



MANATŪ HAUORA

## **Equipment and Modification Services**

## **EQUIPMENT MANUAL**



## CONTENTS EMS EQUIPMENT MANUAL - CHANGE RECORD

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## ABOUT THIS MANUAL

This Manual outlines the access and eligibility criteria, funding guidelines, roles and responsibilities and the processes for accessing equipment funded by the Ministry of Health. This support is part of *Equipment and Modification Services*, which also include housing modifications and vehicle purchase and/or modifications. Specific information about housing modifications and vehicle purchase and/or modifications is provided within separate manuals.

This Manual is for:

- Specialised Assessors who complete assessments for disabled people and submit applications for equipment on their behalf.
- Disabled people, their family or whānau who wish to understand more about this service.



*Throughout this manual the term 'person' refers to the disabled person.*

This Manual is divided into 3 Parts:

### PART 1

An overview of Equipment and Modification Services funded by the Ministry of Health, outlines the funding guidelines for the provision of equipment and describes the roles and responsibilities of different parties and areas of specialist assessor accreditation.

### PART 2

An outline of the processes for equipment applications that are managed by the Ministry of Health's contracted Equipment and Modification Services' providers, Accessable and Enable New Zealand.

### PART 3

Appendix documents.

This manual, forms and templates and any updates will be made available at the following web addresses:



[www.enable.co.nz](http://www.enable.co.nz)  
[www.accessable.co.nz](http://www.accessable.co.nz)  
[www.disabilityfunding.co.nz](http://www.disabilityfunding.co.nz)

## HOW TO USE THIS MANUAL

The text/content of the Manual is found on the left hand side of each page and is categorised by Chapter names and numbered sequentially for easy reference.


PART 1


**Chapter Name**

Content...


This Manual is for:


- Specialised Assessors who complete assessments for disabled people and submit applications for equipment on their behalf.
 

 **Definition**
- Disabled people, their family or whānau who wish to understand more about this service.
 

 **Note**

- Disabled people, their family or whānau who wish to understand more about this service.
 

 **Example**
- Disabled people, their family or whānau who wish to understand more about this service.
 

 **Reference**

July 2007 Equipment Manual **2**

Equipment Manual Part Number - indicating the main sections of the manual.





Further explanations to the text contained on the page are provided in boxes as aids to the content and identified using consistent icons throughout the manual.

Date page created or amended allowing for accurate version control of this publication.

Equipment Manual sequentially numbered for faster and easier referencing.

Note: This Manual has been formatted for double sided printing.

### Key To Symbols Used Throughout The Manual:

Symbol	Meaning	Explanation
	<b>Definition</b>	Definitions of terminology used in the text are explained as well as having a full glossary of terms.
	<b>Note</b>	This icon highlights important notes in the text and to provide further direction and instruction.
	<b>Example</b>	This is an opportunity to further illustrate the content of the text with useful examples for comparison.
	<b>Reference</b>	This is an opportunity to direct readers to alternate sources of information or relevant websites.

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## 1. INTRODUCTION TO EQUIPMENT AND MODIFICATION SERVICES

### 1.1 WHAT ARE EQUIPMENT AND MODIFICATION SERVICES?

Equipment and Modification Services are one of the many services funded by the Ministry of Health. The purpose of Equipment and Modification Services is to help disabled and older people, including their families, whānau or support people, to live independently and safely as possible.

The Ministry of Health contracts two agencies to administer and provide Equipment and Modification Services. These organisations are:

#### **Accessible**

*The region administered by Accessable extends from the Bombay Hills including Meremere to Cape Reinga and*

#### **Enable New Zealand**

*The region administered by Enable New Zealand extends from South of the Bombay Hills and Meremere to Stewart Island.*



Equipment and Modification Services provide:

- **Equipment**



*items that are portable, free-standing or immediately removable such as bath boards, toilet frames, wheelchairs, hoists, walking frames, hearing aids and equipment to help with communication and vision.*

- **Housing modifications**



*such as door widening, ramp access and level access showers.*

- **Vehicle purchase and/or modifications**



*such as hoists or hand controls.*

## 2. FUNDING GUIDELINES

### 2.1 PROCESS

The disabled person needs to have an assessment with a Specialised Assessor. Specialised Assessors hold certain areas of accreditation which relate to their qualifications and experience within that specialty. The areas of accreditation refer to the types of equipment that the Specialised Assessor is able to recommend.

The Specialised Assessor should identify the need for an equipment solution in conjunction with the person. The assessment team may also include the person's family, whānau or support people, and relevant professionals including Needs Assessment Service Coordination (NASC) personnel.

The Specialised Assessor completes an application requesting the provision of equipment where it is agreed that the use of equipment would be beneficial for the person, and they are eligible for Ministry of Health funding.

All applications are given a priority rating based on the level of safety risk to the person or their support people if the equipment or modification is not provided. Some people may have to wait for their equipment until funding becomes available, where there is no immediate risk to their safety.

If the person is not able to get Ministry of Health funded equipment, or equipment is not considered as being essential or the most suitable solution for the person, the Specialised Assessor should discuss other support or funding options with the person.

## 2.2 ELIGIBILITY

Equipment is available for people of all ages who have a disability. This may be a physical, intellectual, sensory (vision or hearing) or an age-related disability (or more than one of these).

The person:

- will have a disability that lasts for more than six months
- will have difficulty doing some everyday tasks on their own and need ongoing support
- is not eligible for cover and entitlement through ACC
- lives in New Zealand, and
- is a New Zealand resident or is eligible under a shared funding agreement with another country.

## 2.3 CRITERIA

Equipment will be considered where it has been identified as being essential for the person (or with assistance from support people) to do one of the following:

1. Get around more safely in their home.
2. Remain in, or return to, their home.
3. Communicate effectively.
4. Study full-time or do vocational training.
5. Work full-time.
6. Work as a volunteer.
7. Be the main carer of a dependent person.



**More information about eligibility is available at: [www.moh.govt.nz/eligibility](http://www.moh.govt.nz/eligibility)**



**Essential** means that there is no other viable or cost-effective alternative available to meet the person's needs related to their disability. The provision of equipment would reduce the risk of the person and/or their support people being harmed. Where the person has other long-term support options available, the request for funding cannot be considered as being 'essential'.



**Cost-effective equipment** is the most economic and suitable item to meet the person's essential needs related to their disability. This may not necessarily mean the cheapest option but does include the following options before new equipment items can be purchased:

- refurbished equipment
- common/standard list equipment
- preferred product or supply equipment.



