

**2007.00 VEHICLE MODIFICATION – Provider Guidelines**  
(CSPM 498.0.00)

**2007.01 Description of Service**

**Vehicle Modifications include a modification to a motorized or electric vehicle that will allow a person with a disability to operate or ride in said vehicle. The services may include but are not limited to:**

- A. hand control installation in an automobile or van
- B. for an individual using a wheelchair to ride as a passenger
- C. for an individual using a wheelchair to drive in cases where the individual cannot transfer to an automobile but can transfer from a wheelchair to a power seat for driving
- D. for an individual using a wheelchair who must drive from the wheelchair
- E. training in the use of the vehicle modifications

Prior to authorizing a vehicle modification, the Vocational Rehabilitation Counselor (VRC) shall;

- A. refer the client to the Assistive Work Technology (AWT) Engineer for an initial assessment to determine if driving is reasonable;
- B. refer the client to an approved Driver Evaluation service (as recommended by the AWT Engineer) to determine if the individual is capable of driving;
- C. in cooperation with the AWT Engineer assist the individual in completing a Financial Considerations Worksheet to determine if the cost of owning and operating a vehicle is reasonable; and
- D. assure that driver's training in the modified vehicle is available

**2007.02 Provider Information**

After the Vocational Rehabilitation (VR) Assistive Work Technology (AWT) Rehabilitation Engineer has reviewed the Driver Evaluation results and recommendations provided by the Certified Driver Rehabilitation Specialist, the AWT Rehabilitation Engineer will prepare specifications for vehicle modification/s from the specific, fixed costs agreement reached annually with qualified providers for the fixed cost items and services. The AWT Rehabilitation Engineer will include in the specifications package any additional modifications a client requires that are not already a part of the yearly vendor bid process.

Upon internal approval of the modification/s, the Vocational Rehabilitation (VR) AWT Rehabilitation Engineer will submit specifications for the vehicle modification/s and submit the specifications package to qualified Providers. In turn, the Provider will submit a written quote for services in accordance with the specifications package. The quote shall include:

- 1) total cost of parts and labor
- 2) estimated length of time to complete the job
- 3) not less than one-year written warranty from date of acceptance on parts and labor (three-year warranty is preferred) for equipment, installation and workmanship
- 4) installation of all equipment in accordance with NMEDA QAP program guidelines and standards
- 5) a written statement that no equipment shall compromise safety and operation or structural integrity of modified vehicle
- 6) the expiration date of the response (generally 30 – 90 days)

An evaluation by the VR AWT staff is required prior to the specifications being offered.

The VR AWT Engineer inspections shall assess whether the prescribed equipment meets the proposed specifications, functions correctly, is adjusted properly and will meet the customer's needs. These inspections shall be conducted at the following times:

- 1) construction process
- 2) final completion of modification

VR's warranty requirements will be included in the specifications process. Upon final approval and authorization to perform the vehicle modification, the Provider shall adhere to the timelines provided in the offer.

### **2007.03 Provider Qualifications**

Vehicle Modification Providers shall meet the following qualifications:

- A. Quality Assurance Program (QAP) certification by National Mobility Equipment Dealers Association (NMEDA)
- B. The QAP certification must be equal to or higher than required for the equipment being installed

#### **2007.04 Process for Outsourcing**

It is the Vocational Rehabilitation Counselor's (VRC) responsibility to determine when Vehicle Modification services should be purchased.

In the evaluation, a minimum of the following should be measured:

- A. the driving ability of the individual in using the adaptive equipment, as demonstrated by a Driver Evaluation performed by an approved Certified Driver Rehabilitation Specialist (CDRS).
- B. the vehicle's capability to support the needed modifications

#### **2007.05 General and Specific Standards**

##### **A. Timeliness**

Preparation and response shall be in accordance with the requirements in the specifications package.

##### **B. Liability Insurance**

Providers must provide proof of liability insurance for \$1,000,000 per episode in accordance with NMEDA.