

Home Modification Contractors

AHCCCS Division of Fee for Service Management is submitting a request for a Home Modification for our Tribal ALTCS members. This fax is distributed to all Home Modification Contracted Providers who have expressed interested in submitting a Home Modification bid. Listed below is the home modification process:

1. The case manager must meet with the member to review their needs and will complete the Home Modification Request/Justification Form.
2. The completed Home Modification Request/Justification Form will be sent to the member's physician for review. If the physician agrees with the Home Modification Request he/she will sign the form.
3. The case manager will then fax the signed and completed form to the Division of Fee for Service Management (DFSM) for review and processing.
4. DFSM will notify all Contracted Providers via fax of a Home Modification Request—see attached. Interested contractors will submit bid with floor plans and before pictures to fax (602-254-2426) or email DFSM (homemodifications@azahcccs.gov) within 30 days of the email/fax notification.
5. Also, the contractors must be able to complete the project within 90 days of being awarded the bid.
6. DFSM will notify the Contractors of their award status (accepted/ not accepted).
7. The member's AHCCCS ID and Date of Birth will be provided to the awarded contractor only for billing purposes.
8. DFSM will authorize the Home Modification. However, the authorization will be in a pended status until the project is completed.
9. DFSM will require the awarded Contractor to perform a "Walk-Through" with the member or family member. A release will be signed by the member or family member stating the work was completed and accepted.
10. After completing the project, the signed release and final pictures of the project will be emailed/ faxed to (homemodifications@azahcccs.gov). DFSM will then release the authorization so the Contractor can bill for the project.
11. It is the responsibility of the provider to notify AHCCCS of overpayment. (ARS R9-22-713)