

START



Counselor and consumer begin steps toward Vehicle Modification, after determining that transportation needs can not be met by other means.

Counselor reviews BRS VM policy fact sheets with consumer.

Counselor refers the consumer to the Easter Seal Mobility Center (ESMC) for a Vehicle Evaluation or to DMV/HDTs (if the consumer requires only a left foot gas pedal or other minor modifications)

After the evaluation is completed, ESMC emails a copy of the Vehicle Evaluation Report (VER) both to the counselor and Juanita Allen in C.O.

Counselor reviews VER and contact ESMC with any questions.



Vehicle Modification Process



After the VER is received counselor sends VER, BRS VM Policy manual and cost of Vehicle Ownership fact sheet to the consumer.

If consumer is not owner of vehicle, send Agreement for Vehicle Modification to consumer to obtain owner's signature/permission.

When Counselor is ready to proceed with getting bids (as prescribed in the VER), notify Juanita Allen in CO to proceed with the bidding process.

After the bids are received, Juanita emails the bid results to the Counselor. Counselor discusses bids results with consumer and advises Juanita of consumer's choice of vendor.

Juanita awards the bid (Bid is typically awarded to lowest bidder) and notifies the consumer and vendor (with a copy to the counselor) with instructions on how to proceed.

After bids are awarded counselor develops the IPE with the consumer to include vehicle modification services and generate authorizations to vendor.

Upon completion of the VM, the vendor notifies the Automotive Engineer who will contact counselor to indicate date of final inspection of vehicle. Counselor generates the authorization for the inspection.

The Connecticut Tech Act Project offers an Assistive Technology Loan Program to purchase Assistive Technology devices and services, including financing the cost of a vehicle. Contact the AT Loan Manager for more information. www.cttechact.com/loan

Automotive Engineer provides Inspection Report to Counselor.

If the report is fail or pass conditional, obtain information from vendor verifying that work is completed or re-inspected (as appropriate) by automotive engineer.

Receive signed Inspection Report by vendor with billing information and QAP#. After receiving inspection report indicating all work is completed to specifications, Counselor signs authorization (BRS paperwork to pay vendor for vehicle modification).

