

2005.00 RESIDENCE MODIFICATION – Provider Guidelines
(CSPM 486.0.00)

2005.01 Description of Service

Residence modifications are changes to a Vocational Rehabilitation (VR) client's residence to provide accessibility. A residential modification provides the minimum modifications necessary for the VR client to participate in a work plan for employment.

2005.02 Provider Information

The Assistive Work Technology (AWT) Engineer shall prepare and announce a Request for Offer (RFO) from qualified Providers. The RFO must include specific objectives and timeframes for work completion and reporting procedures.

The Provider is required to respond to a RFO that includes a list and cost of all materials and labor required to complete the modification. The Provider is required to obtain all appropriate permits and permissions to alter or modify residential premises and document as an attachment to the RFO response.

The Provider must consent to providing a minimum of one-year warranty on workmanship and manufactured parts. The provider must submit all operational manuals/instructions to the designated AWT Engineer.

2005.03 Provider Qualifications

Potential Providers must have all applicable licenses and must meet all building codes as required by the local, county and municipality regulations.

Providers will submit required documentation along with their RFO responses for determination of qualification.

RFO from potential Providers will be reviewed by the AWT Engineer to assure the provider meets qualifications.

2005.04 Process for Outsourcing

The Vocational Rehabilitation Counselor is responsible for determining when residential modifications should be purchased, based upon a report from the AWT Engineer.

The process as described in the RFO Protocol shall be followed.

The residential modification(s) must be approved before the services begin and inspected at the completion of services by the AWT Engineer.

2005.05 General and Specific Standards

A. Timeliness

The AWT Engineer will ensure that an estimated timeframe for the completion of the modification(s) is included in the RFO.

B. Liability Insurance

Providers must present evidence of a minimum of \$1,000,000 general liability and workers compensation insurance.