



DAIL Housing Portal Accessibility Assessment

Agency Process

July 2024

REMINDER:

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



Assessing the needs of the Participants served



New referrals and placements



5-year renewals

(5-Year Expiration Date has been added in the Case)



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

Assessments are created under the Participant's case

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

New Assessment

Select a record type

- DAIL Home Safety Assessment - Initial
- DAIL Home Accessibility Assessment - Follow Up
- DAIL Home Accessibility Assessment - Follow Up - Old Template
- DAIL Home Accessibility Assessment - Initial
- DAIL Home Accessibility Assessment - Initial - Old Template
- DAIL Home Safety Assessment - Follow up
- DAIL Home Safety Assessment Single Room/Bedroom

Additional Record Type options will show when creating a new Assessment.

“DAIL Home Accessibility Assessment – Initial” is to be chosen

Case Number

* Form Template
Initial Home Accessibility Assessment

Address & Scheduling

Assessment ID

* Status
Assessment Requested

Visit Date/Time
Date Time

Agency Super User
Search People...

Assigned Contractor
Search People...

Pre-Inspection Section

Pre-Inspection Complete.

Additional Information

Assessment Comments

Data entry

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

2. Complete and upload the Accessibility Pre-Assessment Form

The new Pre-Inspection for Accessibility 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.

(Providing as much detail as possible on this form is necessary to assist in the Assessment process.)



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 open the Assessment

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

Accessibility Contractor



The 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; and
The Contractor will enter the Visit Date into DAIL Housing Portal

4. Attend Assessment

Agency will ensure Agency staff, Participant, 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	Agency and SLP Responsibility
Immediate Action - Red	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.
Action Required - Yellow	Agencies will ensure these required corrections are completed within the 45-day timeline allotted to complete the Assessment.
Strongly Recommended – Green	Agencies and SLP’s may choose to make these recommendations or not.
Recommended - Blue	Agencies and SLP’s may choose to make these recommendations or not.

HOME LOCATIONS ASSESSMENTS TASK

 Assessment
Testing Street

+ Follow Action Items Request Follow Up Edit ▼

City	Visit Date/Time	Status
Barre		Assessment Requested

DETAILS RELATED


Click “Action Items” to view the Recommended and Required Assessment findings by the Accessibility Assessment Contractor.

What you can expect to see in the portal, for Assessment after July 1, 2024

Section 1 - Entrance and Exit Stairs (Exterior)	Assessment Item Information	Result	Action Category	Result Resolution	Variance Notes	Observation Notes	Corrective Action Notes	Corrective Action Due Date	Feedback
Section 11 - Miscellaneous Modifications	AI-499667 1.8 Handrails on the exterior stairs are securely attached and at an appropriate height	Action Recommended	Strongly Recommended	Initiate Home V					
All Required Items									
All Recommended Items									
All Recommended and Required Items	AI-499671 1.9 Handrails on the exterior stairs are made of a material that is easy to grip and non-slip, to ensure safe use, including those who use mobility aids	Action Required	Action Required	Initiate Home V					
All No Action Taken Items									
All Variance Items									
All Home Modification Items									
	AI-499692 11.8 Assistive technology or devices assisting with communication difficulties in navigating and accessing the home more comfortably, such as voice activated assistants, visual supports, or communication apps	Action Recommended	Recommended -	No Action Taken					
	AI-499693 11.9 Voice-operated smart systems, or alternative access methods, can be effectively utilized.	Action Required	Immediate Action	Initiate Home V					

5. Complete and upload your Agency Accessibility Modification Plan

Agencies will complete the Modification 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 *Initial* 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

Agency, SLP, Participant and their team may choose to complete “GREEN” and “BLUE” home modifications that are recommendations

7. Change Result Resolutions

Verification:

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

Result Resolution Required Items:

Change the Result Resolution on the *Action Required* items to “Initiate Home Modifications”

Result Resolution Recommended Items:

Change the Result Resolution on the *Action Recommended* items to:

“Initial Home Modifications” if home modifications were made; or

“No Action Taken” for items in which no home modification was made.

