

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: ENVIRONMENTAL ADAPTATIONS 4.18

Authority: [42 U.S.C. 1396a](#) *State Plans for Medical Assistance*
[42 C.F.R. 441.301](#) *Contents of Request for a Waiver*
[Title 71A RCW](#) *Developmental Disabilities*
[Chapter 388-845 WAC](#) *DDA Home and Community Based Service Waivers*
[Chapter 388-832 WAC](#) *Individual and Family Services Program*

PURPOSE

This policy establishes procedures for authorizing environmental adaptations for DDA clients.

SCOPE

This policy applies to all case resource managers, social workers, and social service specialists who may authorize environmental adaptations for DDA clients.

DEFINITIONS

ACD means Agency Contracts Database.

Client means a person with a developmental disability as defined in [RCW 71A.10.020\(3\)](#) who also has been determined eligible to receive DDA services under [chapter 388-823 WAC](#). For purposes of informed consent and decision making requirements, the term “client” includes the client’s legal representative to the extent of the representative’s legal authority.

CRM means DDA case resource manager, social worker, and social service specialist.

DDA means the Developmental Disabilities Administration within the Department of Social and Health Services.

IFS Program means the state-funded Individual and Family Services program.

Legal representative means a person’s legal guardian, a person’s limited guardian when the subject matter is within the scope of the limited guardianship, a person’s attorney at law, a person’s attorney in fact, or any other person who is authorized by law to act for another person.

Person-centered service plan (PCSP) means the DDA-developed document that identifies a person’s goals and assessed health and welfare needs. The person-centered service plan also indicates the paid services and natural supports that will help the person achieve the person’s goals and address assessed needs.

Qualified provider of environmental adaptations means a licensed and bonded contractor per Chapter 18.27 RCW who is contracted with DDA for adaptations requiring installation. For adaptations that do not require installation, qualified providers are retail vendors with a valid business license contracted with DDA to provide this service. Debris removal contractors have valid business licenses and are contracted with DDA to provide this service.

Regulation means any federal, state, or local law, rule, ordinance, building code or policy.

Statement of work means a detailed description written by the vendor of the work the vendor will accomplish, including:

- a) Any demolition of parts of structure needed to be removed;
- b) Relocation of existing fixtures, if necessary;
- c) Addition of new items with detailed description of fixtures, finishes and features;
- d) Removal of all construction debris; and
- e) An illustration or photograph of the location of all items described in the statement of work, when requested by DDA.

Waivers means DDA’s five §1915(c) Medicaid Home and Community-Based Service waivers—IFS, Basic Plus, Core, Community Protection, and Children’s Intensive In-Home Behavioral Support.

POLICY

- A. In addition to this policy, contractors must comply with state and local laws, rules, and policies governing residential leases.
- B. Environmental adaptations are changes to the physical structure of the inside or outside of a client’s dwelling in order to provide access to the dwelling;

- C. An environmental adaptation must ensure the health, welfare, and safety of the client, or enable the client—who would otherwise require institutionalization—to function with greater independence in their home.
- D. Examples of environmental adaptations include:
1. Fixed ramps;
 2. Grab bars and handrails;
 3. Widening of doorways;
 4. Prefabricated roll-in showers and bathtubs;
 5. Adaptive toilets, bidets, and sinks;
 6. Adaptive faucets and switches;
 7. Reinforcing walls and replacing hollow core doors with solid core doors;
 8. Replacing windows with unbreakable glass;
 9. Ceiling mounted lift and transport systems or portable lift systems;
 10. Repairing environmental adaptations if necessary for client safety and are more cost-effective than replacement of the adaptation;
 11. Removing debris inside a residence that presents a hazard to occupants; and
 12. Installing specialized electrical or plumbing systems necessary to accommodate the medical equipment and supplies that are necessary for the welfare of the client.

