

CLASS Program Adaptive Aid Flowchart

This is the process once all non-waiver resources have been exhausted. Non-waiver resources are Private Insurance, Medicaid MCO, and Medicare (if applicable). Adaptive Aids purchasable through the CLASS Program must be found in Appendix I of the CLASS Program Manual.

Appendix I of the CLASS Program Manual is available online at:

<https://www.hhs.texas.gov/handbooks/community-living-assistance-support-services-class-provider-manual/appendix-i-adaptive-aids>

STEP 1

- Individual/LAR makes a request for an Adaptive Aid. If required, SPT adds professional evaluation funds, and/or AA specifications to IPC.
- A Form 3660 must be completed by the appropriate licensed professional. Appendix I of the CLASS Program Manual lists which licensed professional can complete Form 3660.

STEP 2a

- If evaluation by a licensed professional is required through CLASS funding, DSA will contact professional to complete Forms 3660 & 3849A. These Forms should be completed within 30 Calendar Days of authorization of the IPC adding those funds.
- Professional completes and returns Forms 3660 & 3849A. (3849A is required for AA's costing more than \$500.00)
- Form 3849A signed by Individual/LAR & DSA. (required for AA's costing more than \$500.00)

Is this a **Vehicle Modification**?

- YES, continue to STEP 2b
- NO, continue to STEP 3

YES

STEP 2b

- Proof of Vehicle Ownership obtained from Individual/LAR.
- Proof Vehicle is less than 5 Years Old and has less than 50,000 Miles OR has passed independent vehicle inspection.
- If vehicle inspection is required, Form 2432 must be completed.
- It is imperative that Individual/LAR work with the mobility company to establish any restrictions or limitations for their specific vehicle's modification.

NO

STEP 3

- DSA will obtain 3 bids or send specs to vendors with request for 3 bids.
- Quotes or bids must be obtained within 60 days of completion of specifications.
- DSA must document any delay in procurement of specs and/or bids.
- DSA is only required one bid for eyeglasses, hearing aids, batteries and repairs, orthotic devices, orthopedic shoes and braces.

STEP 4 - Procurement Process

- Forms 2067, 3660, 3849A, and bids are submitted to CMA from DSA requesting funds and an inspection fee. CMA has 5 Business Days to convene SPT and initiate IPC revision adding funds for the purchase of the AA.
- IPC will be signed by all SPT Members and will be effective at least 30 Calendar Days from the date of the last signature on the IPC.
- Once funds are authorized by HHSC and are added to MESAV, DSA will initiate a Purchase Order for the vendor and the Adaptive Aid will be ordered.

STEP 5 - Timeframe for Delivery

- Under \$500 - Delivery in 14 Business Days.
- Over \$500 - Delivery in 30 Business Days.
(Vehicle Modifications may take longer)
- Medical supplies are delivered in 5 Business Days unless they are immediately needed.
- Medical Supplies that are immediately needed are delivered in 2 Business Days.

Should your Adaptive Aid be delayed, your DSA will notify you of the delay within the above timeframe and Form 2067 will be completed and forwarded to your CMA.

STEP 6 - Documentation of Completion

- Form 8605 should be completed by DSA Staff within 10 Business Days of the delivery of the Adaptive Aid.
- Completed Form 8065 is faxed to your Case Management Agency.

Your Case Manager is here to assist you through the process and provide clarification on the required steps.
Please reach out with any questions you may have.
Remember, this is a process!