

DAIL Housing Accessibility Project

Agency Process Training

November 2022



Introductions

DAIL



Direct Access

Today's Training Plan

1

Review new process
and changes

2

Preview new
Assessment items in
Portal


3

Group Discussion

REMINDER:

- There are no changes to the current Home Safety Process or portal steps related to Home Safety Inspections with Evergreen





Assessing the needs of the Participants served

New referrals and placements

5-year renewals (Agencies
develop internal tracking system)

Home visits and service
coordination

Documenting changes in health
and mobility

Required Assessments

When an individual who uses a wheelchair, a walker, or has other mobility or accessibility needs (such as low vision or hearing loss that affect the individual's ability to freely navigate the home environment) **an Accessibility Assessment of the residence and Participant's needs is required.**

1. Creating the Assessment: DAIL Housing Portal

Agencies will create initial Accessibility Assessments in the DAIL Housing Portal



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graph TD; A[Agencies will create initial Accessibility Assessments in the DAIL Housing Portal] --> B[Assessments are created under the participant's case]; B --> C[Reminder to select the correct Assessment template: "Initial Accessibility Assessment"]
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Assessments are created under the participant's case


Reminder to select the correct Assessment template: "Initial Accessibility Assessment"

Data entry

**The initial status of the
Accessibility Assessments will be
*Assessment Requested***

2. Complete and upload the Accessibility Pre-Assessment Form

The new form was designed to capture information about the home environment as well as the participants current mobility needs and ability to utilize and navigate the common areas of the home



The Form must be uploaded using the required naming convention as per the Protocol Addendum

PAA_(Participant Last Name)_(Date)

3. Change the Assessment Status

IMPORTANT: This step is required for the Assessment to move forward in the process.

Log in to DAIL Housing Portal and navigate to the Assessment

Change the Status from “Assessment Requested” to: “To Be Scheduled”

Accessibility Contractor

Accessibility Contractor is monitoring the DAiL Housing Portal for Assessments with the status “To Be Scheduled”

Accessibility Contractor will reach out to the Agency to coordinate the visit date, confirm Agency staff attending the visit, enter visit date into DAiL Housing Portal

4. Attend Assessments

Agency will ensure Agency staff and SLP are present during the Contractor's visit

Prior to the visit the Agency will inform the SLP and Participant on what they should expect during the visit

Completed
Assessments

Contractor will enter results
into the DAIL Housing Portal

Contractor will upload report
to related tab of the
Assessment identifying 4
levels of home modifications

Code	Description	Agency and SLP Responsibility
Red = Immediate Action	Any immediate health or safety risks with potential legal implications.	Agencies must ensure that immediate action is taken to make these corrections or a plan in place to ensure safety until the correction is made. Agencies must incorporate a safety plan within the plan of action.
Yellow = Required	All improvements that will have a considerable impact increasing safety and promoting independence.	Agencies will ensure these required corrections are completed within the 45-day timeline allotted to complete the Assessment.
Green = Encouraged	Medium level solutions requiring extensive modifications to the home.	Agencies and SLP's may choose to make these recommendations or not.
Blue = Innovative	Innovative (blue sky thinking) approaches that may be of benefit.	Agencies and SLP's may choose to make these recommendations or not.

All home modifications levels will be non-compliant in the DAIL Housing Portal

What you can expect to see in the portal

Inspection Mode

Close

Save

	Assessment Item Information	Results	Observations	Corrective Action Notes
ACCESSIBLE ROUTES-EXTERIOR				
ACCESSIBLE ROUTES-INTERIOR				
DOORS				
HALLWAYS				
	AI-467518 Entrance and Exits Doorways and Threshold	Non-Compliant	Yellow: Door threshold is 5"	Required: Threshold needs to be ramped
	AI-467516 Entrance and Exits Railings	Non-Compliant	Yellow: For this participant an ADA complaint railing is required	Required: Raise the current railing to meet ADA standards
	AI-467517 Entrance and Exits Ramps	Non-Compliant	Red: Wood on bottom portion of current ramp is rotting and missing in some places	Immediate Action: Replace the rotting wood or ramp

View Print All Assessment Items

DJ HOWARD

HOME LOCATIONS ASSESSMENTS TASK

Assessment
100 Williams Road

+ Follow Non Compliant Items Request Follow Up Edit

City	Visit Date/Time	Status
Colchester		To be scheduled

Assessment Mode
Print All Assessment Items
Print Conversation


DETAILS RELATED

Assessment Information

Participant Name NeedsaHome	Offline Lock <input type="checkbox"/>
Case 02316791	Record Type DAIL Home Accessibility Assessment - Initial
Location LN-024096	Parent Assessment
Form Template Initial Home Accessibility Assessment	

5. Complete and upload your plan

Agencies will complete the plan portion of the new Agency Accessibility Modification Plan and Request for Modification Reimbursement Form



