

Adaptive Aid Flowchart

DSSW is happy to have the opportunity to assist you with securing your adaptive aid.

Please recognize that this process is not fast – there are CLASS rules that must be followed. Three months to completion is the norm.

STEP 1

The Service Planning Team (SPT) completes Form 3660 & adds professional evaluation, funds, AA specifications to IPC.

Effective date will be 30 days from the last signature.



STEP 2a

DSSW will...

A. Verify funds for professional evaluation and specifications.

B. Contact professional to complete Forms 3660 & 3849A. These Forms are to be completed within 30 days of authorization.

C. Professional completes and returns Form 3660 & 3849A (3849 A required for AA's < \$500.00)

D. Form 3849A signed by client/LAR & DSA (required for AA's < \$500.00)



Is this a Van Modification?

- Yes, continue to STEP 2b.
- No, continue to STEP 3.



STEP 2b

- Proof of Ownership obtained.
- Proof van is less than 5 years old and has less than 50,000 miles OR has passed independent vehicle inspection.

CONTINUE to STEP 3



STEP 3 – Cost of Item

- DSSW will obtain 3 price quotes or send specs to vendors with request for 3 bids.
- Quotes or bids must be obtained within 60 days of completion of specifications.
- Request bids
- Bids received
- Bid selection form completed

CONTINUE to STEP 4



STEP 4 – Procurement Process

A. Forms 2067, 3660 & 3849A, are submitted to CMA requesting funds and a requisition fee. **CMA has 14 days to obtain signatures and submit to DADS.**

B. IPC signed by Program Director. **Note: Effective date will be at least 30 days out from the PD's signature date/date sent to DADS.**

C. Funds for AA are added to MESAV.

D. Purchase Order initiated in DSSW system.

E. Purchase Order approved in DSSW system.

F. Order is placed for Adaptive Aid.



STEP 5 – Timeframe for Delivery

- Funds for Adaptive Aid are added to MESAV.
- Under \$500 – delivery in 14 business days.
- Over \$500 – delivery in 30 business days.
- Medical supplies are delivered in 5 days unless immediately needed.
- Medical supplies that are needed immediately are delivered in 2 days.

Should your Adaptive Aid be delayed, your PD will notify you of the delay within the above time frame and Form 2067 will be completed and forwarded to your CM.

CONTINUE to STEP 6



STEP 6 – AA Completed

Congratulations!

You have almost completed the Adaptive Aid process.

CONTINUE to STEP 7



STEP 7 – Documentation of Completion

- Form 8605, should be completed by DSSW staff within 10 workdays of the delivery & prior to billing.
- Completed Form 8065 Faxed to Case Management Agency within 7 DADS workdays.

Thank you for working with us throughout this process.
It is always our pleasure to work with you!