

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE:	ENVIRONMENTAL ADAPTATIONS	4.18
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Authority:	42 C.F.R. 441.301(c)(2)	<i>The Person-Centered Service Plan</i>
	42 C.F.R. 441.301(c)(4)	<i>Home and Community-Based Settings</i>
	42 C.F.R. 441.301(c)(5)	<i>Settings that are not Home and Community-Based</i>
	42 U.S.C. 1396a	<i>State Plans for Medical Assistance</i>
	Title 71A RCW	<i>Developmental Disabilities</i>
	Chapter 388-832 WAC	<i>Individual and Family Services Program</i>
	Chapter 388-845 WAC	<i>DDA Home and Community-Based Service Waivers</i>

PURPOSE

This policy establishes requirements for providers of environmental adaptations. This policy also establishes requirements for authorizing environmental adaptations for DDA clients.

SCOPE

This policy applies to all field staff who may authorize environmental adaptations for DDA clients and providers of environmental adaptations.

DEFINITIONS

Client means a person who has a developmental disability as defined in RCW 71A.10.020 and has been determined DDA-eligible 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.

Habilitative means a process aimed at helping people with disabilities attain, keep, or improve skills and functioning for activities of daily living.

HCBS waiver means federal Home and Community-Based Services (HCBS), approved by the Centers for Medicare and Medicaid Services (CMS) under section 1915(c) of the Social Security

Act as an alternative to an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID).

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.

Planned action notice or **PAN** means a legal document indicating services for which a client has been approved or denied.

Person-centered service plan or **PCSP** means the DDA-developed document that identifies a client'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 client achieve their goals and address assessed needs.

Prior approval means the process of obtaining endorsement for a service before authorization and receipt of that service.

Qualified provider of environmental adaptations means an entity contracted with DDA, registered under Chapter 18.27 RCW, and licensed and bonded to perform the specific type of work being provided.

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

Sensory integration means a neurobiological process of incorporation and interpretation of sensory stimulation from the environment by the brain.

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

1. Any demolition of parts of structure needed to be removed;
2. Relocation of existing fixtures, if necessary;
3. Addition of new items with detailed description of fixtures, finishes and features;
4. Removal of all construction debris; and
5. An illustration or photograph of the location of all items described in the statement of work, when requested by DDA.

POLICY

- A. In addition to this policy, providers 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 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. Widened doorways;
 - 4. Prefabricated roll-in showers and bathtubs;
 - 5. Adaptive toilets, bidets, and sinks;
 - 6. Adaptive faucets and switches;
 - 7. Reinforced walls and solid core doors;
 - 8. Windows with unbreakable glass;
 - 9. Ceiling-mounted lift and transport systems or portable lift systems;
 - 10. Repairs to an environmental adaptation if necessary for client safety and the repair is more cost-effective than replacement of the adaptation; and
 - 11. Specialized electrical or plumbing systems 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.
- 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, and any of the following may be the basis for denying an environmental adaptation:
 - a. Due to size restraints, small dwellings might decrease the number of feasible adaptations.
 - b. Due to construction design, some types of dwellings (e.g., apartments and manufactured homes) might 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 might 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.

Note: 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 the state-funded IFS program 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 enrolled in the Core or the Community Protection waiver must not exceed \$12,192 per waiver year.
3. Environmental adaptation projects for clients enrolled in the CIIBS waiver are limited to \$15,000 minus any spending for other aggregate services, plus a potential additional \$6,000 for emergency assistance, if the client qualifies.
4. Environmental adaptation projects for clients enrolled in the Basic Plus waiver 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.

F. Building standards and limits

1. Environmental adaptations must meet all local and state building codes.
 - a. The CRM must obtain evidence of any required completed inspections or permits from the provider before the CRM may authorize payment.
 - b. 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. An adaptation of general utility is one that:
 - a. Has no direct benefit to the client's safety or accessibility needs;
 - b. Is designed for the benefit of the household rather than the immediate needs of the client; or
 - c. May be beneficial to the client but is used by the general public and does not address a disabling condition.

3. The following are not covered as environmental adaptations:
 - a. Installing or repairing carpet;
 - b. Installing or repairing fencing;
 - c. Air conditioning and repairing appliances;
 - d. Aesthetic improvements; and
 - e. Repairs to or installation of roofs, decks, and patios.
 4. Environmental adaptations cannot add to the total square footage of the dwelling or create new rooms within a house.
 5. Damage prevention or repairs caused by client's behavior under the Core, Community Protection, IFS, and CIIBS waivers are:
 - a. Limited to the cost of restoration to the original functioning condition, unless cost is more than replacement (e.g., antique door repair is more expensive than replacing with a new door);
 - b. Limited to the dollar amounts of the IFS client's annual allocation and CIIBS benefit package;
 - c. Subject to all other limits listed in this policy; and
 - d. Considered only when the client behavior is being addressed through a current behavioral support plan or other written therapeutic plan before the repairs occur.
- G. Professional recommendations
1. DDA may require a recommendation from an occupational therapist, physical therapist, or other appropriate therapist that recommends the minimal necessary environmental adaptation when the environmental adaptation is necessary due to a complex medical condition impacting mobility or transfers throughout the client's home.
 2. When requested, a 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 Attachment A, *Instructions for Preparing a Bid*, to the client, who must send the document to local providers that they have chosen to bid on the project. If the client requests it, the CRM may send to the client's chosen providers.
- 4. DDA may request pictures or diagrams of the areas to be modified.
- 5. See Attachment B for a *Statement of Work Checklist* and Attachment C for *Example Statements of Work*.

