Environmental Modifications

Definition: Environmental Modifications are internal and external physical adaptations to the home necessary to ensure the health, welfare and safety of the waiver participant. These modifications enable the waiver participant to function with greater independence and prevent institutionalization. Environmental modifications are not intended to provide financial assistance for any phase of new home construction or major home renovation projects. Resources are not available to provide luxurious bathrooms, elaborate decorative materials and fixtures or access to all areas of the home. Environmental Modifications will not be approved solely to meet the needs or convenience of caregivers or other occupants of the home. Modifications to publicly-funded group homes or other residential facilities are not permitted. Excluded from Environmental Modifications are repairs or improvements to the home which are of general utility such as maintenance of foundation, roof, siding repairs/replacement, gutter work, window repair/replacement, electrical, plumbing, heating/cooling systems, repair of water, termite, or other types of damage, provision of flooring/carpeting throughout a home, interior/exterior painting, and landscaping.

All services shall be provided in accordance with applicable State or local building codes. Environmental Modifications cannot be funded through the waiver at facilities that are owned or leased by Waiver Service Providers. Approval of a request for environmental modification is a multi-step process. The modification is initially determined by the Waiver Case Manager (WCM) based on the participant's need as documented in the Support Plan. According to State procurement policy, bids for the modification are obtained. This information is reviewed by the DDSN Waiver Administration Division for programmatic integrity and cost effectiveness. The WCM will assist in identifying all appropriate resources, both waiver and non-waiver.

Examples of Environmental Modifications: The following are examples of possible adaptations that may be done as a part of Environmental Modifications (this list is not all inclusive):

- Installation of a ramp to facilitate safe and easy entry to and exit from the home. One ramp at one entrance to the home will be funded. The waiver will not fund multiple ramps at the same residence. Concrete ramps can only be approved if there is not a more cost effective solution.
- Installation of grab-bars.
- Installation of a porch lift to facilitate safe and easy entry to and exit from the home (in certain situations a porch lift can be more feasible and cost effective than extensive ramping).
- Widening of doorways to allow functional entry to the home, bathroom, bedrooms, etc.
- Flooring modifications to facilitate easier propelling of a manual wheelchair (e.g. carpet is replaced with vinyl floor covering)
- Modification of bathroom facilities to provide a more accessible means of maintaining personal hygiene and better independence and safety in bathing and grooming (e.g. wider bathroom door with lever hardware, a roll-in shower with customized grab-bars, roll-under sink, etc.)
- Installation of specialized electrical and plumbing systems necessary to accommodate the medical equipment and supplies for the welfare of the participant.

Examples of Modifications that are not allowed:

- Elevators installed or integrated into the residential structure are not a cost effective solution.
- Major kitchen modifications/renovations. Low-cost solutions such as reachers, adapted appliance switch handles, adapted cutting/eating utensils, and easily modifiable aids and devices can be requested through Assistive Technology.
- Covered ramps
- Coverings for ramp landings
- Garages, carports, and coverings for spaces in a yard or driveway where waiver participant uses lift-equipped vans and other vehicles routinely park.
- Comprehensive modifications to an entire home (or every room throughout the home).

- Exercise equipment.
- Spas, hot tubs, whirlpools, Jacuzzis, pools (and similar products)
- Decks or stairs
- Driveways or portions of driveways
- Washer/dryer connections
- Financial assistance with any phase of new home construction, major renovation and/or home addition projects.

Providers: Environmental Modifications are provided by contractors licensed by the State of South Carolina through the SC Division of Labor, Licensing and Regulation or by the Contractor's Licensing Board, DDSN/DSN Boards/contracted providers or by those enrolled with SCDHHS as providers of Environmental Modifications. **It is the responsibility of the Waiver Case Manager to ensure contractors are licensed.** Documentation of licensure must be obtained and maintained in the WCM's working file.

Environmental Assessments/Consultations must be provided by licensed Medicaid enrolled Occupational or Physical Therapists, Medicaid enrolled Rehabilitation Engineering Technologists, Assistive Technology Practitioners and Assistive Technology Suppliers certified by the Rehabilitation Engineering Society of North American (RESNA), Medicaid enrolled Environmental Access/Consultants/contractors certified by Professional Resource in Management (PRIME).

Conflict Free Case Management:
In order 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 WCM must then transition the participant to the chosen provider within 60 days.