**A support person, caregiver or carer provides** ongoing support for the person in a paid or unpaid way. This manual uses the term **support person** to refer to this role.

*The needs of the support person may be taken into account when considering equipment solutions suitable for the person. See also definition of Main Carer : page 9*



The **home** refers to the place where the person resides (lives and sleeps) for the majority of their time. The person's home could be a rented property or a privately owned home.



The **home environment** refers to the land in the immediate area around a doorway to the home and includes the area where a vehicle can be parked. This area around the home is considered so that a person can get in/out of their home safely.



**Shared Care** Where a person is living in two homes on a regular basis, they can be described as living in shared care. This may be where a child is living in the homes of separated parents, a foster care arrangement, or where an elderly relative lives with different family members who provide care. This does not include people living in residential care as their funding arrangement generally consist of full-time, ongoing support. People living in shared care may need equipment to support the person and their caregivers in both homes.

## 2.3.1 Get around safely in their home

Equipment to enable a person to move safely around their home to do everyday tasks, such as:

- eating and drinking
- personal hygiene (washing and toileting)
- getting dressed
- transferring from the bed or chair
- getting in or out of the home
- sleeping
- preparation of food and drinks, if they live alone or are by themselves for much of the day.

## 2.3.2 Remain in or return to their home

Equipment to enable the person to be physically safe in their own home to manage everyday tasks, such as:

- eating and drinking
- personal hygiene (washing and toileting)
- getting dressed
- transferring from the bed or chair
- getting in or out of the home
- sleeping
- preparation of food or drinks, if they live alone or are by themselves for much of the day.

## 2.3.3 Studying Fulltime

Pre-School, Compulsory (Primary, Secondary, and Correspondence School, and Home Schooling), or Tertiary Level Education, or Vocational Training.

### • Pre-School Education

Equipment to meet a young child's needs related to their disability, to enable them to participate in pre-school education.

**Eg** A FM system for hearing aids or low floor sitting equipment

### • Compulsory Education

Equipment to meet a student's daily living needs in both their home and school environments.

**Eg** A communication device to enable a child to communicate effectively with people in all settings.  
A toilet commode chair for school as well as one for home.

### • Vocational/ Tertiary Education

Equipment to enable a person to undertake a course of study.

The course (or courses) must be fulltime. If the person is unable to undertake a fulltime course due to the limitations of their disability, funding approval may be considered if the person is studying at their maximum capacity. This will require supporting documentation from either a Medical Practitioner, Allied Health Professional or Disability Advisor/ Coordinator who is based in a tertiary education institution.

The course length must be at least a calendar or academic year, and the content of the course must support the person working towards future employment.

**Eg**

*Mobility equipment such as a walking frame or wheelchair may be provided when a person is unable to manage getting around in their home or if the equipment is essential to enable the person to independently access work.*

*Mobility equipment is not provided if the person can manage getting around in the home but has difficulty getting out and about in their community.*

**!**

*Equipment, such as a hoist to lift a person, may be provided where it will reduce the need for existing or additional support, such as personal care, home help, or a move to residential care.*

**!**

*Equipment for children in compulsory education that is only needed for them to participate in the school curriculum is the responsibility of the Ministry of Education. See appendix for **Ministry of Health & Ministry of Education Operational Protocol**.*

**Eg**

*Specialised computer software (Screen Reader, Screen Magnification, Voice Recognition, Word Prediction)  
Hearing Aids  
Equipment to assist visual impairment (Braille Keyboard and Printer)  
Specialised Mobility Equipment (Power Wheelchairs with special features)*

Written confirmation of the course must be provided with the application, including acceptance into the course, start and finish dates, and the purpose of the course.

## 2.3.4 Fulltime Employment

Equipment to enable a person to undertake or seek, paid employment:

- of at least 30 hours per week, or
- achieve a degree of financial independence that is at least the same as they could earn on the sickness benefit.

**Eg**

*Specialised computer software (Screen Reader with speech output, Screen Magnification, Voice Recognition, Word Prediction)*

- *Hearing Aids*
- *Braille Keyboard and Printer*
- *Power Wheelchairs with special features.*

If the person is unable to work 30 hours per week due to the limitations of their disability, funding approval may be considered if the person is working at their maximum capacity.

## 2.3.5 Voluntary Work

Equipment to enable the person to undertake voluntary work:

- for a minimum of 20 hours per week with a recognised community-based voluntary, not-for-profit, agency, and
- the person must be able to demonstrate a long-term commitment to the work. This means that they must have been involved for a minimum of eight weeks and will be intending to work in that role for at least 12 months.

Written confirmation of the voluntary work must be provided with the application.

## 2.3.6 Main Carer of a dependent person

Equipment to enable a person to carry out their role as the main carer of a dependent child or adult.

**Eg**

*A person with a hearing impairment might require a baby alarm with a flashing light, if they look after a young child.*

*Using a transit wheelchair to enable a parent to support a child who is unable to walk independently and safely when out in the community.*



**Equipment will not be provided where:**

- *A student would be expected to provide such equipment themselves as part of their course, or*
- *the Training Provider would be expected to provide such equipment for all students undertaking the course.*



*Seeking employment is a minimum of registering for employment with Work and Income, Workbridge or employment support services associated with specific disability organisations, such as the Deaf Association and the Royal New Zealand Foundation of the Blind (RNZFB).*



*Where the person is in fulltime employment, written confirmation of their employment status must be provided with the application.*



*It is the responsibility of an employer to provide a suitable work environment and resources for all staff and this must be taken into account when considering support options. Equipment may not be provided where the employer would be expected to provide such equipment for the employee to carry out their work*



**A recognised voluntary community-based organisation** is an established non-profit organisation that provides voluntary services for the benefit of the community as a whole. Examples include the Cancer Society, IHC or CCS. Schools, kindergartens, Kōhanga Reo, sporting organisations, and churches are not regarded as recognised community organisations for the purposes of Equipment and Modification Services funding.



**A main carer** is an unpaid carer who usually lives with the person and provides the majority of their care. The main carer may:

- *have a disability themselves and care for a dependent person such as a relative or,*
- *care for a disabled person.*

### 2.3.7 Communication

Equipment to enable a person to independently and reliably make their needs and feelings known to:

- support their personal safety
- interact more effectively within their daily lives.

