



Southwestern Ohio Council of Governments (SWOCOG)
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Environmental Accessibility Modification Process and Expectations

1. The Home Modification Representative will reach out to the Individual/Caregivers to discuss the recommendations and review the area to be modified.
****It's important to note, the medical professionals who visited the home initially for recommendations to meet the need are not construction experts. The home is now being evaluated for structural effectiveness to support the recommendations.*
2. SWOCOG begins the Request for Provider (RFP). In most all cases, it's a requirement of DODD that the entity doing the modification be a certified provider with DODD. SWOCOG only works with certified DODD providers. The RFP is submitted to all providers certified in this service in the state of Ohio. They have 3 business days to respond to the RFP.
3. Coordination of the Bid Meeting: The bid meeting is coordinated with the home mod rep, individual/caregiver while simultaneously obtaining property owner approval.
****The Property Authorization Form must be signed before moving forward. This is authorization by the property owner for the modification to be completed. It does note that Medicaid funds will not and cannot be used to revert the property back to its previous condition at any time.*

Attendees of the bid meeting will include, SWOCOG Home Mod Rep, Certified Providers who responded to the RFP and anyone else necessary. This is where the providers are supplied with the recommendations of the medical professional. Providers cannot deviate from the recommendations without prior approval of the Home Mod Rep (HMR) or professional making the recommendations.
4. Bid Review Process: Providers are given 10 business days from the bid meeting to submit bids back to the Home Mod Rep. The HMR then reviews the bids for completeness, encompassing all recommendations, products, materials and overall scope of work. In certain circumstances, this step could take longer than 10 business days.
5. Bids are reviewed with individual/caregiver and property owners. It's at this point that together a provider is selected. Lowest cost option that meets the need is discussed as well.
6. The selected provider/bid is shared with the referring County Board of DD. This is the final stage of approval. The CB is reviewing and determining funding.
7. Once funding is approved, this is share with the individual/caregiver and provider.
8. Kick off meeting is scheduled. The kick off meeting is a chance for all parties involved to discuss the project and expectations. Materials, scope of work, start dates etc.
****After this date, no changes can be made.*
9. In-Process. While work is in process with the provider, the Home Mod Rep will complete periodic inspections as well as take necessary pictures.
10. Home Mod Rep reviews satisfaction of family and completeness of the project. The Home Mod Rep completes the Verification of Environmental Modification form. This signifies the completion of the project.