

Adapting Your Home

Roles and Responsibilities



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.

Claim number:

YOUR RESPONSIBILITIES (OR THOSE OF YOUR REPRESENTATIVE)

- Choose the required service providers (occupational therapist, architectural consultant, general contractors holding a licence issued by the Régie du bâtiment du Québec).
- Obtain bids.
- Monitor the work done to carry out the alterations.
- Obtain basic guarantees from manufacturers and suppliers.
- Ensure the new installations and equipment reimbursed by the SAAQ are maintained in good condition.
- Notify the SAAQ of any changes in your situation (such as a move).

RESPONSIBILITIES OF THE SAAQ'S ACCIDENT VICTIM COUNSELLOR

- Verify whether you qualify for a home adaptation solution.
- Explain the coverage provided by the insurance plan.
- Find out what your needs are.
- Coordinate the involvement of the various people working on your file.

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.
- Draft a home adaptation plan that takes into account the insurance plan's eligibility criteria and your expectations.
- 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

- 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) as part of the home adaptation plan.
- 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 SPECIALIST

- Analyze and approve the occupational therapist's recommendations.
- Prepare a description of your eligible needs.
- Review the drawings and specifications prepared by the architectural consultant.
- Ensure that the proposed solution meets your needs.
- Determine the amount of financial assistance to be awarded.
- Reimburse you for the alterations carried out.



To mail or fax us documents:

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