



Pre-Project Evaluation Guidance for Environmental Modifications, Vehicle Modifications, and Adaptive and Assistive Technology

The HCBS Children's Waiver provides Environmental Modifications (EMods), Vehicle Modifications (VMods), and Adaptive and Assistive Technology (AT) to eligible youth under the age of 21. Requests for these services often require a pre-project evaluation. This guidance is being issued to clarify the components of a pre-project evaluation funded by the Home and Community Based Service (HCBS) Children's Waiver.

A Pre-project evaluation is completed for the following reasons:

- To ensure the need of the child/youth will be met with the appropriate modification/equipment and safe for the child's/youth's needs
- To ensure project feasibility
- To provide information that allows contractors/vendors to submit informed and accurate bids for projects

To fulfill the above requirements, a successful pre-project evaluation should include, but not limited to the following elements:

- Name of HCBS child/youth requesting the EMod/VMod/AT service
- Narrative of the proposed project, including the child's/youth's diagnosis as it relates to the requested EMod/VMod/AT service
- Technical drawings of the proposed modification/equipment in its anticipated environment including measurements
- A task list outlining the necessary steps to complete the project
- The materials that would be needed to complete the project
- Any patch work or finish work necessary to complete the project
- Photos of the project site and/or equipment
- Any electrical, structural, or plumbing considerations related to the project
- Any equipment purchases needed for project completion (i.e. harnesses, sling, vanity, etc.) along with anticipated costs and examples of product options.

Please note that that the above elements are not required for all pre-project evaluations. Each EMod/VMod/AT project is unique and may require components not listed above.

The following elements are NOT acceptable examples of a pre-project evaluation: free-hand drawings, generic project descriptions, and project narratives lacking details.

An example of a successful pre-project evaluation is attached (See **Attachment A: Sample Pre-Project Evaluation**).

Any questions regarding pre-project evaluations or the EMod/VMod/AT request process should be directed to EModVModAT@health.ny.gov.