Procurement Requirements:
In accordance with the South Carolina Consolidated Procurement Code, SCDDSN directive 250-08-DD, *Procurement Requirements for Local DSN Boards,* applies to all procurement activities supported in whole or in part by SCDDSN funding, including Environmental Modifications funded by the Community Supports Waiver. Providers contracted with SCDDSN must establish and follow procurement policies and procedures with requirements at least as restrictive as those contained in this directive. **Participants must be made aware of this requirement. WCMs, not families, are responsible for soliciting bids for environmental modifications**. Directive 250-08-DD can be accessed on the SCDDSN website: www.ddsn.sc.gov

Below are the solicitation limits as defined by the Consolidated Procurement Code:

A. **$10,000 or less NO COMPETITION:**
Small purchases not exceeding $10,000 may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition "Price is fair and reasonable" and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from a provider other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable, comparison to previous price paid, or personal knowledge of the item involved.

B. **$10,001 to $25,000 THREE WRITTEN QUOTES:**

Written request for written quotes from a minimum of three (3) qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three (3) bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a small purchase not in excess of $25,000. The award must be made to the lowest responsive and responsible sources. The request for quotes must include a purchase description. Requests must be distributed equitably among qualified suppliers unless advertised as provided above.

C. **$25,000.01-$100,000 ADVERTISED SMALL PURCHASE:**
Written solicitation of written quotes, bids, or proposals may be made for a small purchase not in excess of $100,000. The procurement 250-08-DD, February 20, 2020, Page 4 must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, to the highest ranking offeror.

Arranging for the Service: When modifications are thought to be needed and before proceeding with bid requests, the **Environmental Modifications Fact Sheet for Participants Who Live in Privately Owned or Rented Homes (Community Supports Info Sheet-2)** must be given to the participant and/or legal guardian. The information included in this fact sheet should be explained fully and documented in the case notes.

There are two options for completing Environmental Modifications: **CM/Participant Directed and DDSN Professional Design Team**

Option One: "CM/Participant Directed"

The participant/legal guardian may choose to arrange his/her own waiver funded Environmental Modification Assessment and work with his/her WCM to follow procurement to obtain the specified modification. If the participant/legal guardian chooses to bypass the SCDDSN Professional Design Team process for completing an Environmental Modification, the participant/legal guardian must sign the ***Release of Liability form.***

Once the participant's specific need has been identified and documented in the Support Plan, and it is determined that Environmental Modifications is the appropriate service to meet the need, the scope of the work/specifications must be developed. This should be done in consultation with the participant/family and should define the expected modification as clearly as possible, including measurements and specific materials to be used. The expected modifications can be defined by obtaining an Environmental Modification Assessment/Consultation by using part of the annual monetary cap. Consultations do not require the submission of bids; however, the cost cannot exceed $600 per consultation**. Consultations cannot be billed directly to the South Carolina Department of Health and Human Services.** Plan change comments should indicate the service is board billed.

After an Environmental Modifications Consultation/Assessment within the CM/Participant Directed option, the WCM must review the findings/specifications with the Professional Design Team (PDT) Program Coordinator before soliciting price quotes. In some situations, additional assessments or other actions may be necessary before proceeding. If the Program Coordinator agrees that the specifications are allowed within policy, the WCM will be notified to proceed. Receipt of this notification must be documented in a Case Note and a copy of the correspondence must be maintained in the participant's file. The WCM will review the assessment/consultation with the participant/family.

Once the scope of the modification has been determined, the participant/family should be made aware of the qualifications for contractors. The Case Manager can assist with participant/family in locating licensed contractors. This offering of choice of provider must be documented in the participant's file. **The agency that completes the Assessment/Consultation is ineligible to bid on the actual modification.** It is the responsibility

of the WCM to ensure contractors are licensed. Documentation of licensure must be obtained and maintained in the WCM's working file.

Obtaining Bids: When obtaining written bids for needed environmental modifications, if the modifications include a ramp, ramp repair, widening of doorways and/or interior floor surface modifications, the requirements noted below must be adhered to when the contractor is preparing the bid and later when the project is initiated and completed. This information must be given to the participant and/or family and must be provided to the contractors when requesting written bids. Furthermore, the written specifications for the project that were developed with the participant/family by the WCM or independent consultant must be provided to each contractor and each contractor's bid must be based on these specifications.

