

**State of Vermont**

Department of Disabilities, Aging and Independent Living  
Adult Services Division  
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*Agency of Human Services*

# MEMO

**To: Adult Family Care and Brain Injury Shared Living Provider Agencies**

**From: Lisa Edson Neveu- Quality Assurance and Provider Relations Program Director, Adult Services Division (ASD)**

**Date: June 23, 2021**

**Re: Accessibility Inspection – Timeline for Completion**

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When an individual who uses a wheelchair, a walker, or has other mobility or accessibility needs (such as low vision or hearing loss that affect the individual's ability to freely navigate the home environment) receives home supports funded by the state and/or federal government, an Accessibility Inspection of the residence is required. The Accessibility Inspection is intended to maximize an individual's independence and level of safety and is designed to provide workable and safe environments for caregivers. Per the existing protocol dated July 2020, for individuals who receive services through Adult Family Care and the Brain Injury program, the Accessibility Inspection must be completed, and all identified non-compliant items corrected prior to the individual moving into the home.

The Adult Services Division (ASD) and Developmental Disabilities Services Division (DDSD) are in the process of reviewing the current Accessibility Inspection process. This review may take several months and will include input from agencies and other stakeholders. As a first step, ASD and DDSD held a listening session with provider agencies on June 4<sup>th</sup>, 2021. Discussion included the challenges of the current Accessibility Inspection process and barriers providers are facing to a timely completion of this process.

In response to the immediate concerns raised by agencies, as of the date of this memo, **Adult Family Care providers and Brain Injury providers will now have 30 days from the date the individual moves into the home, or the AFC/BI start date for individuals who already live in the home, to complete the Accessibility Inspection process.** This will allow time for the individual to move into the home, for the agency to have a PT/OT functional evaluation completed and for identified non-compliant items to be brought into compliance. It is the responsibility of the agency to ensure this process is completed within 30 days of the move-in date. This 30-day period will be strictly monitored.



**The current requirement for the Housing Safety Inspection to be completed prior to move in has not changed.** Unless an Emergency Placement has been approved by ASD, all shared living homes for individuals receiving services through Adult Family Care and the Brain Injury program must have a successfully completed Home Safety Inspection, and all non-compliant items corrected prior to the individual moving into the home.

If you have additional questions or if clarification is needed, please contact me or the members of the ASD Quality Management Unit.

Thank you,  
Lisa Edson Neveu

Cc: Angela Smith-Dieng, Adult Services Division Director  
Selina Hickman, Developmental Disabilities Services Division Director