

Private Vehicle Modifications

Definition

Private Vehicle Modifications means adaptations to a privately owned vehicle so it may be driven by or routinely used to transport a HASCI Waiver participant. It includes the equipment necessary to make the vehicle accessible to the participant.

The service may include consultation and assessment to determine specific adaptations and equipment needed, training in the use of equipment, and repairs and/or replacement parts for equipment previously funded by the HASCI Waiver, but not covered by warranty.

Service Unit

The unit for Private Vehicle Modifications is the specific adaptation, equipment, or associated service (consultation, assessment, repair, etc.) that is authorized.

The rate for a Private Vehicle Modifications Consultation/Assessment to determine needs and specifications is \$400.

There is no set rate for Private Vehicle Modifications or necessary repairs, as these must be individually priced.

Service Limit / Restrictions

Private Vehicle Modifications are subject to the guidelines established by the SCDDSN Head and Spinal Cord Injury Division (*Guidance for Environmental and Private Vehicle Modifications*) and must be within the limit of \$30,000 per vehicle.

Modifications/repair of a vehicle owned by a publicly-funded agency are not permitted.

In accordance with the South Carolina Consolidated Procurement Code, SCDDSN directive 250-08-DD, *Procurement Requirements for Local DSN Boards*, applies to all procurement activities supported in whole or in part by SCDDSN funding, including Private Vehicle Modifications funded by HASCI Waiver. Providers contracted with SCDDSN must establish and follow procurement policies and procedures with requirements at least as restrictive as those contained in this directive. Directive 250-08-DD can be accessed on the SCDDSN website: www.ddsn.sc.gov >About DDSN >Directives and Standards >Current DDSN Directives

Providers

Private Vehicle Modifications may be provided by the following:

- Vendor enrolled with SCDHHS as a Durable Medical Equipment (DME) provider
A DME provider enrolled with SCDHHS must directly bill SCDHHS; it cannot bill to a participant's SCDDSN Financial Manager agency
- DSB Board or DDSN-contracted provider. The provider may employ or contract with the following, but is responsible to verify and document licensure:
 - Contractor licensed by the South Carolina Department of Labor, Licensing and Regulation (LLR) that is not enrolled with SCDHHS as a DME provider
 - Vendor with a retail or wholesale business license that is not enrolled with SCDHHS as a DME provider

In addition to the above, the provider may employ or contract with the following for consultation, assessment, and/or follow-up inspection; the provider is responsible to verify and document licensure or certification:

- Licensed Occupational Therapist
- Licensed Physical Therapist
- Rehabilitation Engineering Technologist (RET) certified by Rehabilitation Engineering Society of North American (RESNA)
- Assistive Technology Practitioner (ATP) certified by Rehabilitation Engineering Society of North American (RESNA)
- ATP Supplier certified by Rehabilitation Engineering Society of North American (RESNA)
- Environmental Access Consultant/contractor certified by Professional Resources in Management (PRIME)

Arranging and Authorizing the Service

The Service Coordinator must follow the HASCI Division *Guidelines for Environmental and Private Vehicle Modifications* when processing a request for Private Vehicle Modifications funded by the HASCI Waiver.

There must be preliminary discussions with the participant and his or her family or representative to clearly explain required policies and procedures. This includes determining if a privately owned vehicle available to transport the participant meets age, condition, and mileage requirements for Private Vehicle Modifications. The modifications likely to be needed should be identified. If the participant desires to drive a modified vehicle, it must be determined if this is feasible and desirable given his or her functional status. These discussions must be documented in Service Notes.

After a need for modifications to an appropriate private vehicle has been documented in the participant's Support Plan, the Service Coordinator must first determine if the modifications can be obtained through the participant's private insurance, Worker's Compensation, Special Needs Trust, Medicare, Medicaid State Plan, or any other funding (including South Carolina Vocational Rehabilitation Department).

The Service Coordinator must document in Service Notes efforts to obtain modifications through other funding sources available to the participant. If not available from other sources, Private Vehicle Modifications funded by HASCI Waiver can be pursued.

In most circumstances, a Private Vehicle Modifications Consultation/Assessment will first be necessary to clearly define the participant's functional needs, status of the private vehicle, feasible options, and specifications for appropriate modifications. If the participant intends to drive the modified vehicle, a driving assessment may be necessary to assure he or she has this capability. To determine if one or more assessments are necessary, the Service Coordinator should consult with the Central Office HASCI Division. These discussions must be documented in a Service Note.

If it is determined that a Private Vehicle Modifications Consultation/Assessment is needed, the participant or representative must be offered choice from among qualified providers. Offering of provider choice and the provider selected must be documented in a Service Note.

The participant's Support Plan must be updated to clearly reflect the name of the service and payer, the amount, frequency, and duration of the service, and the provider type(s). Budget information for the service must then be entered into the Waiver Tracking System (WTS) and service information must be entered into the Service Tracking System (STS).