The form must be uploaded into the DAIL Housing Portal under the Related tab of the Accessibility Assessment using the required naming convention as per the Protocol Addendum: AMPR_(Participant Last Name)_(Date)

6. Complete Home Modifications

Agencies will work with SLP to complete all “RED” and “YELLOW” home modifications as identified by the Accessibility Contractor


Agencies may choose to complete “GREEN” and “BLUE” recommendations

7. Change Result Resolutions

Agency will verify all home modifications are completed and then log in to DAIL Housing Portal



Change the Result Resolution of ALL required and recommended non-complaint items to “Initiate Home Modifications” even if recommended modifications have NOT been completed in the Portal;



To ensure that all items appear on the follow-up assessment

8. Request Follow Up Assessment

Verify

- Agencies must verify that all home modifications are completed prior to requesting the follow-up assessment in the DAIL Housing Portal

Log in and navigate

- Agencies will log in and navigate to the Initial Assessment and create a follow-up as per the current process in the DAIL Housing Portal

Default

- Follow-up Assessment status will default to: “To Be Scheduled”

Accessibility Contractor

Accessibility Contractor is monitoring the DAIL Housing Portal for Follow- Up Assessments with the status “To Be Scheduled”

Accessibility Contractor will reach out to the Agency to coordinate the visit date, confirm Agency staff attending the visit, and enter visit date into DAIL Housing Portal

9. Attend Follow-Up Assessments

- Agency staff and SLP will attend the follow-up visit with the Accessibility Contractor

10. Completed Follow-up Assessments

Accessibility Contractor

- Enter results into the DAIL Housing Portal

Accessibility Contractor

- All green and blue recommended modifications will be entered as compliant if the Agency and SLP choose not to complete them

Accessibility Contractor

- Approve the Assessment in the DAIL Housing Portal

Important Reminders

Assessments with **ONLY** Green and Blue recommendations will not need a follow-up **VISIT** if recommended modifications are not made.

Agencies can only request reimbursements for modifications that are completed within the required timeframes.

11. Request for Reimbursements


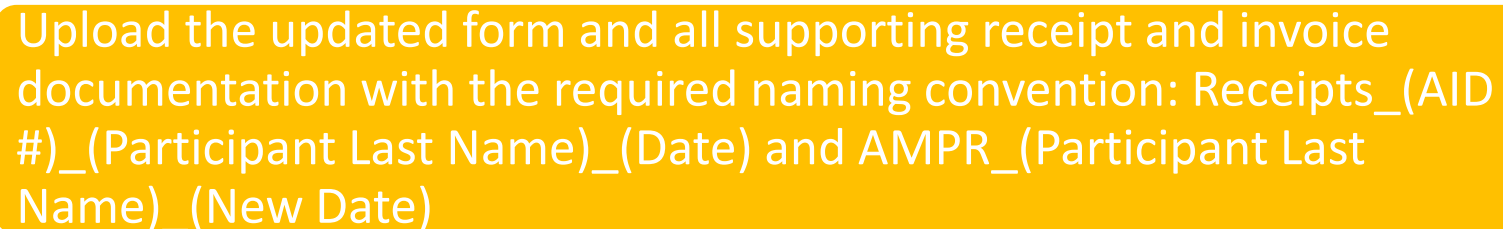
Agencies may request for reimbursement costs associated with completing home modifications up to \$1000.00 per Participant Assessment on APPROVED ACCESSIBILITY ASSESSMENTS



Agencies must complete cost portion of Agency Accessibility Home Modification Plan and Request for Modification Reimbursement Form



Upload the updated form and all supporting receipt and invoice documentation with the required naming convention: Receipts_(AID #)_(Participant Last Name)_(Date) and AMPR_(Participant Last Name)_(New Date)



12. Notify DAIL

1

Agencies will provide DAIL with notification that the reimbursement request forms and supporting documentation have been uploaded

2

Notification link can be found on the new Accessibility Project web Page

3

Notification **MUST** include the Assessment Identification Number (AID) in order to be reviewed

Review of Changes

- No Assessment Request Form (AR) to send to Accessibility Contractor
- Accessibility Contractor will be contacting the Agency to coordinate visit dates
- Accessibility Contractor (not the Agency) will be entering visit dates in DAIL Housing Portal
- Agencies will see both required and recommended home modifications
- Agency will be required to complete and upload the Accessibility Modification Plan and Request for Modification Reimbursement Form
- Agencies must change all required and recommended modification result resolutions to 'initiate home modification' in DAIL Housing Portal

Review of Changes *Cont'd*

- Agencies can request reimbursements for home modifications completed within the required timeframes
- Timelines and processes will be reassessed throughout the project period before formally adopting and implementing
- Accessibility Assessments do not need to be scheduled with Home Safety inspections
- Anticipated start date is December 1st
- Contact DAIL for Accessibility Assessments needed between 11/1/2022 and before December 1st

Questions

Email DAIL @

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