

**DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
Home and Community Based Services Waiver**

**ENVIRONMENTAL ACCESSIBILITY MODIFICATIONS
Pre-application Information**

Minimum Requirements for Applicants:

- Registration with the Secretary of State if you are a corporation, LLC, or Limited Partnership;
- A Home Improvement license:
 - This license is obtained through the Department of Commerce and Insurance, Tennessee Board for Licensing Contractors <http://tn.gov/commerce/boards/contractors/homeimprovement.shtml> .
(*If an applicant is a Licensed Contractor, then the Contractor's license supersedes the Home Improvement license.)
- Approved application with the Department of Intellectual and Developmental Disabilities (DIDD) in the name listed on the license;
- An established Provider Agreement (contract) signed by the Department of Intellectual and Developmental Disabilities and TennCare in the name listed on the license;
- Lead abatement certification if performing this work; and,
- **Subcontractors:**
 - **Per the DIDD Provider Agreement, no subcontractor may be utilized without prior written approval through DIDD.**
 - **All subcontractors must be licensed as required (subcontractors cannot "work off of" another contractor's license)**

General Process for Service Provision:

- Referrals for Environmental Accessibility Modification (EAM) bids are generated when a licensed Occupational or Physical Therapist identifies accessibility issues for an individual in his/her home, or when it is determined that glass windows need to be replaced with non-breakable materials in order to protect the safety of a service recipient who is at risk to injure his/herself by breaking glass windows;
- The Therapist will notify the service recipient's Independent Support Coordinator (ISC) or Case Manager of the recommended modifications. The service recipient's family, residential provider, and/or landlord if renting will have to consent to such modifications before contractor bids are pursued (there is a required form for this);
- Once everyone is in agreement, the ISC or Case Manager is responsible for obtaining three competitive bids for projects over \$9,999;
- When requesting a bid, the ISC or Case Manager must share a copy of the therapist's site assessment with the contractor submitting the bids so that they know the recommended scope of work;

Bidding:

- Each contracted EAM provider can submit only one bid;
- Bidding on work solicited by family members working for or contracted with the State of Tennessee, Department of Intellectual and Developmental Disabilities is not allowed;
- Contractors are expected to conduct an onsite assessment of the work to be completed before submitting a bid;
- Contractors need to be familiar with the scope of work the Home and Community Based Services waiver will fund in order to avoid including excluded modifications in their bids (see the Environmental Accessibility Modifications Protocol);

- Contractors' bids are to be based on the recommendations of the therapeutic site assessment;
 - If a therapeutic site assessment is not provided when the bid is requested, please notify the Case Manager or ISC that you need a copy of this assessment.
- Bids must be based on the least costly alternative that meets the service recipient's needs and not the family's or anyone else's preferences;
- If the therapeutic site assessment omits necessary information (i.e. exact height of a built in shower chair, inside dimensions of a roll-in-shower, how wide a doorway must be to accommodate a wheelchair or lift, etc.), or includes items that are excluded for funding, please contact the therapist listed on the site assessment for clarification. If you cannot reach the therapist, please contact the ISC, Case Manager, or the Regional Office Therapeutic Services Coordinator for assistance;
- Bids must be itemized as the DIDD is limited in what can be funded and this will allow the DIDD to determine the cost of funded items without requesting a re-bid when non-funded items are included;
- Bids must be in the name of the licensed contractor as indicated on their license;
- Bids must contain the license number of the contractor; and,
- Bids must contain a projected time frame for the work to be started and completed.

Scope of Work:

- All work done through the DIDD must be **pre-authorized**. Work completed prior to authorization of funding cannot be reimbursed;
- **Notwithstanding any use of approved licensed subcontractors, the Provider shall be the prime Provider and will be held responsible for all work performed;** and,
- It is expected that providers of EAM will be knowledgeable of all city, county and state/international codes and laws:
 - It is the expectation of the DIDD that contractors or their approved subcontractors will be appropriately licensed according to state law (i.e. Limited Licensed Plumbers, Limited Licensed Electricians, as applicable);
 - It is the expectation that the provider of EAMs will pull all necessary permits for work needing to be completed and will follow required codes. The cost of any necessary permits may be included in the itemized bid.

Payment:

- No monies for reimbursement will be paid until all work is completed satisfactorily and to code based on a visual inspection by a DIDD employee (as deemed applicable) and sign-off by the homeowner (there is a required form for this);
- The DIDD cannot provide down-payments before work begins for the cost of material or other expenses or interim payments halfway through a job;
- Currently, an EAM provider submits an invoice once all work is completed satisfactorily to the Regional Office Billing Coordinator who then submits the information (along with required satisfaction form) to the Central Office for payment. Assuming this is all submitted by the beginning of the month, the turn-around time for payment is approximately 60 days;

I have reviewed this information prior to applying to provide services with the DIDD.

Signature: _____ Date: _____

(Keep a copy of this and return a copy with your DIDD application if you choose to apply)