PROCEDURES

- A. **Assessing the client’s need for environmental adaptations**
1. The CRM assesses the client’s potential need for environmental adaptations by:
 - a. Observing the client as they move about in their dwelling;

- b. Engaging the client, the client's family or legal representative, or the client's residential provider in discussion about access to the dwelling and all facilities within the dwelling; and
 - c. Documenting in the service level assessment any identified environmental concerns with a description (e.g., hall too narrow for width of wheelchair, counter too high to reach sink).
- 2. The CRM must record the client's clinical and support needs for environmental adaptations in the client's DDA assessment and person-centered service plan.
 - 3. DDA may require a recommendation from an occupational therapist, physical therapist, or other medical professional to review and recommend an appropriate environmental adaptation prior to the client or legal representative soliciting bids or purchasing adaptive equipment.

B. Assessing the size, type, age, and condition of dwelling

- 1. At DDA's discretion, dwelling size, type, age, and condition may limit environmental adaptations.
 - a. Due to size restraints, small dwellings may decrease the number of feasible adaptations.
 - b. Due to construction design, some types of dwellings (e.g., apartments and manufactured homes) may also decrease the number of feasible adaptations due to construction design.
 - c. Dwellings under construction are not eligible for environmental adaptations.
 - d. Deteriorated condition of the dwelling may limit or prevent environmental adaptations.
- 2. The prior approval request must include documentation of any observed or reported signs of disrepair that may indicate structural defects or safety hazards. Examples include:
 - a. Floors with a significant slope;
 - b. Doors and windows that cannot close because their frames are distorted;
 - c. Walls or ceilings that bulge in or out;

- d. Large cracks or holes in floors, walls, and ceilings;
- e. Water stains on floors, walls, and ceilings;
- f. Termite infestation; and
- g. Excessive mold, such as wet or dry rot.

3. This documentation may be the basis for denying an environmental adaptation.

C. Location of dwelling

1. At the discretion of DDA or by local regulation, location of the dwelling in a flood plain, landslide zone, or other hazardous area may limit or prevent any environmental adaptations.
2. A local jurisdiction may limit or restrict permits to make environmental adaptations in locations where past flooding or landslides or other hazards make continued habitation at the site unsafe or violate local land use regulations.

D. Renovations in process

1. Other remodeling projects in process in the dwelling may prevent or limit some or all environmental adaptations at the discretion of DDA.
2. Multiple projects underway at the same time may create conflicts between projects and extend project completion timelines. If the CRM observes remodeling or other adaptation projects in process, the CRM must:
 - a. Inquire about the projected completion dates;
 - b. List the other projects and anticipated completion dates in the prior approval request; and
 - c. Not initiate or authorize an environmental adaptation project while the other project is underway.

E. Expenditure limits

1. For state-funded IFS and IFS waiver, services must not exceed the annual allocation for any combination of services available under those programs.
2. Environmental adaptation projects for clients receiving the Core, CIIBS, or the Community Protection waiver must not exceed \$12,192 per waiver year.

3. Environmental adaptation projects for clients receiving Basic Plus are limited to the total amount for aggregate services, \$6,192 minus any spending for other aggregate services plus a potential additional \$6,000 for emergency assistance, if the client qualifies for emergency assistance.

F. Building Standards

1. Environmental adaptations must meet all local and state building codes. Evidence of any required completed inspections or permits must be submitted to the CRM before the CRM authorizes payment. If inspections or permits are not required, bids and Prior Approval must state this.
2. Environmental adaptations to the dwelling are excluded if they are of general utility without direct benefit to the client's safety, or accessibility needs. Excluded items: carpeting, aesthetic improvements, roof repair, decks and patios, or air conditioning.
3. Environmental adaptations cannot add to the total square footage of the dwelling.
4. Building fences and fence repairs, installing carpeting or carpet repair and repairing appliances are not eligible environmental adaptations.
5. Damage repairs caused by client's behavior under the IFS and CIIBS waivers are subject to the following restrictions:
 - a. Limited to the cost of restoration to the original condition;
 - b. Limited to the dollar amounts of the IFS client's annual allocation;
 - c. Subject to all other limitations listed in this policy; and
 - d. Behaviors of clients that resulted in damage to the dwelling must be addressed in a positive behavior support plan or other written plan addressing client behavior prior to the repair of the damages.

