

Adapting Your Home

Roles and Responsibilities



Claim number: _____

To ensure the success of your home adaptation project, you must take an active part in all stages of the process. For its part, the Société de l'assurance automobile du Québec (SAAQ) undertakes to support you throughout the project. Several qualified people will assist and advise you to ensure that your project meets your eligible needs covered under Québec's automobile insurance plan.

YOUR RESPONSIBILITIES (OR THOSE OF YOUR REPRESENTATIVE)

- Inform the SAAQ before having your home adapted.
- Inform the SAAQ if you plan on moving or before acquiring a new home.
- Consider your disabilities and needs when choosing a new home.
- Check with the SAAQ to make sure that the home chosen qualifies for insurance coverage.
- Obtain written authorization from the owner or co-ownership association to have a rental property adapted.
- Choose the occupational therapist, architectural consultant and bidders (general contractors holding a licence issued by the Régie du bâtiment du Québec).
- Obtain SAAQ authorization before purchasing equipment necessary for the adaptation.
- Make your needs known.
- Participate in putting into place the adaptation project and collaborate in the process, in compliance with the possibilities and limits of the home adaptation guidelines.
- Have the work done.
- Obtain guarantees from your suppliers.
- Ensure the new installations are maintained in good condition.
- Obtain SAAQ authorization before having the adaptation equipment repaired.
- Draft an emergency plan in collaboration with your municipality.

RESPONSIBILITIES OF THE SAAQ'S ACCIDENT VICTIM COUNSELLOR

- Verify whether you qualify for a home adaptation solution.
- Explain the home adaptation coverage provided by the insurance plan.
- Find out what your needs are.
- Assist you throughout the home adaptation process, including for finding suppliers.
- Coordinate the involvement of the various people working on your file.
- Ensure your understanding and participation, and make arrangements for the next steps.
- Determine the type of adaptation based on your temporary, occasional and permanent needs and based on your social environment.
- Request professional services from the occupational therapist of your choice.

NAME: _____

TELEPHONE: _____

RESPONSIBILITIES OF THE OCCUPATIONAL THERAPIST

- Assess your functional capabilities.
- Clearly identify your adaptation needs and make recommendations regarding how your home should be altered to meet those needs.
- Participate in the home adaptation project that takes into account the eligibility criteria of the insurance coverage and your expectations (in particular, study the adaptation solutions proposed by the architectural consultant and the drawings and specifications in order to ensure that your functional needs are met). Assist you in your dealings with suppliers of specialized equipment.
- Ensure that the alterations carried out are safe and functional.

NAME: _____

TELEPHONE: _____

RESPONSIBILITIES OF THE ARCHITECTURAL CONSULTANT

- Present you the steps in the adaptation project, in particular, finding bidders, signing the contract with the contractors, paying the amounts authorized and, if necessary, seeking recourse with the suppliers.
- Propose, in collaboration with you and the occupational therapist, the most appropriate and least expensive solution.
- Prepare documents detailing the alterations to be made (drawings and specifications) in compliance with the solution chosen by the SAAQ and taking into account the use of standard construction materials and the choice of home adaptations, at the lowest cost.
- Submit everything to the SAAQ for approval.
- Return the specifications and drawings to you so that you can obtain the required bids.
- Verify the bids submitted and make a recommendation regarding the amount that should be allocated for the project.
- Provide you with support throughout the process, as required.
- Visit your home to check that the alterations have been made according to the specifications provided.

NAME: _____

TELEPHONE: _____

RESPONSIBILITIES OF THE SAAQ'S HOME ADAPTATION PROFESSIONAL

- Analyze the occupational therapist's recommendations.
- Prepare a description of your eligible needs that qualify for coverage under the insurance plan.
- Review the drawings and specifications prepared by the architectural consultant.
- Ensure that the proposed solution meets your needs based on the most appropriate solution at the lowest cost.
- Determine the amount of financial assistance to be awarded based on the architectural consultant's recommendation stemming from his or her analysis of the bids and detailed cost estimate.
- Reimburse you for the alterations carried out and eligible equipment detailed in the chosen solution.



To mail or fax us documents:

Société de l'assurance automobile du Québec
Case postale 2500, succursale Terminus
Québec (Québec) G1K 8A2

Fax: 418-643-1654 or 1-866-289-7952

**Société de l'assurance
automobile**

Québec 

Avec vous,
au cœur de votre sécurité