

## Home Modification Assessment

### *Exam Spec*

*Available under Pathways, Health and Wellness, and TBI*

### What is Exam Spec?

Exam Spec is used to assess for a home modification that is safe, appropriate, and feasible to ensure accurate and objective bids and workmanship. Exam Spec will conduct assessment prior to any home modification work and an inspection upon completion of work.

Exam Spec will assess the home for physical adaptations and incidental structural repairs to facilitate modification.

### What is needed to provide Exam Spec?

Cannot be a Home Modification provider or associated with any providers.

Exam Spec must hold one of the following licensures or certifications:

- Licenses Home Inspector
- Certified Aging In Place Specialist (CAPS Certification – National Association of Home Builders)
- Executive Certificate in Home Modification (University of Southern California)

### How to apply for Exam Spec?

Prepare the following documents:

#### **Documents to Gather**

- W-9 Tax Form/EIN
- Background Check (for owner and current employed)
- Liability Insurance Policy
- Secretary of State Letter
- Proof Certification/Degree/Experience

#### **Operations Manual**

- Personnel Policy
- Job Descriptions
- Job Performance Evaluation Policy
- Employee's Rights and Responsibilities
- HIPAA Compliance Policy
- File Retention Policy
- Transfer of Information Policy
- Organizational Chart
- Quality Assurance/Quality Improvement Policy
- Incident Reporting Policy

### Resources

- [HCBS Waiver Manual](#)

- [Aging Rule](#)