G. Writing or obtaining a letter of recommendation

1. DDA may require a letter from an occupational therapist, physical therapist, or other appropriate therapist that recommends the minimal necessary environmental adaptation.

2. A letter of recommendation must contain:
 - a. A plain language description of the environmental adaptation and the reason the adaptation is functionally necessary;
 - b. The project location within the dwelling and chief functions of the project; and
 - c. Feasible alternatives considered to meet the functional need.
3. The CRM must send the Instructions for Preparing a Bid to the client who must send the document to local contractors that they have chosen to bid on the project. If the client requests it, the CRM may send to the client's chosen contractors.
4. DDA may request pictures or diagrams of the areas to be modified.
5. See Attachment A for a Statement of Work Checklist and Attachment B for Example Statements of Work.

H. Dividing a large project into two or more smaller projects

1. Sometimes the environmental adaptations needed by a client exceed the expenditure limit. The CRM may recommend breaking a large project into two smaller projects sequenced over a period of two waiver years—with the first project starting at the end of one waiver year and the second project starting at the beginning of the following waiver year.
2. The CRM must process each of the smaller projects as stand-alone projects with their own statements of work, bids, prior approvals, and authorizations.

I. Written consent and lease addendum

1. If a client lives in a rental property, the client must obtain written consent from their landlord before an environmental adaptation project is started.
2. The CRM may suggest using the statement of work or bid to inform the landlord about the nature of the proposed adaptations.
3. The CRM must obtain a copy of a signed lease addendum between the client and the landlord for the client's file.

4. The landlord must not require the removal of the environmental adaptation at the end of the client's tenancy as a condition of the landlord approving the environmental adaptation. See Attachment C, *Lease Addendum Form*.

J. Locating contractors and vendors

1. The CRM must refer the client to the list of current [Environmental Adaptation Providers](#). The CRM must not recommend a particular contractor to the client.
2. If the client requests a contractor's contact information, the region may provide the client the contact information from [ACD](#).
3. Contractors for installing environmental adaptations are found under the contract code 1778XP.
4. The CRM may also recommend that the client research potential contractors using the Labor and Industries [Contractor Database](#).
5. Before authorizing payment, the CRM must verify the contract status of the client's chosen contractor using ACD.

K. Obtaining bids

1. Obtaining more than one bid is the required practice to establish the market price for an environmental adaptation project.
 - a. A project costing \$1,500 or less requires one bid.
 - b. A project costing more than \$1,500 and less than or equal to \$5,000 requires two bids.
 - c. A project costing more than \$5,000 requires three bids.
2. A written itemized bid must include:
 - a. Material and labor costs for each component of the project;
 - b. A description of what will be removed, replaced, installed, or repaired with what fixtures, surfaces, and finishes and why those items were selected;

- c. The desired start date of the project;
 - d. The desired completion date;
 - e. The number of working days needed to complete the project; and
 - f. The cost of required building permits and sales tax.
3. Each contractor must conduct an on-site inspection of the proposed project site prior to submitting a bid.

L. Reviewing bids and selecting a preferred contractor

1. The client must forward copies of all bids to the CRM.
2. The CRM must review the bids to verify they meet the statement of work requirements contained in this policy.
3. If a bid omits one or more requirements, the CRM should explain what information is missing to the contractor and the client, or the client's representative and request a revised bid.
4. If all of the bids exceed the expenditure limits, the CRM may consult with the contractor and the client or the client's representative to:
 - a. Revise the project;
 - b. Redesign the project into two smaller projects over two waiver years; or
 - c. Remove one or more components of the project to reduce the project cost below the expenditure limit.
5. If the selected contractor is not currently contracted with DDA and is willing to become contracted, the CRM must facilitate the contracting process by connecting the contractor with the region's contract specialists.

