

DAIL Housing Accessibility Portal Enhancement June 2024

Agency Process Training



New Enhancements July 2024

Assessments created
after
June 24, 2024

- Assessment item Result values have changed:
 - Compliant
 - Action Required
 - Action Recommended
- New Action Items Screen (replacing Non-Compliant Screen)
- New Action Category Field
 - Immediate Action - Red
 - Action Required - Yellow
 - Strongly Recommended – Green
 - Recommended - Blue
- Result Resolution value added:
 - ‘No Action Taken’ (Action Recommended Results ONLY)
- The agency must change the Follow-up Assessment Status “To Be Scheduled”
- 5-Year Expiration Date field for Accessibility Assessment populates in the Case for approved assessments

Note: Any Accessibility Assessment that was created prior to June 24th will continue to look and be processed under prior process.

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

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, after July 1, 2024

	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 Recommended	Strongly Recommended	Initiate Home Visit					
	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 Visit					
	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 Visit					

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

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 modification is made;

or

“No Action Taken” for items in which no home modification is 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									
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	AI-499693 11.9 Voice-operated smart systems, or alternative access methods, can be effectively utilized.	Action Required	Immediate Actio	Initiate Home M					

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.

5-Year Expiration Date for Accessibility Assessments

The screenshot displays a case management interface. At the top, a progress bar shows the case status: **Open** (highlighted in blue), **Emergency Placement Approved**, **Approved**, and **Closed**. A green button labeled **Mark Status as Complete** is located to the right of the progress bar.

Below the progress bar, there are two tabs: **DETAILS** (selected) and **RELATED**. Under the **DETAILS** tab, a section titled **Location & Participant Information** is expanded. This section contains two columns of fields, each with an edit icon (pencil) to its right:

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

A red arrow points to the **Accessibility Assessment Expiration Date** field, which contains the date **6/7/2029**.

The 5-Year Expiration Date for the Accessibility Assessment is located in the Case, once the Assessment has been Approved.

Reports listing the Accessibility Expiration Dates will be available for the agencies to use.

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						
Section 1 - Entrance and Exit Stairs (Exterior)	AI-503385 1.3 Exterior steps are free from physical barriers that prevent, or makes it difficult, to utilize the exterior steps	N/A						
Section 1 - Entrance and Exit Stairs (Exterior)	AI-503383 1.4 Exterior steps are even and easy to use	N/A						

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

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)