1. Ramps

Any ramp that is contracted through the Community Supports Waiver must meet the following minimum requirements or comply with ANSI A117.1-1998.

Materials: The use of treated lumber (rated for ground contact) is required throughout the ramp (local building codes may be more specific as to the level of treatment in the lumber). Earth berming, used in conjunction with ramping is permissible due to uneven terrain.

Width: The usable platform width of all ramps must be a minimum of 36" (thirty-six inches).

Slope: The slope or grade of the ramp must be no less than 1' (one foot) of linear ramp for every 1" (one inch) of height that is to be ascended.

Designs: Fold-back (180 degree or 90 degree) turn designs are permissible. At each point where the ramp's direction changes there must be a functional turning platform with adequate space for the participant's mobility device to safely brake and/or change directions.

Wheelchair Turning Platforms/Landings: All turning platforms or "landings" (usually at the top end of the ramp or where the ramp changes directions) that lead directly into the home must be a minimum of 5' x 5' (five feet by five feet) for a safe functional space to turn and enter the home. At any exterior entry/exit door, the turning platform should start at the hinged side of the door and extend beyond the latch side of the door to best utilize the available space to turn and maneuver a wheelchair.

Decking Material: All decking boards must be of sufficient thickness to maximize strength, provide stability, and maximize the life of the ramp.

Railings: All ramps should include handrails with pickets or other designs that will prevent wheelchairs from accidentally rolling off the sloped surface of the ramp.

Support Structures: Where it is necessary such as soft grass, soil, sand, loose gravel or muddy areas, or as local building codes dictate, all the ramp support posts and turning platform support posts shall be set in concrete for long-term stability.

Landing Pads: At the lower or ground end of the ramp, and where necessary such as soft grass, soil, sand, loose gravel or muddy areas, ramps shall include a concrete minimum 4'x4' (four feet by four feet) landing pad, for function and safety. Ramps that end, for example, onto a hardened surface or a concrete driveway usually do not require a concrete landing pad.

Repairs to Existing Ramps

If the project is to simply repair an existing ramp that is in unsatisfactory condition, the repairs must not in any way bring a ramp out of accessibility compliance regulations or exceed the cost of replacing the ramp with a new one.

2. Widening Doorways/Installing Door Hardware

Width: Whenever possible, a doorway must always be expanded to three (3) feet (or a 3'0" doorway). The 3 (three) foot door allows better function for a wider variety of mobility devices and can usually accommodate upgraded wheelchair prescriptions. In some cases existing architectural designs may circumvent widening the door to a full three (3) feet. This should be brought to the attention of the WCM at any time prior to authorization of the project.

Lever door hardware: Lever-type door hardware must always be used when participants have limited hand/finger dexterity. In some cases the custom mounting of large "D" pull-type handles might be necessary to maximize one's independence in opening and closing doors. For participants with limited finger dexterity, locks for bedroom/bathroom doors should be the push-to-lock design.

Thresholds: When doorways are widened, thresholds should be kept to a minimum of ½ inch or less, to prevent a barrier for those participants who use manual wheelchairs and/or shower chairs.

3. Interior Floor Surface Modifications

Typically this means removing the existing carpet in certain essential areas of the home and replacing it with vinyl flooring. Sometimes this is done in conjunction with a complex bathroom modification to facilitate easier wheelchair maneuvering directly associated with the ADL related to personal hygiene and safety. **This modification is not intended to provide floor surface replacement for an entire home or to use more expensive materials, such as hardwood**.

Bids must be obtained and submitted to SCDDSN in accordance with State Procurement and SCDDSN Directive 250-88-DD for approval before work can be authorized. When a bid is received, the ***Acknowledgement of Bid Submission for Environmental Modifications (Community Supports Form 59)*** must be completed and forwarded to the Provider/Contractor that submitted the bid. This must be done for each bid received. This communication notifies the provider/contractor that the bid has been received and services cannot begin without written authorization from the WCM.

