

17.22 Vehicle Modifications

Procedure Codes	Rates	Units	Additional Descriptor	Budget Component
T2039HI	Reasonable & Customary	Single	NA	Individual/Family Supports

17.22.1 Description

Assessments, adaptations, or alterations to an automobile or van that is the participant's primary means of transportation in order to accommodate the special needs of the participant. Vehicle adaptations are specified by the Service Plan, are necessary to enable the participant to integrate more fully into the community and to ensure the health, welfare and safety of the participant.

17.22.2 Service Limits

All Vehicle Modifications are subject to prior approval on an individual basis by the Division. The following are specifically excluded: (1) Adaptations or improvements to the vehicle that are of general utility, and are not of direct medical or remedial benefit to the individual; (2) Purchase or lease of a vehicle; and (3) Regularly scheduled upkeep and maintenance of a vehicle except upkeep and maintenance of the modifications.

17.22.3 Provider Qualifications

All providers of Vehicle Modification services must comply with the standards set forth in this manual.

In addition, Vehicle Modifications providers must meet the following:

- Accredited by the National Mobility Equipment Dealers Association (NMEDA) recognized Quality Assurance Program, or its equivalent -and-
- Compliance with NJ State motor vehicle codes

17.22.4 Examples of Vehicle Modifications

*Please note that examples are not all inclusive of everything that can be funded through this service

- Vehicle steering/brake controls
- Vehicle lift
- Vehicle ramp
- Raising/lowering vehicle roof/floor

17.22.5 Vehicle Modifications Policies/Standards

In addition to the standards set forth in this manual, the service provider and staff must comply with relevant licensing and/or certification standards.

17.22.5.1 Need for Service and Process for Choice of Provider

The need for a Vehicle Modification will be identified through the NJ Comprehensive Assessment Tool (NJ CAT) and the person centered planning process documented in the Person Centered Planning Tool (PCPT). In addition, the following steps must be completed in order to access Vehicle Modifications:

- The Support Coordinator will assist the individual in identifying a business that offers this service and gather an estimate and supporting documentation;
- The Support Coordinator will complete and submit the "Vehicle Modifications Request" form as well as upload the estimate/bid and any supporting documents to iRecord and notify the Division at DDD.ServiceApprovalHelpdesk@dhs.state.nj.us for review. All estimates/bids must include the following:

183

- The requested item needed, including name, model number, and any other identifying specifications (all measurements must be taken by a professional to ensure the specifications are correct);
- Unit cost and quantity, if applicable, and total quoted price;
- Clear itemization of cost of material, labor, and shipping/freight if applicable;
- Name and address of vendor on company letterhead;
- Vendor's Federal ID number;

- Vendor representative's name, phone number, and email address.
- The Division will review the estimate/bid and supporting documentation and provide a determination regarding the requested Vehicle Modifications;
- Upon Division approval, the Support Coordinator will add needed Vehicle Modifications and follow the ISP approval process;
- The Vehicle Modifications provider will render services as prior authorized by the approved ISP and claim through the FI.

17.22.5.2 Documentation and Reporting

Documentation of the delivery of service must be maintained to substantiate claims. This documentation should include the date, start and end times, and number of units of the delivered service for each individual and must align with the prior authorization received for the provision of services.