M. Prior approval of environmental adaptations

To submit a prior approval request, the CRM must enter all of the following in CARE:

1. A description of the request, which could be the statement of work or a summary of the statement of work as described in the environmental adaptation bid and supporting recommendation from the client's occupational or physical therapist, if applicable.
2. A justification for the request that explains the client's need for the environmental adaptation in person-centered terms and explains how the environmental adaptation supports the client in accordance with WAC 388-845-0900.
3. Alternatives explored that may also meet the client's health and welfare needs.
4. A note that states the signed addendum to the client's lease is in the client's file, if applicable.
5. Supplemental documentation, such as the completed statement of work, the itemized bids, and pictures or blueprints of the proposed project, as applicable.

N. Authorizing the environmental adaptation after prior approval is obtained

1. Amending the person-centered service plan (PCSP)
 - a. The CRM must add Environmental Adaptations to the PCSP via an annual assessment, significant change assessment, or amendment to the PCSP.
 - b. The CRM must assign a DDA-contracted provider to the service in the PCSP.
 - c. The CRM must document the total dollar amount of the project on the Finalize Plan screen in CARE.
 - d. CRMs should send a copy of the prior approved bid to both the preferred contractor, the client/client's family, the landlord (if a rental property) and the residential habilitation agency (if a residential habilitation agency is involved in project) to confirm the agreed upon project scope and cost.
 - e. CRM must follow planned action notice and signature page requirements.
2. To authorize and pay for environmental adaptations with ProviderOne, the CRM must:

- a. Verify in ACD that the selected contractor has a current contract with DDA;
- b. Verify the selected contractor has a current license using the Labor and Industries [Contractor Database](#);
- c. Create a new service line in the authorization screen in CARE and use, according to the [Service Code Data Sheets](#), the appropriate service code:
 - 1) S5165-UA if the client lives in their own home;
 - 2) S5165UB if the client receives community residential services; or
 - 3) S5165-UC if the client receives state-operated living alternative services;
- d. Enter authorization start and end dates, where the end date is the estimated completion date within the prior approval end date, number of units = 1, unit type = each and total dollar amount of the project.
- e. Select “Reviewing” status in CARE and:
 - 1) Review the final invoice from the contractor, as well as any required building, plumbing, and electrical inspection reports; and
 - 2) Confirm that the bid project is the built project and the client is satisfied with the completed work;
- f. Update the completion date, if necessary;
- g. Update the completed project cost—if the cost is equal to or less than the original estimate;
- h. Select “Approved” status.

O. Problem solving

1. Change orders during project

- a. Change orders fall into two general categories—changes requested by the client that were not included in the original project and changes that must be made due to discoveries made during the project.
- b. To minimize the possibility of change orders, the CRM must:
 - 1) Review the project in detail with the client during bid development; and
 - 2) Encourage the contractor to carefully inspect the project site before they submit a bid.
2. Any additional work not included in the original statement of work and the accepted bid must be reviewed and authorized by the CRM prior to the additional work being undertaken.
3. If the change results in a cost above what was approved through the prior approval process, the CRM must submit a new prior approval request and obtain approval before the contractor may begin work. The requested change may not be approved and may void the previous approval.
4. Warranty issues following completion of project
 - a. The CRM may receive calls or emails from clients or client's representative concerning issues with completed environmental adaptation projects.
 - b. Most contractors offer a time-limited warranty on their work and are responsive to issues concerning their completed projects.
 - c. If the client requests assistance in resolving issues with the contractor, the CRM will consult their supervisor to determine appropriate next steps.

EXCEPTIONS

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary.