At the time the written bids are submitted, the modification must be added to the Plan and submitted to the SCDDSN Waiver Administration Division for review. Comments should indicate the service is board billed. The lowest bid must be indicated. In all cases, the award will be made to the lowest responsive and responsible bidder. If a bid is submitted from a contractor that has been debarred by the State of South Carolina Materials Management Office, then the bid will be dismissed and a new bid will have to be obtained. If the participant/legal guardian has communicated concerns and issues about using the lowest bidder that involve possible bad references, proof of faulty work, complaints from the Better Business Bureau, etc. the WCM must submit in writing the reasons and concerns that the participant/legal guardian has about the provider. SCDDSN Waiver Administration Division staff will examine this information and if legitimate, documented and substantiated concerns are noted, the second lowest bidder can be used to complete the modification.

If the cost of the low bid exceeds the waiver cap, the waiver participant/legal guardian will be notified of the overage by the WCM. If the waiver participant/legal guardian chooses to move forward with the modification, privately funding the overage, he/she will need to review and sign the ***Acknowledgement of Financial Responsibility*** indicating that he/she will be responsible for these costs and any other unanticipated costs that might arise during construction.

Once the request for the modification has been approved by the SCDDSN Waiver Administration Division, the participant/legal guardian must be presented with the ***Environmental Modification Project Agreement (Community Supports Form 60),*** agree to it terms. This form is also submitted with the plan change request.

Once the request for the modification has been approved by the Waiver Administration Division, the WCM can authorize the service. An electronic authorization must be completed. The "non-sharable" indicator should be selected and the electronic authorization can be printed and sent to the provider. See "Authorizing the Service" below for detail regarding this process.

Option Two: "DDSN Professional Design Team (PDT)"

The participant may also choose to bypass the waiver funded Consultation and have the Professional Design Team (PDT) and the SCDDSN Engineering Division complete the specifications and follow procurement using State Funds. The WCM will complete the following steps:

1. The WCM will complete the Environmental Modifications Pre-Assessment form outlining the participant's abilities and specific modification needs and submit to Program Coordinator via SComm or secure email.

    - If a bathroom modification is requested, the WCM shall include the make/model of the participant's current shower chair or a shower chair assessment indicating the specific shower chair the person has been assessed to need. Full information shall also be provided for wheelchair, shower trolley and/or any other prescribed equipment that may be used in the bathroom area, including arm height and any other information that may affect the bathroom design.

    Note: If the waiver participant is currently receiving Physical or Occupational Therapy services, he/she can request that his/her therapist complete a shower chair assessment. Otherwise, shower chair assessments can be obtained through Equipment and Assistive Technology Assessment/Consultation. After approval by the Program Coordinator, requests will be added to the processing list and assigned in the order in which they are received and accepted. Only complete pre-assessments containing all of the necessary information will be accepted, including full information on prescribed bathroom equipment. Project workflow will be organized geographically for process efficiency.

2. At the point the participant is next on the processing list, a visit to the modification site will be conducted. A member of the PDT will be assigned as Project Coordinator. The Project Coordinator will contact the WCM to notify of the visit date and time. The WCM shall confirm the visit with the waiver participant/legal guardian and be present for the visit. WCM shall contact the Project Coordinator **within ten business days** to confirm the visit. Failure to confirm the visit will result in the participant's name being moved to a later date determined by the PDT's return to the geographic vicinity for other assignments.

3. The Project Coordinator will make the visit to take photos and measurements in order to develop construction plans. If any assistive technology or equipment will be utilized in the area to be modified, the Project Coordinator will observe the items and may take measurements and photos. The WCM and/or WCMS should be present at the initial site visit.

4. Plans/specifications developed by the PDT will be forwarded to the WCM for review with the participant/legal guardian, along with the Environmental Modifications Project Agreement (PDT version). If the property owner is someone other than the participant/legal guardian, he/she will also need to review and approve the plans. If there are any questions about the plans, the WCM should forward those to the Project Manager for review. A response will be provided. If the waiver participant/legal guardian has questions

which require further discussion and cannot be otherwise communicated, the Project Coordinator will arrange a conference call between the waiver participant/legal guardian, WCM, and the PDT. Once questions are resolved, the WCM should respond to the Project Coordinator **within ten business days** as to whether the participant/legal guardian and homeowner approve the plans. If the waiver participant/legal guardian and homeowner are in agreement with the plans, they will initial and sign the Environmental Modifications Project Agreement (PDT version) indicating approval of the plans/specifications as developed. The signed Environmental Modifications Project Agreement (PDT version) must be forwarded to the Project Coordinator. If the plans are not approved within ninety (90) days, the WCM will be notified that the project will be marked as resolved and the participant's name will be removed from the processing list.