Applications for equipment and initial training will be considered when:

- There is a high risk of injury or neglect due to the inability of the person to call for assistance. For example, the person can no longer communicate effectively and reliably with their family, whānau or caregiver because of a progressive disability.
- There is a high risk that the absence of communication equipment will result in attempts to communicate needs and feelings being misinterpreted and increased emotional and social pressures for the person and their family, whānau or carers.
- There is a clear indication that the provision of communication equipment is likely to result in more effective management of challenging behaviour and decreased emotional and social pressures for the person and their family, whānau or carers.
- Training in the use of communication equipment may be provided.

## 2.4 RESIDENTIAL CARE (people over 65)

People living in residential care services (contracted by the Ministry of Health and District Health Board's), including Rest Homes and Private Hospitals are eligible for the provision of equipment where it is for their sole use.

The following individualised and/or customised equipment will be considered:

- Wheelchairs for all day independent mobility, and not for transport such as to and from the lounge and dining room.
- Communication equipment - this does not include hearing aids.
- Walking sticks and frames which are uniquely adapted for the person.
- Seating on a wheeled mobility base where the Specialised Assessor demonstrates:
  - why there is no suitable chair in the facility to meet the person's needs
  - how the person currently copes with daily activities in the facility
  - why specialised seating is now essential
  - the impact of the seating not being provided.
- Shower commode chairs which are significantly adapted for safe and/or independent washing or toileting.

**Eg**

*Low tech items such as communication books or switch adapted devices or high tech items such as portable communication devices.*

*Communication devices for speaking and/or writing, but does not include hearing aids.*

**@**

*Refer to section 10.2.4 - Training in the use of Equipment for Communication and/or Information and Communication Processing.*

**i**

*Individualised or customised equipment are items that are not standard issue or 'off-the-shelf' products, but that have some type of unique adaptation or design specifically required by the person.*

## 2.4.1 Equipment that will not be considered for funding includes:

- Transit wheelchairs.
- Shower/commode chairs except as described above.
- Transferring equipment such as hoists, lifting belts, patient turners etc.
- Toilet frames, raised toilet seats or shower stools.
- Heating.
- Chairs or chair raisers.
- Therapy related equipment.
- Pressure care equipment (mattresses, heel protectors, seat cushions).
- Hospital beds or electric beds.
- Seating which is not in a wheelchair provided for independent mobility except as described above.
- Walking frames, walking sticks etc except as described above.
- Personal care items such as cutlery, cups, brushes, combs.



*Service providers should not keep equipment if it is no longer being used by the person for whom it was provided.*



*Equipment items that are suitable to be reissued to another person with a disability will be refurbished by Accessable or Enable New Zealand.*

## 2.5 RESIDENTIAL CARE (people under 65 or who have a lifelong disability)

People who have an intellectual or physical disability who are under 65 years of age, or have a lifelong disability, are eligible for equipment when they are living in a community home or residential care.

The equipment is primarily for their individual use or may be shared with another resident.

Considerations:

- A person would be eligible for the equipment as if they were living in their own home.
- No other equipment is available within the person's home to meet their needs.
- The availability and/or suitability of existing equipment in the person's home.
- Other people who have similar equipment needs living in the same home.
- The impact of the equipment not being provided - such as:
  - increased level of assistance the person might require from support people
  - risk of deterioration of functional skills; and/or
  - risks to their personal health and safety such as skin breakdown, joint contractures or escalation of challenging behaviour.



***Life Long Disability** refers to people whose needs have not differed greatly due to aging. A person receiving support services when they are under 65 years of age, do not necessarily become recipients of aged care services once they turn 65.*



*The service provider is responsible for regular routine maintenance of the equipment. When the equipment requires specific maintenance or repairs, the service provider should contact Accessable or Enable New Zealand to arrange this.*



*Where one hoist is available in a house and this would not be appropriate to meet the needs of two or more people, a more suitable heavy duty replacement hoist will be considered.*



*Service providers should not keep equipment if it is no longer being used by the person or persons for whom it was provided.*

### 3. PRIORITY GUIDELINES

Priority Guidelines ensure that people at most risk are given access to available funding.

The Priority timeframes relate to the processing of the application for the provision of the service. Once the application is approved, the time for the provision of the service may extend because:

- the equipment is not available from the supplier and must be ordered
- the equipment is to be trialed before a decision is made on what item/s need to be purchased
- the housing modification process is subject to the timeframes of external agencies, such as obtaining a building consent from the Council and/or Income and Asset Test from Work and Income
- the vehicle purchase and/or modification process is subject to timeframes of external agencies such as Income and Asset Testing from Work and Income.

When evaluating the priority rating of an application, the Specialised Assessor must evaluate the risk factors and record these on the *Consideration of Risk* form (Refer to PART 3 Appendix Documents). Applications must be given either a Priority 1 or a Priority 2 rating.

#### 3.1 GUIDING PRINCIPLES

The Priority Guidelines are not intended:

- to be used as a tool to guide clinical assessment, and/or
- to assist in the management of waiting lists for assessment by a Specialised Assessor.

The Priority Guidelines are for use with all applications requesting equipment, housing modification, or vehicle purchase and or modification.

Accessible or Enable New Zealand may reprioritise an application from P1 to P2 where the rationale provided does not support the Priority 1 status. The Specialised Assessor will be informed of the re-prioritisation if this occurs.

Priority for funding may be upgraded if the person's need or access to other options change and the service is required more urgently. The Specialised Assessor must provide updated information in order for P1 funding approval to be considered.

Such applications can include equipment for:

- hearing (such as hearing aids)
- vision (such as computer hardware or software)
- information technology (such as computer hardware or software)
- vehicle modifications and/or purchase.



**Priority 1 (P1)** – Approval for applications for Equipment, Housing Modification or Vehicle Purchase and or Modification is required within 4 weeks

**Priority 2 (P2)** – Applications for Equipment, Housing Modification or Vehicle Purchase and or Modification may be waitlisted, however where possible funding approval is given to proceed within 16 weeks. If demand on the budget exceeds the available funding, the waiting time may be extended.



The Ministry of Health may make changes to these Priority time frames depending on budget availability.



When evaluating the priority rating of an application, the Specialised Assessor must evaluate risk factors and record these on the **Consideration of Risk** form Refer to PART 3 Appendix Documents.



All applications for children under 16 years old are Priority 1.



Applications for Common/ Standard List or Store equipment are Priority 1.

