapist or Assistive Technology Professional should be included. If you do not have this information, your case manager can help you obtain an assessment for the type of shower chair needed.

Requests for environmental modifications are assigned to the PDT in the order in which they are received.

Members of the PDT will need to make a visit to your home to view the area to be modified and take measurements that will allow them to write specifications for your modification. At the point your name is next on the referral list, a member of the PDT will contact your case manager to schedule this home visit. Your Case Manager will also be requested to be present for the visit.

The PDT will make the home visit and develop plans. Your case manager will be provided a copy of the plans to review with you. Any questions you may have can be forwarded to the PDT for a response.

Once you have approved the plans, the PDT will be notified and will begin soliciting bids for the modification. This will include written requests for quotes, and possibly advertisement of the modification per state procurement policy. Please inform your case manager if you have a specific contractor (or contractors) that you would like to bid on the modification, and the PDT will request a bid from your chosen contractor.

Once the bids are received, you will be notified of the lowest responsive and responsible bid and your case manager will request funding through the waiver for the modification.

If the cost of your modification exceeds the funding available through your waiver, the modification cannot proceed unless you have funding available to cover the difference and any other unanticipated costs that might arise during construction.

When waiver funding has been approved, a Pre-Construction Meeting will be scheduled. This meeting will include you, the contractor who will be completing the modification, and a member of the PDT. In this meeting, expectations related to the modification will be discussed, including the length of time the modification is expected to take. You will also be offered choice of materials such as flooring and paint colors. Only in stock options will be offered, as special order materials will delay construction.

The PDT will monitor the progress of the work while in process. Upon completion, a member of the PDT will inspect the work to ensure it is completed according to the specifications.

Your case manager will monitor your satisfaction with the work. If there are any questions or concerns about the work, you should notify your case manager. The PDT will work to resolve concerns or issues you may have.