

Home Modification Assessment

EXAM SPEC

Available under PathWays, Health and Wellness, and TBI

What is EXAM SPEC?

EXAM SPEC is used to assess for home modification that is safe, appropriate, and feasible to ensure accurate and objective bids and workmanship. EXAM SPEC will conduct an 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.

An annual cap of \$628 is available for services.

What is needed to provide EXAM SPEC?

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

EXAM SPEC providers must hold one of the following licensures or certifications:

- License: IC 2520.2 Home Inspector
- Certified Aging-in-Place Specialist (CAPS Certification – National Association of Home Builders)
- Executive Certificate in Home Modifications (University of Southern California)
- Architect per IC 25-4

How to apply for EXAM SPEC?

Prepare the following documents:

Documents to Gather

- Background Check Results
- Proof of Certification/Degree/Experience
- Proof of Liability Insurance
- Secretary of State Letter
- W-9 Tax Form/EIN Letter

Operations Manual

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

Resources

- [OMPP HCBS Waiver Manual](#)
- [DDRS HCBS Waiver Manual](#)
- [Aging Rule](#)
- [Home Inspectors Licensing](#)
- [Architect Licensing](#)
- [CAPS Certification](#)
- [Executive Certificate in Home Modifications](#)