The Specialised Assessor is expected to collate the supporting information regarding the safety risk or impaired performance such as:

- details of how the person is currently managing their work or study responsibilities, and
- the likely impact on the person's performance and/or safety if the equipment is not provided now.

The key people providing the information may include, but are not limited to:

- the person's employer/supervisor
- a representative from the educational facility
- an advocate
- the person.

#### 4. PRIVACY ACT

The information provided within the Accessable and Enable New Zealand application forms may be used:

- for the purposes of assessing the need for funding of equipment and modifications by the Ministry of Health
- for the purposes of arranging trials of specific equipment items as part of the assessment process
- for the collection of statistical information such as gender, ethnicity, and disability type to assist the Ministry of Health to develop a clearer picture of the requirements of people with disabilities and to ensure that future access to Disability Support Services is fair and equitable for all
- to check national consistency of decision-making and processes with Accessable or Enable New Zealand and the Ministry of Health
- for such other functions as permitted under law.

Accessable or Enable New Zealand may provide the Ministry of Health with information about the equipment and/or modification services the person may receive.

The provision of information in the application form is voluntary but consideration of funding approval may depend upon all the information being provided.

The person has the right to access the information held about them and to have corrections made to this information.

The Health Information Privacy Code applies to the information collected within the application form.



*Applications for equipment or vehicle purchase and/or modifications to enable a person to undertake employment, voluntary work or tertiary level education are generally P2. In some circumstances these applications can be considered as Priority 1 where information confirms that the person is at risk of being unable to commence or continue their study or employment roles safely and/or independently.*

## 5. EQUIPMENT INFORMATION

### 5.1 OWNERSHIP

The Ministry of Health owns the equipment and it should be returned to Accessable or Enable New Zealand if:

- it is not needed any more
- it is no longer suitable for the disabled person, or their family or whānau, because their needs have changed
- the person goes into rest home or hospital care, as they may not be eligible to take the equipment with them (such as beds, hoists or personal care equipment).

### 5.2 REFURBISHMENT

Equipment may not be suitable for refurbishment, due to the age and state of the item, the highly personal nature of the item, its low cost or the high costs of removal. Where the person, their family or whānau are unsure they should contact Accessable or Enable New Zealand to determine whether equipment should be returned for refurbishment.

### 5.3 FUNDING CONTRIBUTION FROM THE PERSON

If a person wishes to have equipment which is different and more costly than that recommended by the Specialised Assessor, Ministry of Health funding will only cover the cost of the essential components of the equipment item. The additional cost of the item must be paid by the person directly to the Supplier. There must be no suitable equipment available in the re-issue store that meets the person's essential needs.

### 5.4 RESPONSIBILITY FOR EQUIPMENT WHEN A PERSON MOVES HOME

#### • **Moving Within New Zealand**

If a person moves within New Zealand, they should advise Accessable or Enable New Zealand of their change of address. The person can take their equipment with them, and the costs associated with shifting the equipment becomes the responsibility of the person.

#### • **Moving into Residential Care (people over 65 years)**

If the person moves into an Residential Care facility, such as a Rest Home or Private Hospital, they may take the following items that have been funded by the Ministry of Health:

- equipment that has been customised to meet their individual needs
- low cost or highly personal equipment (such as brushes, cutlery, easireachers)
- personal mobility items (such as wheelchair, walking aids)
- communication equipment
- hearing aids
- spectacles



*Equipment items are provided on loan to the person for as long as they need them.*



**Refurbished** means equipment that has been returned to Accessable or Enable New Zealand and has been restored and checked so that it is safe and clean for another person to use. This is also known as re-issue or store equipment.



*A person may prefer a wheelchair with additional features such as a hi/low seat or 'sit-to-stand', that are not considered essential to meet their everyday needs. The basic cost of the wheelchair will be covered by Ministry of Health funding and the person will pay the difference in cost.*



*The equipment issued remains the property of the Ministry of Health and there is no reimbursement of the person's contribution payable from the Ministry of Health when the equipment is no longer required by them.*



*All other equipment such as, adjustable beds, hoists or toileting equipment should be returned to Accessable or Enable New Zealand. This is because the residential care provider is responsible for providing a range of equipment for the general use of residents.*

- **Moving into Residential Care (people under 65 years or who have a life-long disability):**

If a person moves into a community home or residential services provided by an under 65 years old or life long disability Ministry of Health contract, they may take their equipment with them where no other equipment is available within their new home to meet their needs.

- **Moving to live in another country:**

When a person leaves New Zealand to live permanently in another country, they may take the following items that have been funded by the Ministry of Health with them:

- personal mobility items (such as wheelchair, walking aids)
- low cost or highly personal equipment (such as brushes, cutlery, easireachers)
- communication equipment
- hearing aids
- spectacles



*All other equipment items should be returned to Accessable or Enable New Zealand before departure from New Zealand. No further refurbishment, replacement or repair will be undertaken once the person has departed permanently from New Zealand.*

## 5.5 REPAIRS AND MAINTENANCE OF EQUIPMENT

The day-to-day maintenance of equipment is the responsibility of the person.

Instructions on the maintenance and care of equipment should be given to the person when the equipment is provided.

Refurbished equipment from the Accessable or Enable New Zealand Stores may be loaned while equipment is being repaired or replaced. Such *interim issue* is subject to availability of suitable refurbished items. This does not cover short-term loan of equipment for a person as they await provision of equipment following approval of an application.

Repairs and maintenance are carried out during normal business hours. The person should discuss with the Specialised Assessor and decide on an emergency plan to cover equipment break downs which may happen after hours, at the weekend or on a Public Holiday.

All repair costs will be covered by Ministry of Health funding except where:

- The equipment remains within the warranty period. In such cases, Accessable or Enable New Zealand will contact the equipment supplier to arrange the necessary repairs.
- The repairs are required as a result of damage to equipment and/or its components caused by careless or inappropriate use. In such cases, the cost of repairs will be the responsibility of the person.



*The inflation of wheelchair tyres, cleaning and checking for loose parts.*



*All other repairs and maintenance of Ministry of Health owned equipment (including replacement batteries for power wheelchairs) can be carried out free of charge. The person should contact Accessable or Enable New Zealand to arrange repairs.*

If equipment is found to be *Beyond Economic Repair*, Accessable or Enable New Zealand may arrange a “like-for-like” (items that are the same or similar make, model and size) replacement. If “like-for-like” replacement is not appropriate or available the person will need to seek a re-assessment by a Specialised Assessor.