5. Upon approval of the construction plans as indicated by receipt of the initialed/signed, Environmental Modifications Project Agreement (PDT version) the Project Coordinator will begin the procurement process in accordance with SCDDSN Directive 250-08-DD. Site visits prior to bid submittal will be arranged directly by bidders, utilizing contact information provided on the bid quote form, including waiver participant's name and the WCM's name and phone number. Any questions regarding the construction plans that arise should be directed to the Project Coordinator.

6. Once bids have been solicited and received and the lowest qualified bidder determined, the Project Coordinator will forward all bid information to the Program Coordinator, for review with the WCM, notifying of the low bid. If the cost of the low bid exceeds the waiver cap, the waiver participant/legal guardian will be notified of the overage by the WCM. If the waiver participant/legal guardian chooses to move forward with the modification, privately funding the overage, he/she will need to review and sign the "Acknowledgement of Financial Responsibility" indicating that he/she will be responsible for these costs and any other unanticipated costs that might arise during construction. When the cost of the modification exceeds the waiver cap, the contractor awarded the modification will be responsible for completing a separate contract with the homeowner/waiver participant denoting the portion of the work and costs that are the responsibility of the homeowner/waiver participant. The contractor will also outline the specific work and costs provided with waiver funding. A copy of this agreement/contract between the contractor and participant/homeowner must be provided to the WCM and reviewed by the Project Manager before the waiver funded portion of the work can be authorized.

7. The Project Coordinator will initiate the DDSN Form 101, Environmental Modifications Agreement (contract) and have the contractor sign. When signed, the Project Coordinator will forward this form to the WCM. The WCM is responsible to sign the contract and have the contract signed by the waiver participant/legal guardian and homeowner, and returned to the Project Coordinator **within seven business days**. Upon receipt, the Project Coordinator will initial and date the contract and forward to the contractor. **Work cannot begin until the contract is signed by all involved parties and the work is authorized.**

8. WCM must update the Support Plan to include the cost of the modification (see "Updating the Support Plan" below for detail regarding this process). Upon approval, the WCM must send the authorization to the contractor (see "Authorizing the Service" below for detail regarding this process). **No work can begin until the service has been approved and authorized.**

9. Upon receipt of the signed contract, Project Coordinator will identify a pre-construction meeting date for first time contractors and all bathroom modifications (ramps and smaller projects do not require a pre-construction meeting unless the PDT deems it necessary). Project Coordinator will forward this information to the WCM and request that the WCM confirm the meeting date/time with waiver participant/legal guardian. WCM will confirm date and notify Project Coordinator **within five business days.** The WCM and/or WCMS must be present at the pre-construction meeting.

If no pre-construction meeting is required, the Project Coordinator will negotiate the start date with the contractor and confirm participant's availability with WCM.

10. At the pre-construction meeting, the waiver participant/legal guardian/property owner shall make all required color/material selections from literature and/or samples provided by the contractor (such as color choice for floor covering, paint, etc.). Work will begin immediately following the pre-construction meeting.

11. The Project Coordinator will monitor the progress of the work. Upon completion, the Project Coordinator will make an inspection visit to determine that contract provisions have been met. The WCM and/or WCMS should be present at the project completion inspection visit. If the contract provisions have not been met, the Project Coordinator will develop a "punch list" outlining the necessary corrections.
When all punch list items are completed, the Project Coordinator will indicate that the work is complete, and submit the invoice to the WCM for payment. WCM shall monitor satisfaction with participant/legal guardian, and if satisfied, the WCM will submit the invoice for payment **within five business days**. **Payment must be made to the contractor within 21 days of the invoice date.**

Note: If the Contractor requests adjustments to the design specifications, the WCM will be contacted and the work will stop until the adjustments can be addressed. The WCM will contact the Central Office Waiver Coordinator and the Contractor to address the proposed adjustments to the design specifications.

Authorizing the Service: To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider.

The WCM must inquire of the vendor whether they have provided services to any other state agency and if so, must request their state vendor number.

