

	<b>Program</b>	<b>Disability Support Program</b>	
	<b>Subject</b>	<b>Technical Aids and Assistive Devices</b>	<b>Policy # 8-1</b>
<b>Effective Date: October 1, 2001</b>		<b>Authorized by:</b>	
<b>Revised Date: July 4, 2013</b>		<b>Deputy Minister, Carol Anne Duffy</b>	

## **1.0 PURPOSE**

1.1 To establish eligibility requirements for the provision of technical aids and assistive devices to applicants of the Disability Support Program (DSP).

## **2.0 DEFINITIONS**

2.1 **Applicant:** a person who applies for services from the Disability Support Program or a person who receives services from the Disability Support Program

2.2 **Health Care Practitioner:** an individual who provides health care services such as an occupational therapist, speech language pathologist, physiotherapist, nurse or physician.

2.3 **Technical Aids and Assistive Devices:** assistive aids and devices that are used to replace, compensate, or improve the functional abilities of people with disabilities. They include a broad range of items such as mobility, positioning aids, visual/hearing aids, orthotics/prosthetics and communication devices.

2.4 **Needs Assessment:** a systematic process for determining and addressing disability support needs. A needs assessment may be based on the results of the DSP Assessment Guide, discussions with the individual and/or family, or discussions with current service or support providers. (Refer to 5.3.1)

2.5 **Activities of Daily Living (ADLs):** daily self-care activities within an individual's place of residence, in outdoor environments, or both. In regards to people with disabilities, the ability or inability to perform ADLs is a measurement used by health care practitioners to determine the functional status of a person.

## **3.0 POLICY STATEMENT**

3.1 DSP recognizes that every applicant with an eligible disability has the right to seek support in attempting to overcome barriers in activities of daily living.

- 3.2 DSP provides eligible technical aids and assistive devices to applicants to improve their ability to perform ADLs.
- 3.3 All applicants must meet eligibility requirements as defined in section 4 (Eligibility) of the DSP policy manual in order to be assessed for technical aids and assistive devices.
- 3.4 DSP acknowledges that not all unmet disability related needs can be met within the parameters of the program.
- 3.5 All applicants must have a needs assessment completed for the purpose of identifying unmet needs that may be supported with technical aids and/or assistive devices. Determination of need will be based upon:
  - the results of the DSP Assessment Guide
  - discussions with the applicant and/or family members; and
  - a recommendation from a health care practitioner.
- 3.6 Applicants will be required to cost share all purchases as defined in section 10 (Client Contribution) of the DSP policy manual.
- 3.7 There are limits to the frequency of purchase of technical aids and assistive devices. These limits are based on the expected life of the equipment or device as suggested by the manufacturer and or vendor.
- 3.8 When a technical aid or assistive device is no longer required by the applicant and if the DSP contribution to the purchase of the technical aid or assistive device is 75 percent or more, the applicant will contact the Department to discuss whether the technical aid and assistive device should be returned.
- 3.9 DSP will consider the applicant's requirements for technical aids and assistive devices in a manner that is fiscally responsible and addresses basic requirements related to unmet needs.
- 3.10 The following categories of technical aids and assistive devices will be considered to meet unmet disability related needs:
  - a) Bathroom Aids;
  - b) Bedroom Aids;
  - c) Household Aids;
  - d) Ostomy Supplies;
  - e) Communication Devices;
  - f) Feeding Equipment Supplies;
  - g) Hearing Aids;
  - h) Orthotic Devices;
  - I) Prosthetic Devices;
  - j) Visual Aids; and
  - k) Wheelchair, Positioning and Ambulatory Aids.

- 3.11 Children who were receiving services from the Family Support Program for prescription medication, out of province travel expenses and medical supplies prior to the implementation of the DSP will continue to be eligible for these supports until they reach 18 years of age.
- 3.12 Recycled technical aids and assistive devices will be considered as a first option when responding to requests from applicants.
- 3.13 Certain technical aids and assistive devices will require a monthly repair cost to maintain the equipment. Such expenses will be included the DSP monthly case plan with the expenses being withheld and paid directly to the vendor.
- 3.14 All technical aids and assistive devices must be approved by Health Canada and authorized for sale in Canada (for medical devices) or have the related certified endorsement through a professional designation ie. customized splints, braces etc. constructed by occupational therapists in hospitals.

#### **4.0 PROCEDURE STATEMENT**

- 4.1 Upon receipt of a request for a technical aid or assistive device and completion of a needs assessment the DSP caseworker will request the health care practitioner to provide a written recommendation. Two quotes will be required when equipment recycling is unable to meet the identified need. The DSP case worker may request additional information from the health care practitioner, if necessary.
- 4.2 The DSP caseworker will review the request, assess the recommendation from the health care practitioner, complete the Equipment Request form (see Appendix A) and forward the form and supporting documentation to their supervisor for consideration and approval.
- 4.3 The supervisor will approve or not approve the DSP caseworker's recommendation. When the decision is to approve the request, the Supervisor will forward the documentation to the DSP Administrative Support who will record all information for DSP budget tracking. The DSP Administrative Support will forward a copy of the decision documentation to the caseworker.
- 4.4 The DSP caseworker will notify the applicant and health care practitioner of the program decision.
- 4.5 If approved, the DSP caseworker will notify the vendor.
- 4.6 Upon receipt of an invoice from the vendor, the DSP case worker will forward a copy of the invoice to the Administrative Support responsible for maintaining the equipment purchase spreadsheet.
- 4.7 Where a technical aid or assistive device requires a repair expense to be included in the cost of the equipment, the Equipment Repair Expense chart contained in section 4.5 will

be used to determine the ongoing cost of repairs to equipment. This expense will be withheld as a contract purchase order and case workers must reconcile paid equipment repairs to amount being withheld.

- 4.8 Where new equipment has a warranty, repairs may be covered by the warranty. DSP case workers must check for warranty coverage prior to approving repair expenses.
- 4.9 The following equipment repair expense amounts will be utilized:

<i>Equipment</i>	<i>Equipment Repair Expense</i>
Manual Wheelchair	\$25
Power Wheelchair	\$50 - \$100
Scooter Repairs/Service	\$50 - \$100
Lifting Device	\$25

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#### **HISTORY:**

July 4, 2013 - Procedure and format changes

## Appendix A



Community  
Services  
and Seniors

PO Box 2000, Charlottetown  
Prince Edward Island  
Canada C1A 7N8

Services  
Communautaires  
et Aînés



C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

### EQUIPMENT REQUEST

Name:	Primary PHN:
Date:	PHN:

<input checked="" type="checkbox"/> DSP <input type="checkbox"/> FA	Worker Name:
Diagnosis: Assessment Level:	Equipment: <input type="checkbox"/> New <input type="checkbox"/> Replacement

Equipment request:	Cost	Cost
Insurance coverage amount:		
Current equipment:	Date of purchase:	
Repairs considered:	Cost of repairs:	
Date Recycling Program checked:		
Case Worker Recommendation:		
Authorization:		
Recommendation:		