**Beyond Economic Repair** items that have been returned to Accessable or Enable New Zealand that are not considered cost effective to refurbish for reissue. Items which have been assessed as beyond economic repair are either disposed of or utilised for parts.

## 5.6 INSURANCE

The person is encouraged to insure high cost equipment items where possible, in order to cover damage, loss or theft of items. Replacement or repair will be covered if the person is unable to insure the equipment and the damage or loss has not been due to careless or inappropriate use.

## 5.7 REPLACEMENT

Where equipment is Beyond Economic Repair and needs to be replaced, the Specialised Assessor needs to consider the current needs and situation of the person against the eligibility criteria.



Where a person was provided with a power wheelchair to access tertiary education but is no longer studying or working full time, they may not be eligible for a similar replacement if they do not need the power wheelchair for getting around within their home.

## 5.8 RETURN OF EQUIPMENT

The person’s needs may change as a result of growth, deterioration or other circumstances. This means that an assessment with a Specialised Assessor will be required and this may result in a new application for different equipment and/or modifications. Arrangements for the return of equipment items that are no longer needed should be made with Accessable or Enable New Zealand. Equipment items that are suitable to be reissued to another person with a disability will be refurbished by Accessable or Enable New Zealand. Low cost or highly personal equipment does not need to be returned as it is not suitable for reissue (such as cutlery, cups, reachers).



**To arrange return of equipment, contact:**  
**Accessable - Phone: 0508 001 002**

**Enable New Zealand - Phone: 0800 17 1995**



## 6. EQUIPMENT OPTIONS NOT INCLUDED

### 6.1 EQUIPMENT FOR SHORT TERM LOAN

Equipment for short term loan use (generally up to 12 weeks) where the person's disability is unlikely to last longer than six months. Short term loan items are provided by District Health Boards (DHBs) to meet the needs of people whose disability is not expected to last more than six months or whose disability may be relieved by treatment.

DHBs may be required to provide equipment on short-term loan, or NASCs may be required to provide additional home support until the equipment and/or modifications are provided.



*People whose disability is likely to last more than six months are eligible for the provision of equipment and/or modifications and do not have to wait for six months for applications to be submitted to Accessable or Enable New Zealand.*

### 6.2 EQUIPMENT TO TREAT A MEDICAL OR SURGICAL CONDITION

- Equipment for therapy.  
TENS machines are available through District Health Board pain management clinics.



**Equipment for therapy** is defined as equipment for use within a short or long-term treatment programme, to relieve or heal a bodily disorder.

- Equipment for monitoring and dispensing of medication.



*Nebulisers, oxygen concentrators, pumps for delivering liquid diets or medication, drip stands.*



*Physiotherapy mats, wedges for postural drainage, therapy or exercise programmes such as stretching.*

- Ostomy and Continence supplies.
- Orthotics or Prosthetics.



*Sheepskin boots, surgical binders, splints, prostheses.*

### 6.3 EQUIPMENT UNDER \$37, UNLESS:

- the person living in residential care is under 65 years old or who has a lifelong disability
- the person is unable to pay due to hardship, eg. is receiving a Special Benefit and written support is provided by Work and Income New Zealand
- the person is under 16 years old
- the item is available on the Common/Standard List from Accessable or Enable New Zealand.



**Equipment Packages** - Where a person needs a range of items which cost less than \$37 each for eating or for their personal hygiene / toileting, packages may be considered. In such cases, the person should require the use of all items in the package (eg knife, fork and spoon), however the purchase of items individually may be more cost effective.

### 6.4 REIMBURSEMENT

The Ministry of Health does not provide reimbursements for any equipment or modifications paid for by the person and/or their family or whānau. This includes the cost of equipment that has been added to the waitlist by Accessable or Enable New Zealand and is waiting for funding to become available.

## 6.5 ASSESSMENT COSTS

Funding for equipment does not cover the assessment costs or any related travel and accommodation expenses.

## 6.6 HIREAGE OF EQUIPMENT

Equipment and Modification Services does not cover the hireage of any equipment.

## 6.7 EQUIPMENT WHERE THE PERSON'S PRIMARY DIAGNOSIS IS OBESITY

Where a person has been diagnosed with obesity and the equipment and/or modification is required primarily due to their obesity, they will not be eligible for funding through Equipment and Modification Services.



*Refer to section 7.1.2 - Interim Funding Pool*

## 7. OTHER FUNDING OPTIONS

### 7.1 MINISTRY OF HEALTH - OTHER SUPPORTS

Equipment and modifications are one of the many support options funded by Ministry of Health. Provision of equipment and/or modifications should therefore be considered along with the availability of any other support options.



*Support such as personal care support, home help/management, respite care through the NASC.*

#### 7.1.1 Other Equipment Items

Some equipment items are covered by other services through the Ministry of Health. Specific funding criteria and application processes apply for such items.



*Further information is available from Enable Information: Phone 0800 17 1981.*

Hearing Aid Subsidy applies to:

- People who have been assessed as being able to benefit from the provision of a hearing aid, and who do not meet Ministry of Health access and eligibility criteria may be eligible for the hearing aid subsidy as a contribution towards the cost. Further information about the hearing aid subsidy is available from Enable Information.



*Hearing aid subsidy, spectacle subsidy, contact lens benefit, cochlear implants, and hearing aids for children.*

Hearing aids for children are funded separately by the Ministry of Health when they:

- are a New Zealand citizen or a permanent resident and living in New Zealand
- have a permanent hearing loss that requires hearing aids for effective habilitation/rehabilitation
- are under 21 years of age, and are either:
  - pre-schoolers
  - attending school
  - or in full-time (more than 20 hours a week for a full year course) study or tertiary education.

#### 7.1.2 Interim Funding Pool

The purpose of the Interim Funding Pool is to ensure the provision of support services to people under 65 years who have chronic health conditions and who have a high need for long-term support services. This interim arrangement commenced in November 2006 and has been put in place while work is undertaken to resolve ongoing funding responsibility for long-term support services for people with chronic health conditions.



*People under 65 years of age who have long-term personal health conditions such as obesity and who are identified by the NASC as being eligible for funding through the Interim Funding Pool, may access equipment and/or modifications.*

Applications for equipment and/or modifications for eligible people will be considered in the same manner as any such application. However, all applications will be forwarded to the Equipment and Modification Services Review Panel following processing by Accessable or Enable New Zealand. Approved applications will be sent to the local Needs Assessment and Co-ordination Service agency(NASC) and the provision of equipment and/or modifications will be considered within the overall support package recommended for the person.

