



UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES POLICY AND PROCEDURES		
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ONE-TIME PURCHASES: EA1, EA2, SM1, SM2, AND MAG		
<p>RATIONALE: The intent of this policy is to establish consistent guidelines and procedures to ensure that one-time EA1, EA2, SM1, SM2, and MAG purchases are reviewed and approved in a fair, accountable, and needs-based manner.</p> <p>Authorizing Code: 26B-6-403 Rule: NA Forms: 295 Caps</p>		
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I. DESCRIPTION

This policy creates guidelines and procedures for one-time purchases for the following services: environmental adaptations to the home or vehicle (EA1 and EA2); specialized medical and assistive technology needs (SM1 and SM2); and state funded one-time purchases (MAG).

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **One time payments administrator:** means the Division of Finance Administration staff who review one time payments and ensure state purchasing rules are followed.
- B. **Division:** means the Division of Services for People with Disabilities as defined in Section 26B-6-401.
- C. **EA1:** means the service code for environmental adaptations to the home.
- D. **EA2:** means the service code for environmental adaptations to a vehicle.
- E. **SM1:** means a contracted service code for specialized medical or assistive technology equipment.
- F. **SM2:** means a non-contracted service code for specialized medical or assistive technology equipment.
- G. **MAG:** means the service code for state funded one-time purchases.
- H. **Person:** means an eligible individual receiving a division service; or on the waiting list.

- I. **Resources:** means assistance from family, friends, or community members.
- J. **Request for Services (RFS):** means a process that is integrated into USTEPS as described in Policy 1.49. It facilitates the creation of a person-centered budget through an initial budget and then any budget adjustments that are made by submitting the following to the RFS team for review: proposed service codes, units, and rates; designated start and end dates; and evidence of need.
- K. **Support coordinator (SC):** means an employee of the division or an individual working for a company contracted with the division who assists with:
 - 1. assessing the need of a Person receiving division funding;
 - 2. completing written documentation of support;
 - 3. developing a service and support plan for a Person receiving division funding;
 - 4. monitoring the appropriate spending of a Person's annual budget;
 - 5. monitoring the health and welfare of the Person; and
 - 6. monitoring the quality of each service used by a Person receiving division funding.
 - 7. If a Person receives waiver services, a support coordinator shall assure compliance with each waiver program requirement.

III. **POLICY**

- A. EA1 is used for equipment for, or physical adaptations to, the Person's residence that are necessary to meet their basic needs and assure the health, welfare, and safety of the Person.
- B. One-time purchases using EA1 shall meet the requirements (1) through (8).
 - 1. The items could not otherwise be funded by the Person or through insurance.
 - 2. The Person has exhausted all other available resources.
 - 3. A prescription for the equipment or adaptation has been provided by the Person's medical provider.
 - 4. The request includes documentation of Medicaid or private insurance denial.
 - 5. Purchases shall serve to allow the Person to remain in their housing within the community and avoid placement into a nursing facility, or intermediate care facility (ICF).
 - 6. The item requested is for use only in the private residence of the Person, or the Person's family. Equipment or adaptations are not available in residences that are owned or leased by a provider.
 - 7. If a Person or family requests an environmental adaptation for a new home build, they shall submit documentation of the difference between the adaptation cost and the standard non-adaptive cost. The division shall only pay the difference between the costs.
 - 8. If the request for EA1 is greater than \$30,000 or if multiple requests for individual EA1/EA2/SM1/SM2 services are requested, approval from the Division of Finance and Administration (DFA) accountant assigned to the division is required.
- C. EA2 is used for vehicle equipment for or adaptations to the Person's vehicle that are necessary to meet the Person's transportation needs and assure their health, welfare, and safety.
- D. One-time purchases using EA2 shall meet the requirements (1) through (7).
 - 1. The items could not otherwise be funded by the Person or through insurance.

2. The Person has exhausted all other available resources.
 3. A prescription for the equipment or adaptation has been provided by the Person's medical provider.
 4. The request includes documentation of Medicaid or private insurance denial.
 5. The purchase shall allow the Person to remain in their housing within the community and avoid placement into a nursing facility, or ICF.
 6. The vehicle shall be owned, or is in the process of being closed on for purchase, by the Person, or a family member with whom the Person lives. Under some circumstances the owner may be someone with consistent and on-going contact with the Person, such as a non-relative who provides primary long-term support to the Person. The vehicle owner may not be a paid provider.
 7. If the request for EA2 is greater than \$40,000, or if requests for multiple individual EA1/EA2/SM1/SM2 services are requested, approval from the Division of Finance and Administration (DFA) accountant assigned to the division is required.
- E. SM1 and SM2 may be used for items that enable the Person to increase their ability to perform activities of daily living (ADLs) or to perceive, control, or communicate with their environment. These codes are also used for the purchase of medical equipment not available through insurance.
- F. One-time purchases using SM1 or SM2 shall meet the requirements (1) through (5).
1. The purchased items could not otherwise be funded by the Person or through their insurance.
 2. The Person has exhausted all other available resources.
 3. With the exception of basic assistive technology equipment such as computer tablets and similar items, the request includes a prescription for the equipment from the Person's medical provider.
 4. With the exception of basic assistive technology equipment such as computer tablets and similar items, the request includes documentation of Medicaid and/or private insurance denial.
 5. If the request for SM1 or SM2 is greater than \$10,000, or if there are requests for multiple individual EA1/EA2/SM1/SM2 services, approval from the Division of Finance and Administration (DFA) accountant assigned to the division is required.
- G. MAG purchases are for items needed to meet a Person's basic needs and ensure the health, welfare, and safety of the Person.
- H. One-time purchases using MAG shall meet the requirements (1) through (4).
1. The items could not otherwise be funded by the Person or through insurance.
 2. The Person has exhausted all other available resources.
 3. The item or service does not meet the definition of an EA1, EA2, SM1, or SM2 purchase.
 4. The items and services may only be one-time emergency purchases. Items and services that require ongoing funding may not be approved.

IV. **PROCEDURE**

- A. Division support coordinators shall evaluate all requests against the requirements listed in the policy section to determine the need and qualification for an EA1, EA2, SM1, SM2, or MAG one-time purchase.

- B. Division support coordinators shall assist the Person to obtain the required documentation required to accompany an RFS.
- C. Division support coordinators shall submit the RFS and supporting documentation to the RFS team for review.
- D. The RFS team shall review all requests from support coordinators and may approve or deny them as described in Policy 1.49 “Request for services.”
- E. If approved, the one-time payments administrator shall email an award notification to the approved vendor.
- F. After the purchase is complete, the one-time payments administrator shall collect all project documentation.
- G. The one-time payments administrator shall open the restricted service code screen in USTEPS and notify the division support coordinator to add the purchase to the Person’s plan.
- H. The one-time payments administrator shall upload all related purchase documents into USTEPS.
- I. The one-time payments administrator shall send the payment documents to a Division of Finance Administration payment technician to enter the payment in USTEPS.
- J. The division support coordinator shall verify that the payment was made successfully.
- K. Division leadership may review and approve or deny purchases, at their own discretion, outside of the procedures listed above.