- If the vendor providing the service has not provided services to any other state agency, the vendor is not in the state payable system.
- If the vendor has not provided services to any other state agency or is unsure, the WCM must obtain a completed W-9 from the vendor and forward to: AP@DDSN.SC.GOV at the time the service is authorized. This will shorten the length of time for processing payment after completion of the modification.
- When completing the financial manager portion of the Therap electronic authorization, the WCM should choose "Case Management" as the financial manager.
- The modification provider should be directed that their invoice should read DDSN, but it must be sent through the WCM for processing.

Board Billed must be indicated in the plan change comments and the **"non-sharable"** indicator should be selected when authorizing the service. The authorization can then be printed and sent to the provider. Include a copy of the authorized bid and the Environmental Modification consultation, if applicable, with the authorization.

Note: If any change is needed with the proposed modifications (change in specifications) during or after the solicitation of written bids, the solicitation process must be stopped. A written amendment of the specifications must be completed and sent to all potential bidders who received the original specifications, so each has opportunity to respond to the amended solicitation. All bidders must submit a written bid on the written amended specifications so we can assure bidding is on identical project requirements. A copy of the written amendment to the specifications and the subsequent bids must be submitted to Central Office for internal review.

Note: If the participant enters the hospital before the modification is initiated by the provider, the WCM must suspend the service until the participant exits the hospital using the ***Notice of Suspension of Service (Community***

Supports Form 16-C). The WCM should notify the Central Office Waiver Coordinator immediately upon notification that the participant entered the hospital if there is a pending environmental modification.

Monitoring Services: The WCM must monitor the service for completion, effectiveness, benefits, and usefulness of the service along with the participant's/family's satisfaction with the service. **When the WCM completes the procurement process, the following guidelines must also be followed when monitoring Environmental Modifications**:

- On-site monitoring of completed modifications must be conducted within two (2) weeks of completion to verify that the work is complete (i.e. all components of the project, as described in the written specifications/scope, have been fulfilled), adequate, and satisfactory to the family **before payment is requested and issued**.
- Monitoring of this service must be conducted with the participant/legal guardian.

Some items to consider during monitorship include:

- Has the modification begun? Is the participant satisfied with the work that has been done so far? Does the provider show the participant courtesy and respect when working in his/her home?
- Once the modification is complete: Was the modification completed as originally prescribed?
- Is it functional?
- Is the participant satisfied with the end result of the modification?
- How has it made his/her home more accessible and safe?
- Was he/she satisfied with the provider of the modifications?
- Did the provider show up at scheduled times and respect the wishes of the participant and his/her family?
- Are there additional needs that were included in the bid and the authorized modification that were not met by the provider?

Requests for Payment for Environmental Modifications that are NOT direct billed:

Once the modification is completed and the WCM has monitored the modification to ensure satisfaction of the waiver participant, the Case Management organization will submit a request for payment via RBC (a secure DDSN Web Portal). Each Case Management organization will need access to RBC in order to submit payment requests. If your organization does not have access, please put in a helpdesk ticket by sending an email to helpdesk@ddsn.sc.gov.

To request payment for a completed modification, the following information is required:

- Request for Modification Payment Form (located on business tools)
- Invoice from the vendor
- Waiver authorization form

When the work is completed to the satisfaction of the participant/participant's family, then the above documentation must be scanned and uploaded through the DDSN Web Portal through RBC.

Once the information has been received, it will be reviewed and a payment to the vendor will be issued through DDSN's Accounts Payable Department. To check the payment status, please send an email to AP@DDSN.SC.GOV.

Reduction, Suspension, or Termination of Services: If services need to be reduced, suspended, or terminated, a written notice must be forwarded to the participant or his/her legal guardian. Include the details

regarding the change(s) in service and the Reconsideration Information. The WCM must wait ten (10) calendar days before proceeding with the reduction, suspension or termination of the service. See **Chapter 8** for specific details and procedures regarding written notification and the reconsideration process.

S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS

Release of Liability

Please Type or Print

Participant's Name: _____

The South Carolina Department of Disabilities and Special Needs (SCDDSN) has implemented a process for Environmental Modifications wherein SCDDSN employees and/or contracted architects will complete the Environmental Modification Assessment and the procurement process. This process was implemented by SCDDSN in an effort to avoid negative outcomes from completed Environmental Modifications. The process will allow for trained professionals to manage the environmental modifications from start to finish.