### 7.1.3 NEEDS ASSESSMENT SERVICE CO-ORDINATION (NASC)

NASC agencies provide a single point of contact to identify a range of support options for disabled people. Such options can include personal care support, home help, respite care, and residential care. Services provided by NASC agencies include:

- *Needs Assessment*, which is the process of defining the current abilities, resources, goals and needs of a person and identifying which of these are the most important. The purpose of the process is to decide what is needed to maximise a person's independence so that they can participate as fully as possible in society, in accordance with their current abilities, resources, culture and goals.
- *Service Co-ordination*, which is the process of identifying, planning and reviewing the support options required to meet the prioritised needs and goals of the person, and where appropriate, their family or whānau and support people.

The NASC agency must ensure that resources are utilised as efficiently and effectively as possible. The provision of high cost equipment and/or modifications must be considered within the overall support options provided to the person via the NASC agency.

### 7.2 ACC

Provides equipment and services for people who are entitled under the Injury Prevention, Rehabilitation and Compensation Act 2001.



For further information contact regional branch offices or:  
Call Free: 0800 101 996 (claim enquiries) [www.acc.co.nz](http://www.acc.co.nz)

### 7.3 MINISTRY OF EDUCATION

Equipment for the general educational needs of students in compulsory education is the responsibility of the Ministry of Education.



Refer to PART 3 Appendix Documents Operational Protocol between the Ministry of Health and the Ministry of Education.

### 7.4 WORKBRIDGE

Workbridge is contracted by the Ministry of Social Development to administer Job Support Funds and Training Support Funds.

The purpose of Job Support Funds is to assist disabled people gain, retain, participate or advance in employment or training by providing assistance with some disability related costs. Among other criteria, applicants must be aged between 16-65 and have disability-related costs that are unrelated to ACC or Ministry of Health areas of responsibility.



To contact your nearest Workbridge Centre  
Free phone 0508 858 858  
Free fax 0800 080 715  
[www.workbridge.co.nz/support-funds](http://www.workbridge.co.nz/support-funds)

## 7.5 WORK AND INCOME NEW ZEALAND

The Special Needs Grant provides non-taxable, one-off recoverable or non-recoverable financial assistance for people to meet their immediate needs. A person does not have to be receiving a benefit to qualify for a Special Needs Grant.

A Special Needs Grant can be approved to assist with items partially subsidised by the Ministry of Health or District Health Boards, when the person still has to pay a shortfall. For example, spectacles or hearing aids. Payment is for the unsubsidised portion only.

Further information is available from Work and Income, Ministry of Social Development.



Call free: 0800 559 009  
Deaf-Link Free Fax: 0800 621621  
[www.workandincome.govt.nz](http://www.workandincome.govt.nz)

## 7.6 LOTTERY GRANTS BOARD

The Individuals with Disabilities Subcommittee provides lottery grants on a discretionary basis for mobility and communication equipment to help people with disabilities achieve independence and gain access to the community. Those who meet the eligibility criteria of the Ministry of Health or other Government Agencies for what they are requesting are not eligible for lottery grants.

For funding purposes, an individual with a disability is defined as:

*“a person who has a permanently reduced capacity to be transported, to be personally mobile or to communicate, as a result of a physical, sensory, psychiatric or intellectual disability.”*

Priority is given on the basis of:

- the severity of the disability
- the contribution the vehicle or equipment would make to the quality of life of the person with a disability (the applicant)
- the financial circumstances of the applicant and their family
- the availability of alternative transport or assistance
- the family situation of the applicant
- the applicant's locality
- any lottery assistance received in the past.

With the funds it has available, the Subcommittee is able to fund about 50-60% of the applications it receives. Applications can be made at any time.

Further information is available from the Lottery Grants Board, Department of Internal Affairs.



Call free: 0800 824 824  
[www.dia.govt.nz](http://www.dia.govt.nz)

## 7.7 VETERANS' AFFAIRS NEW ZEALAND

Veterans' Affairs New Zealand is responsible for providing advice on and facilitating the delivery of a range of services to individual veteran's and their families in recognition of the needs generated as a result of the veterans' service. Case managers connect veterans and their families to appropriate services within the community that best address their needs and assist with improving and maintaining their quality of life.

The focus is on the case manager facilitating access to existing publicly funded health and disability services, and to the entitlements that are available through the social assistance and war pensions' framework. Case managers also make recommendations for the use of Veterans' Affairs New Zealand funding in situations where the need, generated by service, is urgent and no other service is available.

For further information contact Veterans' Affairs New Zealand:



0800 4 VETERAN (4838372)  
Email: [veterans@xtra.co.nz](mailto:veterans@xtra.co.nz)  
[www.veteransaffairs.mil.nz](http://www.veteransaffairs.mil.nz)

## 7.8 PRIVATE PURCHASE

People may choose to purchase equipment items themselves. Items less than \$37.00 (including GST) generally need to be purchased by the person, or their family or whānau. In some regions, organisations or businesses have disability-related equipment available for demonstration and/or sale.

## 8. ROLES AND RESPONSIBILITIES

The consideration and provision of equipment for the person involves a number of different people and agencies. Their responsibilities are outlined below.

### 8.1 THE PERSON, AND/OR THEIR SUPPORT PEOPLE, AND/OR FAMILY OR WHĀNAU

are responsible for:

- General household equipment usually required to live at home.
- Repairs or replacement for damage of equipment and/or components caused by careless or inappropriate use.
- Consumable items.
- Ongoing repairs and maintenance of items which have been privately purchased.
- The day-to-day care and maintenance of equipment and the appropriate use of equipment following the manufacturers' guidelines.
- The costs of any ongoing maintenance of rails which they have installed themselves.
- The cost of relocating equipment when moving to a new home.



*Beds, washing machines, chairs, telephones, fridges and stoves.*



*Ink cartridges for printers, gloves for wheelchair users, batteries for hearing aids, rubber tips for walking frames and walking sticks.*



*Battery charging, and cleaning.*

#### 8.1.1 During the assessment

the person and/or their support people and/or family/whānau need to:

- Participate in an assessment with a Specialised Assessor.
- Consider a range of options recommended by the Specialised Assessor to find out if, or what, equipment is the most appropriate solution.
- Use the equipment loaned by an equipment supply company for a trial period, and following the guidelines and advice provided by the Specialised Assessor and/or the equipment supplier.
- Read and sign the *Equipment Information Form* for the provision of Ministry of Health funded equipment.
- Contact the Specialised Assessor, or their Manager, if they are not satisfied with the assessment process.
- Contact the Specialised Assessor, Accessable or Enable New Zealand if they are not satisfied with the decision regarding the application for equipment.