To initiate the service following WTS processing, authorization must be forwarded to the provider using *Authorization for Private Vehicle Modifications* (HASCI Form 12K). *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.* A copy must be maintained in the participant's file.

Following a Private Vehicle Modifications Consultation/Assessment, **the Service Coordinator must review the findings and specifications with the Central Office HASCI Division before soliciting a price quote or bids for the project.** In some situations, additional assessments or other actions may be necessary before proceeding.

If the HASCI Division agrees that the findings/specifications seem appropriate, the Service Coordinator will be notified by fax or e-mail to proceed with obtaining a price quote or bids. Receipt of this notification must be documented in a Service Note and a copy of the fax or e-mail must be maintained in the participant's file.

To determine a provider for Private Vehicle Modifications (including repairs and/or replacement parts for equipment previously funded by HASCI Waiver Private Vehicle Modifications, but not covered by warranty), **State procurement policy must be followed as appropriate:**

- For any single item (service) costing \$2500 or less, it is only necessary to get one (1) price quote from a qualified provider chosen by the participant or representative. Solicitation of the price quote may be written or verbal. The price quote submitted may be verbal, but it must be documented in a Service Note. If the price quote is written, it must be maintained in the participant's record.
- For any single item (service) costing \$2500.01 to \$10,000, the participant or representative must select at least three (3) qualified providers to give a price quote. Solicitation and submission of price quotes may be written and/or verbal. Verbal price quotes must be documented in a Service Note. Written price quotes must be maintained in the participant's record. The provider with the lowest price quote (pre-tax amount) that meets all specifications for the item (service) must be selected.
- For any single item (service) costing \$10,000.01 or more, procurement must be advertised in the South Carolina Business Opportunities (SCBO) magazine and/or local newspapers. At least three (3) written bids must be solicited from different qualified providers. All bids received from qualified providers must be maintained in the participant's record. The provider with the lowest bid (pre-tax amount) that meets all specifications for the item must be selected.

After the provider of Private Vehicle Modifications is determined, the participant's Support Plan must be updated to clearly reflect the name of the service and payer, the amount, frequency, and duration of the service, and the provider type.

Budget information for the service must then be entered into the Waiver Tracking System (WTS), including a comment that cites all price quotes or bids that were obtained. Service information must be entered into the Service Tracking System (STS).

For a modification costing \$2500.01 or more, copies of the price quotes or bids (or other documentation) must be forwarded to the Central Office HASCI Division.

To initiate the service following WTS processing, authorization must be forwarded to the vendor or provider using *Authorization for Private Vehicle Modifications* (HASCI Form 12K).

This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver. A copy must be maintained in the participant's file.

Billing

If the authorized vendor is enrolled with SCDHHS as a DME provider, the service must be must Direct-billed to SCDHHS. This must be indicated on the *Authorization for Private Vehicle Modifications* (HASCI Form 12K); a prior authorization number must be assigned.

If the authorized provider is a DSN Board or DDSN-contracted provider, the service must be Board-billed to the participant's SCDDSN Financial Manager agency. This must be indicated on *Authorization for Private Vehicle Modifications* (HASCI Form 12K.); no prior authorization number is required.

- The Financial Manager agency is responsible for maintaining documentation that the service was rendered as billed.
- The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN. *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.*

Monitorship

The Service Coordinator must monitor provision of each HASCI Waiver service received by a participant to:

- verify the service is being provided as authorized,
- assure the usefulness and effectiveness of the service,

- determine the participant's and/or representative's satisfaction with the service and service provider(s), and
- confirm health status and safety of the participant.

Monitorship includes:

- Contact with the participant and/or representative within two (2) weeks after beginning the service or beginning with a new provider of the service
- For Vehicle Modifications, the Service Coordinator is required to make an on-site visit to observe the modifications within two (2) weeks following completion; the visit and observation of the modifications must be documented in a Service Note, to include a statement regarding completion of the modifications as specified and satisfaction of the participant and/or representative. *This requirement does not apply to consultation/assessment or repairs related to Vehicle Modifications.*
- Contact with the participant and/or representative at least bi-monthly (every other month),
- Contact with service providers as necessary to confirm health status and safety of the participant and appropriate provision of authorized services,
- Face-to-face visit with the participant at least every six (6) months (180 days), and
- Review of the participant's Support Plan as often as needed, but at least every six (6) months (180 days).

Monitoring contacts, face-to-face visits, and review of the participant's Support Plan must be documented in Service Notes.

Information obtained during monitoring may lead to changes in authorized HASCI Waiver services, such as increased/decreased units, change of provider, or change to a more appropriate service.

Service Denial, Reduction, Suspension, and Termination

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for denial. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for the action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.

When the action becomes effective, the participant's Support Plan must be updated and budget information in the Waiver Tracking System (WTS) must be adjusted accordingly. For service reduction or termination, excess or unused units must be deleted from the budget. Service information in the Service Tracking System (STS) must be updated as necessary.