



## SDS EMOD Planning Guide

*This is a general guide to assist Recipients, Guardians,  
Care Coordinators, & Contractors with EMOD Planning*

**Summary of service:** An Environmental Modification (EMOD) helps a Home and Community Based Waiver recipient function with greater independence in their home and/or adapt a residence to meet the recipient's accessibility needs.

- The recipient's current and chronic needs will be met by modifying their home environment.
- The Care Coordinator has an important role in educating, requesting, overseeing, and verifying the service has been completed correctly for the recipient.
- EMODs are completed by a SDS certified construction contractor.
- The total cost of the EMODS available to the person may not exceed \$18,500 every 36 months.
- The provider must complete the EMOD project no later than 90 days after the start of construction or the initial payment made on a claim for service, whichever is first.

**Resources to review before submitting the request:**

- Alaska's EMOD Regulation 7 AAC 130.300
- Conditions of Participation for EMOD Services COP-12
- Conditions of Participation for Care Coordination Services COP-02, Section V

**Paperwork to complete EMOD request include:**

- EMOD forms located on the SDS Website. It is the CC's responsibility to provide current forms to the contractor.
  - Property Owners Consent to Environmental Modification
  - Applicable Cost Estimate form (EM-03 through EM-14)
- Photos of the area to be modified. All areas used for similar purposes must be documented. (Example: If requesting a ramp to enter/exit home, all entrances and exits must be photographed to ensure the scope of work proposed is appropriate, consistent with regulatory guidelines and not duplicative.)
- Sketch of project from contractor to ensure ADA compliance.

**Factors that may impact approval an EMOD:** (Every situation is unique. These are guidelines to help planning. They do not guarantee a request will be approved or denied.)

**EMOD may be approved if the request:**

- Will directly meet the recipient's current and chronic needs.

- Modifies the primary residence of the recipient (owned or with landlord's permission).
- Property owner has given consent. (Signed Property Owners Consent to EMOD form).
- Cost Estimate forms are fully completed on the currently approved SDS forms (not the contractors' business forms).
- Each project is separated out by an appropriate Cost Estimate sheet. (Example: cannot combine stair lift and ramp on the same cost sheet)
- Provider with the lowest estimate (which includes all materials, labor, permits, and special fees where applicable) is awarded the project. (However, an EM-14 form can be submitted. It must be approved and signed by the SDS director.)
- Does not exceed \$18,500 in 36 month period.

**EMODS will not be approved if the request:**

- Modifies an assisted living home or temporary residence. (Family Habilitation homes excluded based on case by case approval.)
- Will indirectly meet the recipient current needs, are temporary, or are for future needs.
- Modifies ongoing new construction, is part of planned renovation, or renovation is in progress.
- Increases the square footage of the residence. (Example: Cannot make a bathroom bigger by removing a wall between another space like a closet. Cannot add to the structure by converting a garage, carport, or outside space.)
- Is for repairs or routine maintenance that is the responsibility of the home owner. This includes general utility adaptations, modifications, or improvements to the existing residence. (Examples: replacing subflooring, roof repair, central air conditioning, heating system, sewer system replacement, appliances, cabinets, shelves, broken fixtures)
- Is for prohibited items. (Examples: hot tubs, saunas, or hydrotherapy devices.)
- Changes the use of the room, for example a laundry room into a bathroom.
- Includes any feature or material upgrades. This includes privately purchased materials. (Examples: Upgrading a standard exterior grade door with a custom-decorative door.)
- Work or improvements to outbuildings, yards, driveways or fences.
- Is intended to constrain or restrict the individual. EMODS are for accessibility and independence.
- Duplicates environmental modifications completed through alternative funding sources. (Example 1: One bathroom was modified for accessibility through grant funding, SDS EMOD requests second bathroom to be accessible. Example 2: A ramp has been installed to the front door, an EMOD request for a second ramp to back or side door may not be approved.)

I attest that I have read and understand this EMOD Planning Guide, and that the request for an EMOD is compliant with regulations at 7 AAC 130.300, the EMOD Conditions of Participation, and section V of the Care Coordination and Long Term Services and Supports Targeted Case Management Conditions of Participation.

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Care Coordinator Signature and Date