	Assessment Item Information	Result	Action Category	Result Resolution	Variance Notes	Observation Notes	Corrective Action Notes	Corrective Action Due Date	Feedback
Section 1 - Entrance and Exit Stairs (Exterior)									
Section 11 - Miscellaneous Modifications									
All Required Items									
All Recommended Items									
All Recommended and Required Items									
All No Action Taken Items									
All Variance Items									
All Home Modification Items									
	AI-499667 1.8 Handrails on the exterior stairs are securely attached and at an appropriate height	Action Recomme	Strongly Recomm	Initiate Home M					
	AI-499671 1.9 Handrails on the exterior stairs are made of a material that is easy to grip and non-slip, to ensure safe use, including those who use mobility aids	Action Required	Action Required	Initiate Home M					
	AI-499692 11.8 Assistive technology or devices assisting with communication difficulties in navigating and accessing the home more comfortably, such as voice activated assistants, visual supports, or communication apps	Action Recomme	Recommended -	No Action Taken					
	AI-499693 11.9 Voice-operated smart systems, or alternative access methods, can be effectively utilized.	Action Required	Immediate Actio	Initiate Home M					

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, then create a follow-up as per the current process in the DAIL Housing Portal

Default

- Follow-up Assessment status will default to: "Assessment Requested" The agency must change the status "To Be Scheduled"
- **IMPORTANT:** This step is required for the Assessment to move forward in the process.

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 they will enter the Visit Date into DAIL Housing Portal

9. Attend Follow-Up Assessments

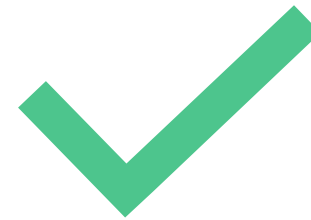
Agency staff, Participant, and SLP will attend the follow-up visit with the Accessibility Contractor

10. Completed Follow-up Assessments



Accessibility Contractor

Enter findings into the DAIL Housing Portal



Approve the Assessment in the DAIL Housing Portal

If everything meets the needs, the Contractor will Approve the Assessment in the DAIL Housing Portal

Assessment Record Type DAIL Home Accessibility Assessment - Initial
Assessment Number AID-00011703 **Assessment Status** Assessment Requested
Home Provider Name Test SLP Tester
Physical Address Testing Street Barre Vermont 12345
Provider Agency Name Green Mountain Support Services (GMSS)
Visit Date
Accessibility Assessment Expiration Date

Category	Assessment Item Information	Result	Result Resolution	Observation Notes	Corrective Action Notes	Corrective Action Due Date	Variance Notes	Feedback
Section 1 - Entrance and Exit Stairs (Exterior)	AI-503387 1.2 Exterior steps are in good condition, free from cracks, chips, or other damage that could pose a hazard	N/A						

The 'Print All Assessment' report for an Accessibility Assessment includes Result Resolution, Visit Date, and the Accessibility Assessment Expiration Date.

5-Year Expiration Date for Accessibility Assessments

The screenshot shows a case management interface. At the top, there is a progress bar with four stages: 'Open' (highlighted in blue), 'Emergency Placement Approved', 'Approved', and 'Closed'. To the right of the progress bar is a green button labeled 'Mark Status as Complete'. Below the progress bar, there are two tabs: 'DETAILS' and 'RELATED'. Under the 'DETAILS' tab, there is a section titled 'Location & Participant Information'. This section contains several fields, each with an edit icon (pencil) to its right. The fields are: 'Participant Name' (value: Happy Day), 'Move-in Date' (value: 6/7/2029), 'Case Number' (value: 02320340), 'Location' (value: LN-024791), 'Mobility and Accessibility Needs' (value: Other mobility assistance needed), 'Status' (value: Open), 'Program' (value: Home and Community Based Services - DDSD), 'Home Safety Assessment Expiration Date', and 'Accessibility Assessment Expiration Date' (value: 6/7/2029). A red arrow points to the 'Accessibility Assessment Expiration Date' field.

Field	Value
Participant Name	Happy Day
Move-in Date	6/7/2029
Case Number	02320340
Location	LN-024791
Mobility and Accessibility Needs	Other mobility assistance needed
Status	Open
Program	Home and Community Based Services - DDSD
Home Safety Assessment Expiration Date	
Accessibility Assessment Expiration Date	6/7/2029

The 5-Year Expiration Date for the Accessibility Assessment is located in the Case. Reports listing the Accessibility Expiration Dates will be available for the agencies to use.

Important Reminders

Assessments with **ONLY** recommendations, and modifications are not being made, 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 provide DAIL notification, via web request, that the reimbursement form and supporting documentation have been uploaded into the Portal

2

Notification link can be found on the DAIL Housing Accessibility web Page:

<https://ddsd.vermont.gov/form/accessibility-modification-reque>

3

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

Reminders

- 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 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

Questions

Email DAIL at:

AHS.DAILHousingPortal@vermont.gov

Resources and forms can be found on the DAIL
Housing website at:

[https://ddsd.vermont.gov/services-
providers/services/housing-safety-and-accessibility-
process](https://ddsd.vermont.gov/services-providers/services/housing-safety-and-accessibility-process)