### 8.1.2 Ongoing use of equipment

the person and/or their support people and/or family/whānau need to:

- Understand that the equipment is owned by the Ministry of Health and is provided on loan for their use for as long as it meets their needs.
- Agree to use and maintain the equipment in keeping with the manufacturer's guidelines provided with the equipment, or any maintenance schedule established by Accessable or Enable New Zealand.
- Contact the approved repair service if the equipment needs to be repaired.
- Arrange insurance of more costly equipment (such as wheelchairs, hoists) if possible.
- Arrange repair or replacement of damaged equipment that has been caused by careless or inappropriate use.
- Arrange for the equipment to be returned to Accessable or Enable New Zealand when:
  - it is no longer needed or being used
  - it is no longer suitable for them - another assessment from a Specialised Assessor may need to be arranged
  - the person's living situation has changed.
- Advise Accessable or Enable New Zealand if their address has changed.

**Eg**

*Battery charging, cleaning and checking safety.*

**Eg**

*For hoists, powerchairs.*

**Eg**

*The person has moved into a rest home or hospital care, or moved overseas - check with Accessable or Enable New Zealand as to whether they may still keep the equipment even if they have moved.*

## 8.2 SPECIALISED ASSESSORS

Are responsible for registration with the Accredited Equipment Assessor national database.

### 8.2.1 Accreditation as a Specialised Assessor:

To become a Specialised Assessor, suitably qualified people must complete and submit a registration form.

Accreditation may be removed from a Specialised Assessor if:

- an audit shows a consistent pattern of inappropriate recommendations made on behalf of clients or applications do not align with Ministry of Health funding guidelines, or
- they show a consistent pattern of not complying with the correct application process, or
- they have not maintained the appropriate qualifications and competencies to enable them to practice. To maintain an appropriate skill level a Specialised Assessor should be able to provide evidence to demonstrate that ongoing relevant knowledge and experience has been maintained.

The Specialised Assessor must advise Enable Information of any change in their:

- accreditation area
- employer and/or Professional Standards Monitor (PSM)
- registration or practising status
- contact details.

### 8.2.2 During the assessment

the Specialised Assessor will:

- Assess the functional skills and limitations, needs and anticipated outcomes for the person in the environment/s where the person usually lives, works and/or studies.
- Inform the person of all possible support options that could meet their essential needs related to their disability (this could include options other than Ministry of Health funded equipment).
- Liaise with NASC where:
  - an application for extensive or high cost personal care equipment is being considered, and it is uncertain that the person's living situation is able to be sustained long term, and/or
  - provision of this equipment may impact on the level of NASC funded support (such as personal care or home help) provided or required, and/or
  - it is unlikely that the person will be able to access Ministry of Health funding and an application through the Interim Funding Pool could be considered.



*The registration forms and accreditation standards are available from Enable Information Phone: 0800 17 1981 or:*  
**Accredited Equipment Assessor Registration**  
**Enable Information**  
**PO Box 4547**  
**Palmerston North**



*Correspondence from Accessable or Enable New Zealand will be sent to the address the Specialised Assessor has recorded on the national database of accredited assessors. Specialised Assessors can receive regular updates / information via email. This can be arranged by contacting Enable New Zealand. Work email addresses only should be provided - Hotmail and gmail addresses cannot be used for this email communication.*

- Explain to the person:
  - the current Ministry of Health access and eligibility criteria
  - other funding options if the person is unable to access funding support from the Ministry of Health
  - their responsibilities if equipment is being trialed
  - the requirement to provide the most cost effective equipment solution to meet the person's needs related to their disability
  - the application process, priority guidelines and likely timeframes.

### 8.2.3 During the application process

the Specialised Assessor will:

- Complete the application forms according to the processes as outlined by Accessable and/or Enable New Zealand in Part 2 of this manual. Applications for equipment will only be accepted from a Specialised Assessor who is accredited in the types of equipment relevant to the area of accreditation.
- Consider refurbished, or standard/common list or preferred supply equipment and advise why this equipment would not meet the need before trial or purchase of new equipment.



*When the Specialised Assessor is unable to support an application that has been requested by the person, their family or whānau, they must document this on the application and inform the person, family or whānau, of their reasons.*

### 8.2.4 For Trial Equipment

the Specialised Assessor will ensure that:

- If no suitable refurbished equipment is available, new equipment may be trialed from the supplier with written approval from Accessable or Enable New Zealand. It is the responsibility of the Specialised Assessor to organise the trial with the person and the supplier.
- Equipment is returned to the supplier after the 5 day trial period. This means that other disabled people and Specialised Assessors are not kept waiting for equipment that has been retained by other assessment services for a prolonged period.
- Where the trial item/s are to be returned to the supplier, it is the Specialised Assessor's responsibility to package the trial item back up in the original packaging and organise return freight, at a cost to the Specialised Assessor or their employer, complete with all parts and manuals, as soon as the trial has been completed.
- Equipment on trial to people should not be viewed as 'loan' of the item until the application has been processed. Equipment suppliers are able to provide equipment for a short trial period only to check whether it meets the person's needs or not.



*Accessable or Enable New Zealand will not purchase trial equipment that has been on trial for an extended period and it does not meet the person's needs. Specialised Assessors or Suppliers should ensure trial equipment is not left 'on trial' for long periods.*



*The items supplied for trial that are returned to the supplier must be clean and undamaged. The Specialised Assessor must discuss cleaning with the supplier if this is required after the trial.*

## 8.2.5 For Issued or Purchased Equipment

the Specialised Assessor will:

- Train the person and support people (paid and unpaid) in the use of the equipment. It is not expected that the Specialised Assessor will need to train all those who support the person, rather the key people involved in their ongoing care.
- Show the person and/or their caregivers how to maintain the equipment and let them know who to contact if it needs repairing (*Care and Use of Equipment Form*). Ensure the person has a copy of the instructions for the care and maintenance of the equipment.
- The Specialised Assessor should not transfer any equipment item directly from one person to another person without the equipment having first been returned to Accessable or Enable New Zealand for refurbishment. If this practice is undertaken, the Specialised Assessor must accept responsibility for the equipment being in a clean and safe condition for transfer.
- Ensure that the equipment is asset labelled.
- Arrange the return of any equipment that is no longer required or suitable for a person, if the Specialised Assessor continues to have active involvement with the person or is aware of any unused or unsuitable items a person may have in their home.



