

# Adapting Your Home

# STEPS TO FOLLOW



STEP	ACTION	RESPONSIBILITY
1	<b>EVALUATE THE SITUATION</b> <input type="checkbox"/> Contact you to provide you with information about insurance coverage. <input type="checkbox"/> Find an occupational therapist. <input type="checkbox"/> Analyze your functional capabilities, assess your home adaptation needs and provide the SAAQ with recommendations.	Accident victim counsellor You or your representative Occupational therapist
2	<b>ANALYZE AND CHOOSE A SOLUTION</b> <input type="checkbox"/> Prepare a list of your needs that qualify for coverage under the insurance plan. <input type="checkbox"/> Mandate an architectural consultant that you have already chosen. <input type="checkbox"/> Meeting at your home to present the eligible needs and find solutions.  <input type="checkbox"/> In collaboration with you and the occupational therapist, elaborate the concept of the most appropriate and least expensive solution considering the list of eligible needs and present it to the SAAQ.  <input type="checkbox"/> Analyze the proposed solutions considering the list of eligible needs, the occupational therapist's recommendations and the home adaptation guidelines.  <input type="checkbox"/> Present you with the accepted solution, approved prior by the occupational therapist and the SAAQ, and obtain your written or verbal approval.	Home adaptation professional Home adaptation professional Accident victim counsellor, occupational therapist and architectural consultant Architectural consultant Home adaptation professional Architectural consultant
3	<b>PREPARE FOR THE ALTERATIONS</b> <input type="checkbox"/> Prepare the bid documents and send them to you.  <input type="checkbox"/> Obtain two bids from the building contractors of your choice (both contractors must hold a licence from the Régie du bâtiment du Québec), and send both bids to the SAAQ.  <input type="checkbox"/> Provide an analysis report of the bids.  <input type="checkbox"/> Determine the amount of financial aid.  <input type="checkbox"/> Inform you of the amount of financial aid that can be granted.	Architectural consultant You or your representative Home adaptation professional Home adaptation professional Accident victim counsellor

ÉTAPES	ACTIONS	INTERVENANTS RESPONSABLES
4	<b>CARRY OUT THE ALTERATIONS</b>	
	<input type="checkbox"/> Hire the contractor of your choice and inform the architectural consultant.	You or your representative
	<input type="checkbox"/> Plan a meeting prior to beginning the work with the occupational therapist, the accident victim counsellor, the architectural consultant and the building contractor of your choice to make sure that the alterations that are to be made have been understood.	Architectural consultant
	<input type="checkbox"/> Carry out the work.	Building contractor of your choice
5	<input type="checkbox"/> Verify the work.	You or your representative
	<b>INSPECT THE ALTERATIONS</b>	
	<input type="checkbox"/> Visit your home to check that the alterations are safe and compliant.	Architectural consultant and occupational therapist
	<input type="checkbox"/> Reimburse the expenses incurred up to the maximum amount allowed upon presentation of supporting documents.	Home adaptation professional