

Minor Home Modification (MHM) Checklist

Medically Dependent Children Program (MDCP) staff may use the following checklist for reviewing minor home modification (MHM) requests:

Date or ✓	Checklist
	Initial informal request for MHM is received.
	Case manager discussed/reviewed MHM criteria; reviewed MHM limitations and a general overview of tool and paperwork process; added case manager fax and contact information.
	The individual/family is informed of program limitations and procedures. MHMs are limited to: <ul style="list-style-type: none"> • the purchase and installation of permanent and portable ramps; • the widening of doorways; • modifications of bathroom facilities; and • modifications related to the approved installation or modification of ramps, doorways or bathroom facilities installation costs for MHMs.
	The request is for an MDCP-covered home modification.
	If the consumer is not a home owner, the case file has one the following for this MHM request:
	<input type="checkbox"/> A copy of homeowner's written approval with the homeowner's printed name, signature and date.
	OR
	<input type="checkbox"/> A copy of the lease agreement for the property allowing modifications.
	Date the tool was mailed or given to the consumer, with the case manager's name, fax number and telephone number.
	Provider list given to consumer.
	Have I received the signed specifications?
	The specification preparer has home modification experience as indicated in Section 4141.2 , Specifications for Minor Home Modifications. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have I received three bids?
	The consumer provided bids based on written specifications.
	If the items or costs are different, call the consumer and ask to resolve the issues with the bidders and resubmit the bid.
	If I have not received three bids, has the consumer identified why three bids were not available? The consumer's reason for not getting three bids is documented in the case file.
	Bids are reviewed and are based on written specifications.
	Each bid includes a materials list.
	If request is for a bathroom modification, the bids include current and proposed floor plans.
	Is the MHM necessary to ensure the consumer's health, welfare and safety? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Documentation indicating the MHM ensures the consumer's health, welfare and safety is in the case file.
	OR

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	<p>Will the MHM enable the consumer to function with greater independence in the consumer's home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Documentation indicating the MHM enables the consumer to function with greater independence in the home is in the case file.</p>
	<p>If yes, documentation in the case file indicates the MHM will:</p> <p><input type="checkbox"/> facilitate the consumer's mobility? <input type="checkbox"/> provide accessibility to an area? <input type="checkbox"/> enhance the consumer's functional ability? <input type="checkbox"/> other (identify):</p>
	OR
	<p>Is the MHM necessary to prevent institutionalization or support de-institutionalization? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Documentation indicating the MHM prevents institutionalization or support de-institutionalization is in the case file.</p>
	Will the MHM increase the square footage of the home? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the MHM create a new structure in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Was MHM request submitted for additional DADS review? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
	The case manager approved the MHM without additional DADS review.
	Additional DADS review completed and the request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
	The amount approved is the cost of the lowest bid.
	Contact the consumer to select a provider to deliver the approved MHM.
	<p>If the consumer selects a contractor that is not currently enrolled with MDCP, the case manager directs the consumer to inform the contractor to contact DADS to request an application to become an MDCP provider. Discussion with the consumer regarding consequences of not selecting an enrolled provider is documented in the case file.</p>
	DADS Review = Approved with no Personal Costs (Enhancements)
	Complete and send Form 2065-B , Notification of Waiver Services, to the consumer and provider.
	Complete and send Form 2416 , Minor Home Modifications and Adaptive Aids Service Authorization, to the consumer and provider.
	Data entry into Service Authorization System (SAS) completed.
	Did I receive Form 2416 signed by the provider?
	Did I receive Form 8605 , Documentation of Completion of Purchase, from the provider?
	DADS Review = Approved with Personal Costs (Enhancements)
	<p>Case manager determined personal costs because the:</p> <p><input type="checkbox"/> request exceeds the MHM service limit; <input type="checkbox"/> request is not within the scope of the MHM service criteria; or <input type="checkbox"/> the consumer selected a provider with a higher cost than the lowest bid.</p>

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	Complete Form 2416 and send to the consumer. The consumer signs Form 2416 acknowledging the amount of the personal cost.
	Did the case manager receive Form 2416 signed by the consumer acknowledging the personal costs?
	Complete and send Form 2065-B to the consumer and provider.
	Complete and send Form 2416 to the consumer and provider.
	Data entry into SAS completed.
	Did I receive Form 2416 signed by the provider?
	Did I receive Form 8605 from the provider?
	DADS Review = Denied
	Complete and send Form 2065-B to the consumer.