As a waiver participant/Legal Guardian, you may choose to forgo this process and arrange for an Environmental Modification with an assessor who meets the provider qualifications outlined in the waiver manual. The Waiver Case Manager will then work with you to complete the procurement process in order to obtain a contractor to complete the construction work.

I, _____ , as a waiver participant/legal guardian of waiver participant, have been made aware of the South Carolina Department of Disabilities and Special Needs' (SCDDSN) internal process for completing an Environmental Modification. This process has been explained to me, and I have received a written copy of the SCDDSN Environmental process, as attached. I have chosen not to participate, and would prefer to move forward with an environmental modification based on specifications that have not undergone this process.

By signing this release, I agree that SCDDSN will not be held liable for the Environmental Modification, completed with the funds available to me through the Community Supports Waiver (CSW), since I did not avail myself of the SCDDSN Environmental Modifications process. I release SCDDSN of any and all liability which occurs due to the work of the contractor. I also agree that the quality of the contractor's work will not be the responsibility of SCDDSN.

_____ _____

Participant/Legal Guardian Date

_____ _____

Waiver Case Manager Date

Attachment- Environmental Modification Chapter- CSW manual

SAMPLE

Environmental Modification Project Agreement (PDT)

The homeowner and waiver participant/legal guardian must understand and agree with the terms below before the environmental modification can proceed.

	Participant/Legal Guardian Initials		Homeowner Initials
1		I understand that the requested environmental modifications are being funded with public money. This consists of federal Medicaid funding and state funding. I understand that the monetary limits for this service cannot be exceeded.	
2		I acknowledge that I have received and reviewed the preliminary plans for the requested environmental modification prepared by the SCDDSN Professional Design Team. If optional floor plans were provided, option _____ has been selected. I understand that only what is in the approved specifications for the environmental modification will be provided and funded.	
3		I understand that if pre-existing home/property maintenance conditions or structural problems that affect the requested environmental modifications are identified after the project begins, work must be suspended until the problems are adequately resolved. I agree that it is the responsibility of the homeowner to correct these problems.	
4		I understand that under South Carolina state procurement the requested environmental modifications project shall be awarded to the lowest qualified, responsible and responsive bidder.	
5		I agree that I shall not request or instruct the contractor to change any of the approved specifications after the project is awarded.	
6		I agree to work cooperatively with the contractor to ensure a positive working relationship during the course of the project. I will clear the work area of all personal items prior to commencement of the work. I will not unnecessarily delay progress of the work.	
7		I agree to be available during the project if the contractor needs to take measurements or ask questions to ensure that these modifications will be of maximum benefit.	
8		I understand that I shall notify the waiver participant's Waiver Case Manager immediately if any unforeseen problems occur during the project.	

I have read, understand and agree to each of the above terms. I also understand that the requested environmental modification cannot proceed without my signature below. My signature on this form indicates that I am in agreement with the construction plans as indicated and would like to proceed with the environmental modification as outlined.

_____ _____
Name of Waiver Participant Date

_____ _____
Signature of Waiver Participant/Legal Guardian Date

_____ _____
Signature of Homeowner Date

_____ _____
Signature of Waiver Case Manager Date

SAMPLE

Environmental Modifications – Acknowledgement of Financial Responsibility

I, _____ (waiver participant or legal guardian), acknowledge that the Community Supports Waiver has an annual monetary cap. Any cost greater than the annual monetary cap is my responsibility to pay the contractor.

The low bid for the requested modification totals $_____. As a result, I acknowledge that I am responsible to pay the overage, which totals $_____.

The contractor awarded the modification will be responsible for completing a separate contract with the homeowner/waiver participant denoting the portion of the work and costs that are the responsibility of the homeowner/waiver participant. The contractor will also outline the specific work and costs provided with waiver funding. This contract must be signed by the contractor, waiver participant and homeowner and a copy of the document must be provided to my Waiver Case Manager prior to authorization of the waiver funded portion of the modification.

In addition, should any issues arise during construction that require changes to the scope of work and incur additional costs, all these costs shall be my responsibility to pay. Payment must be rendered in full to the contractor at the time the work is completed.

The signature on this form certifies that I understand and agree to these terms and the payments required.

Signature of Waiver Participant or Legal Guardian: _____
Date: _____

Signature of the Home Owner: _____
Date: _____

Signature of the Waiver Case Manager: _____
Date: _____

Cc: Contractor

SAMPLE