SUPERSESSSION

None.

TITLE:

ENVIRONMENTAL ADAPTATIONS

4.18

Approved: /s/: Deborah Roberts Date: January 1, 2020
Deputy Assistant Secretary
Developmental Disabilities Administration

ATTACHMENTS

ATTACHMENT A - *Statement of Work Checklist*
ATTACHMENT B – *Statement of Work Examples*
ATTACHMENT B - *Instructions for Preparing a Bid*
ATTACHMENT C - *Lease Addendum Form*

ATTACHMENT A

Statement of Work Checklist

CRMs may use this form to verify that that all necessary information has been received to submit a prior approval.

- Project address
- Functional goal of project (what will the project accomplish for the client or caregiver)
- Demolition (removing walls, tub/shower, old floor covering, etc. and identification of asbestos (in floor or ceilings) or lead paint removal issues)
- Fixtures added (installing grab bars, doors, windows, sinks, portable lift system, etc.)
- Carpentry (widening doorways, framing floors, walls, doors and windows, hanging doors, installing windows, installing door and window trim, repairing subfloor, installing underlayment, building ramps, etc.)
- Concrete work (forming and pouring foundations and footings for ramps, concrete ramps, concrete floors, foundation repairs, etc.)
- Drywall work (installing drywall, patching drywall, taping, texturing & sanding, etc.)
- Electrical work (installing wiring, light fixtures, switches, circuit breakers, vent fans, wall heaters, ground-fault circuit interrupter (GFCI) receptacles, sensors, etc.)
- Flooring (leveling subfloor and installing linoleum, base shoe, etc.)
- Painting (preparing and painting walls, ceiling, doors, door and window trim, etc.)
- Plumbing work (installing waste and cold and hot water supply lines, plumbing fixtures - sinks, faucets, toilets, bidets, fiberglass roll-in showers, etc.)
- Sheet metal (installing heating and vent fan ducts, registers, etc.)
- Debris removal (removing old fixtures, flooring, construction waste, hazardous waste (asbestos, lead paint), etc. from work site)
- Cleanup of worksite
- Permits and licenses
- Total cost including tax

ATTACHMENT B

Statement of Work Examples

Example 1

Bathroom accessibility project at 345 Heron St., Olympia WA: Bathroom located off of main hall to be made accessible for client who uses wheelchair. Existing bath doorway to be widened to 42" and door replaced with 42" wide interior door with bathroom lockset that swings from right side into the bathroom. Paint door to match existing hall/bath colors. Existing tub/shower to be replaced with fiberglass roll-in shower including fiberglass surround, new anti-scald mixing faucet, height-adjustable shower head, handheld showerhead and necessary plumbing rework. Grab bars to be installed in roll-in shower. Existing vanity to be replaced with wall-hung porcelain sink & new faucets on same wall moved away from toilet to provide floor space for client using wheelchair to access toilet. Height of sink should permit knee clearance of client using wheelchair. Install grab bars behind toilet and on side wall next to toilet to permit transfers from wheelchair to toilet. Relocate light above vanity to position above new wall-hung sink. Patch and paint wall to match existing bath color for sink and sink light relocation. Remove old floor covering, patch underlayment and install new linoleum on floor and new rubber base shoe around inside perimeter of bathroom. Dispose of removed fixtures. Schedule work to start on November 1st & be completed within 7 days. Instructions for preparing a bid are attached to this statement of work.

Example 2

Front door ramp project at 765 Cypress Drive, Spokane, WA: House front door to be made accessible for client who uses a power wheelchair. Ramp to be constructed of treated wood or aluminum and installed over sidewalk in front of house that leads from driveway to front porch. Ramp should have handrails on both sides of ramp with 48" clearance between handrails. Ramp will have one level resting platform where ramp will turn 90 degrees to left to connect with front porch. Front porch is approximately 36" above grade of driveway and concrete sidewalk. Ramp to be designed to support a 500 pound load or local code standard, with a maximum slope of 1:12 or local code standard, if different. Schedule work to start on November 1st & be completed within 7 days. Instructions for preparing a bid are attached to this statement of work.

