

Adapting Your Home

STEPS TO FOLLOW



STEP	ACTION	RESPONSIBILITY
1	EVALUATE THE SITUATION	
	<input type="checkbox"/> Contact you to obtain an overview of your needs and provide you with information about insurance coverage.	Accident victim counsellor
	<input type="checkbox"/> Find an occupational therapist.	You (or your representative)
	<input type="checkbox"/> Analyze your functional capabilities, assess your home adaptation needs and provide the SAAQ with recommendations.	Occupational therapist
2	ANALYZE AND CHOOSE A SOLUTION	
	<input type="checkbox"/> Prepare a list of your needs that qualify for coverage under the insurance plan.	Home adaptation specialist at the SAAQ
	<input type="checkbox"/> Find an architectural consultant.	You (or your representative)
	<input type="checkbox"/> Visit your home, send a report to the SAAQ so that your application can be analyzed, prepare a document describing the planned alterations and give that document to you.	Architectural consultant
3	PREPARE FOR THE ALTERATIONS	
	<input type="checkbox"/> Prepare the drawings and specifications and send them to you.	Architectural consultant
	<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.	You (or your representative)
	<input type="checkbox"/> Inform you of the amount that can be reimbursed.	Accident victim counsellor
4	CARRY OUT THE ALTERATIONS	
	<input type="checkbox"/> Hire the contractor of your choice from the two bidders.	You (or your representative)
	<input type="checkbox"/> Plan a meeting prior to beginning the work to make sure that the alterations that are to be made have been understood.	Architectural consultant
5	INSPECT THE ALTERATIONS	
	<input type="checkbox"/> Visit your home to check that the alterations have been made according to the specifications provided.	Architectural consultant
	<input type="checkbox"/> Visit your home to ensure that the alterations have been made in accordance with the home adaptation plan, and that they are safe.	Occupational therapist
	<input type="checkbox"/> Reimburse the expenses incurred, upon presentation of supporting documents and up to the maximum amount awarded.	Home adaptation specialist at the SAAQ