

FOOTHILLS GATEWAY, INC.

Environmental Engineering for Supported Living Services (SLS) and Children's Extensive Support Services (CES)

PROCEDURE:

All environmental engineering services funded by Supported Living Services (SLS) or Children's Extensive Support (CES) must be assessed and purchased in accordance with the regulations and standards of the Division for Intellectual and Developmental Disabilities (DIDD). For approval of environmental engineering services the following must be completed:

- Assessments will be conducted to determine an individual's need for home and vehicle modifications and/or assistive technology. Appropriate professionals (e.g., Physicians, Occupational Therapists, Physical Therapists, Speech Therapists, Behavior Therapists) will make an assessment prior to requesting the home modification/assistive technology. These services must be outlined in the assessment as necessary to the person's independence, safety, security, health and/or access to the community.
- If the environmental engineering cost is \$1,000.00 or more, three (3) bids from contractors will be procured.
- If the lowest bid/price is not selected for the environmental engineering, the person writing the request will provide a written justification describing why the more expensive bid is necessary.
- Expenditures for home and vehicle modification and assistive technology will be within the maximum allowance set by the SLS and CES waivers (\$10,000 per person for the duration of each SLS/CES waiver period).
- The person writing the request will ensure that home modifications and improvements made meet local building codes and the Uniform Federal Accessibility Standards and ensure documentation is on file.
- A maximum of 50 percent of the bid will be paid prior to completion of the work. The remainder of the amount due will be paid following inspection and documentation that the work meets the satisfaction of the individual/guardian and all permit inspections (as applicable).
- No work will be performed without the prior authorization of the Case Manager.

10/04.....6/13; 3/15; 3/16