ATTACHMENT C

Instructions for Preparing a Bid on a DDA Environmental Adaptation

You have been asked to prepare a written, itemized bid for [enter description of project].

If you are the successful bidder, are not currently contracted with DDA, and are selected to complete this Environmental Adaptation, you will be asked to complete a contract with DDA. Answers to your questions about contract terms, requirements, billing, and payment are available from the Regional DDA Contract Specialists.

Your Bid

Please prepare your written, itemized bid including material and labor costs for each component of the project requested by the client. Include the cost of any required building permits and sales tax and a brief description of the work being asked of you. If you plan to employ subcontractors on this project, their itemized material and labor costs, permits and sales tax should be included in your bid document. Any subcontractor must be compliant with the terms of your contract. Return your completed bid to your potential customer by the requested date.

Sample bid format (not a required format):

Contractor name:

Contractor's license: Contracted with DDA? Yes No

Contractor Phone: Contractor email:

Bid for Environmental Adaptation Project at: 345 Your Street, Sometown, WA 99XXX

Scheduled work start date: mm/dd/yyyy Scheduled work completion date: mm/dd/yyyy

1. Component no. 1	Material \$_____	Labor \$_____	Subtotal \$_____
2. Component no. 2	Material \$_____	Labor \$_____	Subtotal \$_____
3. Component no. 3	Material \$_____	Labor \$_____	Subtotal \$_____
4. Component no. 4	Material \$_____	Labor \$_____	Subtotal \$_____
5. Subcontractor no. 1	Material \$_____	Labor \$_____	Subtotal \$_____
6. Subcontractor no. 2	Material \$_____	Labor \$_____	Subtotal \$_____
7. Subtotal			\$_____
8. Sales tax			\$_____
9. Permits (building, plumbing, electrical, etc.)			\$_____
10. Total bid			\$_____

ATTACHMENT D

Lease Addendum Form

Landlord:

Tenant:

Leased Premises:

This lease Addendum is incorporated into and made part of the lease executed by and between _____ and _____ for the leased premises located at _____.

Landlord has agreed to the following improvements and alternations to the leased premises. Landlord also agrees that the tenant will not be required to remove the following improvements and alternations to the leased premises at the end of the tenant’s lease. Any deviations or changes from the description below must be submitted in writing for Landlord’s approval.

Allowed improvements and alterations: [describe here]

Obtaining all permits, licensing, as well as fulfilling all requirements that may be required by federal, state, local jurisdictions or any governmental agency are the sole responsibility of the tenant. The landlord accepts no responsibility or liability for the tenant’s failure to do so. Tenant further understands that any and all fines, legal consequences and any and all costs incurred thereof from the tenant’s failure to adhere to any requirements imposed by any federal, state, local jurisdiction or governmental agency is the sole responsibility of the tenant.

The landlord has made no promised, guarantees or warranties to the tenant in any way regarding the ability of the tenant to obtain or be granted the permission to make any alternations, modifications, or improvements to the leased premises by any federal, state or local government agency. Tenant is fully responsible to be sure that the permitted use and any changes, improvements and/or alterations will fulfill all of the requirements of federal, state and local laws, any zoning ordinances, building code, OSHA or EPA requirements and any other governmental regulations.

If the tenant violates any part of this addendum, the tenant will then be in default of the lease. In the event of a default, the landlord may initiate legal proceedings in accordance with applicable local laws and regulations to evict or have the tenant removed from the leased premises; as well as seek judgment against the tenant for any monies owed to the landlord as a result of the tenant’s default.

Tenant’s Signature: _____ Date: _____

Tenant’s Signature: _____ Date: _____

Landlord’s Signature: _____ Date: _____