H. Dividing Projects

- 1. When the environmental adaptation needed by a client exceeds the expenditure limit for their waiver year, the CRM may recommend breaking a large project into two smaller projects 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 CRM:
 - a. Must ensure the client obtains a signed lease addendum (see Attachment D) from their landlord before an environmental adaptation project is started;
 - b. Must save a copy of a signed lease addendum in the client's file; and
 - c. May suggest using the statement of work or bid to inform the landlord about the nature of the proposed adaptations.
- 2. 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 D, *Lease Addendum Form*.

J. Locating contractors and providers

1. The CRM must refer the client to the list of current [Environmental Adaptation Providers](#). The CRM must not recommend a particular provider to the client.
2. If the client requests a provider's contact information, the region may provide the client the contact information from the Agency Contracts Database.

Note: Providers for installing environmental adaptations are found under the contract code 1778XP.

3. The CRM must also recommend that the client research potential providers using the [Labor and Industries Contractor Database](#).
4. Before authorizing payment, the CRM must verify the contract status of the client's chosen provider using Agency Contracts Database.

K. Obtaining bids

1. Each provider must conduct an on-site inspection of the proposed project site prior to submitting a bid.
2. 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.
3. 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.

L. Reviewing bids and selecting a preferred provider

- 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 provider and the client, or the client's representative and request a revised bid.
- 4. If all the bids exceed the expenditure limits, the CRM may consult with the provider and the client or the client's representative to:
 - a. Revise the project;
 - d. Redesign the project into two smaller projects over two waiver years; or
 - e. Remove one or more components of the project to reduce the project cost below the expenditure limit.
- 5. If the selected provider is not currently contracted with DDA and is willing to become contracted, the CRM must facilitate the contracting process by connecting the provider with the region's resource developer.

M. Prior approval of environmental adaptations

To submit a prior approval request, the CRM must enter all 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. Cost flexibilities

1. DDA may approve up to 10% above a provider's quote, not to exceed the maximum funding allowed within the waiver budget, to EA requests to account for fluctuations in material costs.
2. Limits to cost flexibilities include:
 - a. Primary materials must not be additional or different than materials identified in the original provider quote.
 - b. The cost flexibilities must not be used for major unprecedented problems, such as:
 - i. Black mold;
 - ii. Extensive water damage;
 - iii. Structural reconstruction; or
 - iv. Pest infestation.

O. Authorizing the environmental adaptation after prior approval is obtained

1. Amending the PCSP
 - a. The CRM must add environmental adaptations to the client's 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. To confirm the agreed upon project, scope, and cost, the CRM must send a copy of the prior approved bid to:
 - i. The client and the client's family;
 - ii. The preferred provider;
 - iii. The landlord (if a rental property); and
 - iv. The client's residential habilitation provider (if the provider is involved in the project).
2. The CRM must follow planned action notice and signature page requirements.
3. To authorize and pay for environmental adaptations with ProviderOne, the CRM must:
- a. Verify in the Agency Contracts Database that the selected provider has a current contract with DDA.
 - b. Verify the selected provider 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 according to client residential type.
 - d. Enter authorization start and end dates in the following order:
 - i. The end date is the estimated completion date within the prior approval end date;
 - ii. Number of units = "1";
 - iii. Unit type = "Each";
 - iv. Total dollar amount of the project; and

- v. Select “Reviewing” status in CARE until the client has verified the provider has completed the work.
- e. Before moving the authorization to “Approved” status in CARE:
 - i. Request and review the final invoice from the provider, as well as any required building, plumbing, and electrical inspection reports;
 - ii. Confirm that the bid project is the built project and the client agrees the work is completed satisfactorily;
 - iii. Update the completion date, if necessary;
 - iv. Update the completed project cost—if the cost is equal to or less than the original estimate; and
 - v. Select “Approved” status.

P. 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:
 - i. Review the project in detail with the client during bid development; and
 - ii. Encourage the provider to carefully inspect the project site before they submit a bid.
- c. Any additional work not included in the original statement of work and the accepted bid must be reviewed and authorized by the CRM before additional work is undertaken.
- d. 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 provider may begin work. It is possible the requested change will be denied and void the previous approval.

2. Warranty issues following completion of project
 - a. The CRM may receive calls or emails from clients or client's legal representative concerning issues with completed environmental adaptation projects.
 - b. Most providers 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 provider, 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.

SUPERSESSION

DDA Policy 4.18, *Environmental Adaptations*
Issued January 1, 2020

Approved: /s/ Shannon Manion
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: April 15, 2023

ATTACHMENTS

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

ATTACHMENT A

Instructions for Preparing a Bid

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 invited 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):

Provider name:

Provider's license:

Contracted with DDA? Yes No

Provider Phone:

Provider 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. Subtotal			\$_____
6. Sales tax			\$_____
7. Permits (building, plumbing, electrical, etc.)			\$_____
8. Total bid			\$_____

ATTACHMENT B

Bid Checklist

CRMs may use this form to verify that that all necessary information has been received from the provider(s) 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

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 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: _____