



Department of Health

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Children's Waiver Environmental/Vehicle Modifications (E/VMods) and Assistive/Adaptive Technology (AT) ***Pre-Project Evaluation Payment Request Form***

To: Local Departments of Social Services (LDSS), Health Home Care Management Agencies (CMA), and Children and Youth Evaluation Services (C-YES)

The Children's Waiver provides a number of Home and Community Based Services (HCBS) for children and youth up to the age of 21 years old. Children and youth with Fee-for-Service Medicaid participating in the Children's Waiver who need HCBS Environmental Modifications (EMods), Vehicle Modifications (VMods), and Assistive/Adaptive Technology (AT) will work with the LDSS, who is responsible for the authorization of such services in accordance with the person-centered Plan of Care for eligible and enrolled children/youth.

Since the implementation of the Children's Waiver on April 1, 2019, there have been some challenges in having EMods, VMods, and AT projects determined, approved, and completed. One of the primary concerns is the limited number of available evaluators to assess and determine the need for these services, for the project work to be approved and started. Timely payment to evaluators is necessary to ensure the continued available use of these evaluators.

Therefore, the NYS Department of Health has developed a process for the LDSS to be able to pay for evaluator's services at the time their assessment is complete, instead of waiting until the entire project has been completed. Through the ***Pre-Project Evaluation Payment Request Form***, the LDSS will be able to submit for the evaluation payment immediately upon their work being completed. The form, along with a copy of the pre-project evaluation, and any associated invoice(s) should be submitted to reconcile payment for the pre-project evaluation at the beginning stages of the project request.

The role of the CMA: *The Pre-Project Evaluation Payment Request Form* is to be completed by the HHCM/C-YES immediately after a pre-project evaluation is completed. The completed form, including all necessary signatures, a copy of the pre-project evaluation, and any associated invoice(s) should be submitted to the LDSS within five (5) business days from the date of evaluation. *The Pre-Project Evaluation Payment Request Form* can be submitted before a *Description and Cost Projection Form*.

The role of the LDSS: The LDSS will date stamp the *Pre-Project Evaluation Payment Request Form* on the date of receipt. The LDSS will have five (5) business days to render a decision about the form. If the form is incomplete or missing required information, the LDSS will request additional information from the HHCM/C-YES within the five days. If the form is complete, the LDSS will send to NYSDOH via secure email to EModVModAT@health.ny.gov.

The role of NYSDOH: NYSDOH will review the *Pre-Project Evaluation Payment Request Form* within five (5) business days of receipt. If the form is incomplete or missing information, NYSDOH will request additional information from the submitting LDSS within the five days. If the form is complete, NYSDOH will submit a payment request to the Office of Temporary and Disability Assistance (OTDA). NYSDOH will notify the submitting LDSS via email when the payment request is submitted. OTDA will issue funds to the LDSS County treasurer once the request is processed.

Questions can be directed to EModVModAT@health.ny.gov. For FAQs and other guidance visit [here](#).