

Minor Home Modification Flowchart

DSSW is happy to have the opportunity to assist you with securing your home modification.

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.



STEP 2

DSSW will...

- A. Verify funds for professional evaluation in MESAV.
- B. Contact professional to perform assessment and complete Forms 3660.
- C. Professional completes & returns assessment and Form 3660.
- D. SPT team agrees MHM is needed and requests funds for specifications.
- E. Verify funds for specifications are in MESAV.
- F. Submit PO request for specifications.
- G. The contractor is notified to complete specs & Form 3849A. Specifications are to be completed within 30 days of authorization.
- H. Contractor returns specs & Form 3849A. *specifications MUST include a ONE year warranty.
- I. Form 3849A signed by client/LAR, CMA & DSA

CONTINUE to STEP 3



STEP 3 – Permission to Modify Date

Permission to modify was secured on:

CONTINUE to STEP 4



STEP 4a – 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 5



DSA must include documentation from the vendor for a warranty of at least ONE year.



STEP 5 – Procurement Process

- A. Forms 2067, 3660 & 3849A, specs and bids are submitted to CMA with request to add funds.
- B. Proof of Ownership obtained.
- C. Funds added to MESAV.
- D. Purchase Order initiated in DSSW system.
- E. Purchase Order approved in DSSW system.
- F. Vendor will begin construction within 7 days of authorization of IPC effective date.

The Vendor has 60 days to complete the MHM.



STEP 6 - MHM Completed

Congratulations!

You have almost completed the Home Modification process.

CONTINUE to STEP 7



STEP 7 - Inspection

- Inspection Purchase Order initiated in DSSW system.
- Insp. Purchase Order approved in DSSW system.
- Inspector notified to complete inspection.

CONTINUE to STEP 8



STEP 8 – Documentation of Completion

- Inspection and Documentation of Completion, Form 8605, should be completed within 10 workdays of MHM completion.
- Completed Form 8605 Faxed to Case Manager within 7 DADS workdays.

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