



# **Children's Health Home of Upstate New York**

## *Family Driven Care Management Services*

### **INFORMATION SHEET: ENVIRONMENTAL MODIFICATIONS VENDOR/CONTRACTOR**

The 1915c Children's Waiver (a NYS Department of Health program) provides Home and Community Based Services (HCBS) to eligible and enrolled Medicaid Waiver Participants which may include provision and funding of Environmental Modifications (EMods) to the participants' home. EMods provide internal and external physical changes to the primary residence of the enrolled Waiver Participant, identified as medically necessary to support the health and safety of the Waiver Participant.

Children's Waiver EMod projects are coordinated by the Waiver participant's Health Home/CYES Care Manager and/or Project Manager, in collaboration with the Financial Management Services (FMS) provider, CHHUNY. The FMS is responsible for the review, approval, and provision of EMod requests. Funds for projects under the Children's Waiver are dispersed directly to vendors from the FMS, not the participant.

Vendors/Providers play a crucial role in executing modifications that improve accessibility and safety in the home environment for Waiver participants. This includes modifications such as ramps, widening doorways, accessible bathrooms, safety railings, stair lifts, vertical platform lift installation, and other changes to support the inclusion and independence of Waiver Participants.

If your company has been chosen to provide an EMod for a Waiver Participant based on a bid provided, please note the following:

- 1) FMS pays for the project, not the homeowner.
- 2) Health Home or CYES Care Managers or contracted Project Managers/Evaluators manage the project with the vendor and should be the main point of contact for any scope of work questions, concerns, or requested changes.
- 3) FMS will pay up to 50% of the total project cost to begin work and the final 50% of the project fees will be paid upon the Waiver Participant's acceptance of the work completed and a post-project evaluation conducted by a qualified Waiver Evaluator.
- 4) Waiver funded EMod projects can only utilize contractor-grade materials to complete the project. If the homeowner is requesting upgraded materials, you must work directly with the homeowner who will be financially responsible for the cost and installation of those upgrades. Those upgrades must be excluded from any final invoices or project costs submitted to FMS.
- 5) Project invoices must be line-item level (materials, labor, permit fees, etc.) detail and cannot include taxes.
- 6) Invoices need to be made out to CHHUNY, LLC, 2300 Buffalo Rd., Building 500B, Rochester, NY 14624.
- 7) A Vendor Agreement is required to be signed and submitted with proof of insurance to be considered an eligible EMod vendor.
- 8) Vendors cannot deviate from the original approved scope of work in the Vendor Agreement without prior approval or you risk non-payment for the changes. If an issue is

encountered while completing the work that requires deviation from the agreed upon scope, the Care Manager and/or Project Manager must be contacted immediately to submit the scope change request to FMS. If work cannot proceed without the change request approval, the Vendor must halt all work until the approval is granted or is at risk of non-payment for the work related to the scope change.

- 9) Homeowners/participants cannot request a change to the scope of work without FMS approval. If a homeowner/participant requests a change, please contact the Care Manager, Project Manager, and/or FMS immediately to discuss this request with the homeowner/participant.
- 10) FMS will not reimburse for repairs or revisions resulting from scope deviations without prior approval.
- 11) If there are any structural changes to the home discovered after the scope has been approved, the vendor must immediately notify the Care Manager and/or Project Manager. No bids or work may proceed until the FMS provides approval to move forward.
- 12) The Vendor must know and apply New York State Building Code requirements, Current Accessibility Standards, and Federal Accessibility Guidelines under the Fair Housing Amendment Act (as applicable to home modifications) to all work funded by the Children's Waiver.
- 13) For generator projects, the vendor should provide the certificate of completion.
- 14) The provider/vendor must abide by all federal, state, and local building and zoning codes.

For any questions, please contact:

CHHUNY FMS

[fms@childrenshealthhome.org](mailto:fms@childrenshealthhome.org)

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