



## Home Modifications

**Section: 3000**  
**Policy No.: 3001**

**Effective Date: 01/01/2010**  
**Update Date: 05/21/2010**

**Signature:**

### POLICY

It is the policy of the AHCCCS administration to cover Home Modifications for ALTCS members that enable the member to function with greater independence in the home and have a specific adaptive purpose and are medically necessary. This requires a careful assessment by the case manager, physician, and other qualified professionals keeping the member's needs in mind. General maintenance, home improvements, repairs, and items that do not provide a direct medical benefit to the member are not covered.

### MEDICAL NECESSITY

While Home Modifications cannot be expected to alleviate all risk of injury or make every task easier the adaptations must have a direct medical benefit to the member and maximize independence. Other more cost effective means, such as DME, **must** be considered before a Home Modification is requested or approved.

### PROCEDURE

- Case Manager must meet with the member, reviews needs, and complete "Home Modification Request/Justification Form, Exhibit 1240-4 (AMPM)" and forward to physician.
- The completed Form (lines 1-7 completed except for bid costs) is sent via fax to 602.254.2426 within 14 calendar days of the receipt physician's signature on the "Home Modification Request/Justification Form, Exhibit 1240-4 (AM/PM), the Service Assessment, and the Uniform Assessment Tool (UAT) Exhibit 1620-3 (AMPM).
- The physician's signature on the "Home Modification Request/Justification Form, Exhibit 1240-4 (AM/PM)" serves as the physician's order and must be dated within the last 90 days.
- These forms may be completed in conjunction with another qualified medical professional such as a Physical or Occupational Therapist or a Certified Environmental Access Consultant (CEAC).
- Submitted forms are reviewed by the Division of Fee-For-Service Management (DFSM).

# AHCCCS Claims Policy and Procedure Manual



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- DFSM will then send it out for bid (preferably to 2 contractors) that must be able to complete the work within 90 days of being awarded.
- The contractors will submit completed bids to DFSM for review within 30 days of receipt of request via fax 602.254.2426 or email to [homemodifications@azahcccs.gov](mailto:homemodifications@azahcccs.gov).
- DFSM will notify the contractor of bid being accepted or rejected.
- The member's AHCCCS ID and Date of Birth will be provided to the awarded contractor only for billing purposes.
- A letter will be sent to the case manager showing the awarded bid and amount along with the signed Justification Form within 30 days of the awarded bid.
- DFSM will enter a "pending" authorization number and the case manager will also enter on service plan using a "dummy code 029108"
- DFSM will require the awarded contractor to do a "walk through" with the member or family member to sign a release stating that the project and the work was completed and accepted.
- DFSM is also requiring before and after pictures of the project to be sent via fax 602.254.2426 or email to [homemodifications@azahcccs.gov](mailto:homemodifications@azahcccs.gov).
- Signed Release and completed pictures of the project must be sent to DFSM to unpend the PA.
- Payment will be withheld until project completed to the member's and AHCCCS' satisfaction and notify contractor.
- It is the responsibility of the provider to notify AHCCCS of an overpayment by submitting an adjustment to the paid claim (ARS R9-22-713).