*Where a person lives in residential care, the Specialised Assessor should provide initial training to the key staff. It is the responsibility of the residential care provider to ensure all relevant staff are trained in the appropriate and safe use of the equipment.*



*Funding may be approved for initial training for the person and their key support people in the use of complex communication devices and information processing equipment.*

*Refer to section 10.2.4 - Training in the use of Equipment for Communication and /or Information and Communication Processing.*

## 8.3 EMPLOYERS AND/OR PROFESSIONAL STANDARDS MONITORS OF SPECIALISED ASSESSORS

Employers and/or Professional Standards Monitors of Specialised Assessors will:

- Verify that the Specialised Assessor has the qualifications and experience to enable them to competently perform the role of a Specialised Assessor.
- Follow up on concerns raised by Accessable or Enable New Zealand about aspects of specific applications from a Specialised Assessor.
- Complete audits of applications submitted by a Specialised Assessor where concerns have been raised about the quality of a specific or successive applications.

## 8.4 NASC SERVICE (Needs Assessment Service Co-ordination)

### 8.4.1 During the needs assessment

the NASC need to:

- Identify the need for a specialist assessment and make a referral to a Specialised Assessor if appropriate.

### 8.4.2 During the assessment

the NASC need to:

- Liaise with the Specialised Assessor if high cost personal care equipment is being considered and discuss all support options with the person and Specialised Assessor including:
  - the current level of support (paid and unpaid)
  - the possibility of increased care or other community supports
  - the likely impact of not providing the equipment (such as the person having to move home or into residential care)
  - how long the person is likely to stay in their home.
- Complete the NASC Reporting Template where appropriate.



*Refer to PART 3 Appendix Documents - NASC Reporting Template.*



*The NASC Reporting Template is also available from the Accessable and Enable New Zealand websites.*  
**[www.accessable.co.nz](http://www.accessable.co.nz)**  
**[www.enable.co.nz](http://www.enable.co.nz)**

## 8.5 ACCESSABLE AND ENABLE NEW ZEALAND

Accessible and Enable New Zealand will:

Administer Ministry of Health funding within a set budget and in a way that ensures that people who have the most urgent need have their needs met first. This means that provision of equipment and modifications to eligible people will be:

- cost effective
- transparent, and
- timely.

Communicate Ministry of Health policy and procedural changes and updates to Specialised Assessors.

### 8.5.1 During the application process

Accessible and Enable New Zealand will:

- Receive and review applications from Specialised Assessors in line with current Ministry of Health funding guidelines.
- Liaise with the Specialised Assessor and/or NASC Services when additional information is required and process replies to queries or any new communications about existing applications within 4 weeks of being received at Accessable or Enable New Zealand.
- Advise the Specialised Assessor of the outcome of the application, or request additional information from the Specialised Assessor, within 4 weeks of the application being received at Accessable or Enable New Zealand.
- Refer all relevant applications for equipment to the Ministry of Health's Equipment and Modification Services Review Panel for a decision.
- Advise the Ministry of Health of any ongoing applications where a decision has not been reached within six months.
- Approve or Decline applications.  
When the application is **Approved**:
  - advise the Specialised Assessor in writing to proceed with trial of equipment from the supplier when no suitable refurbished equipment is available, or
  - provide refurbished or Common/Standard list or preferred supply product or order new equipment from supplier, and
  - advise the Specialised Assessor in writing of approval of the application for equipment.

If the application is **Declined**, or partially declined:

- notify the Specialised Assessor and the person in writing, giving the reason/s for the decline.
- Undertake a review of the decision to decline an application if asked by either the person or the Specialised Assessor.



*An application may be queried by Accessable or Enable New Zealand if it does not contain sufficient information to demonstrate:*

- *that the person is eligible for equipment provision*
- *how the person's essential needs related to their disability will be met by provision of the recommended solution/s*
- *that the equipment is cost-effective including what other equipment solutions or support options have been considered*
- *why the person needs the equipment immediately and is unable to wait for its provision.*

- Respond to a complaint by following the Accessable or Enable New Zealand Review and Complaints process.

## 8.5.2 Ongoing use of equipment

Accessable and Enable New Zealand will:

- Arrange repairs and maintenance of Ministry of Health owned equipment, as appropriate.
- Arrange like-for-like replacement for equipment found to be beyond economic repair. Where like-for-like replacement is not appropriate, advise the person to seek an assessment by a Specialised Assessor.
- Arrange interim issue equipment, where possible, if the person has no other alternatives while equipment is being repaired or replaced.
- Track equipment and maintain an up-to-date record of equipment location.

## 8.5.3 Management of Refurbished Equipment

Accessable and Enable New Zealand will:

- Arrange for collection of equipment when advised it is no longer required.
- Dispose of obsolete equipment and items that are regarded as being Beyond Economic Repair.
- Undertake effective asset management including safe and hygienic refurbishment of returned equipment.
- Ensure that reissued equipment includes instructions for its care and operation.

## 8.5.4 Management of new equipment

Accessable and Enable New Zealand will:

- Maintain equipment lists for:
  - Standard or Common equipment (such as shower stools, bath board)
  - Preferred supplier equipment (such as wheelchairs)
- Conduct tenders for equipment as required, ensuring cost-effective purchasing.
- Ensure there are sufficient supplies of Standard or Common List equipment available to respond to applications in a timely manner.
- Manage payment processes for the purchase of new equipment.



*Accessable uses the term 'Standard List', whereas Enable New Zealand uses the term 'Common List'.*

## 8.6 EQUIPMENT SUPPLIERS

Equipment Suppliers will:

- Register with Accessable or Enable New Zealand and follow their invoicing requirements.
- Liaise with Accessable or Enable New Zealand regarding presentation of product range and company information

### 8.6.1 During the assessment

the Equipment Suppliers will:

- Provide product information to the person and/or the Specialised Assessor.
- Provide written quotations for direct purchase of equipment.
- Provide quotations or cost estimations for equipment where requested.

### 8.6.2 After the Written Approval for Trial

the Equipment Suppliers will:

- Arrange for the Specialised Assessor to complete Trial Guidelines for Suppliers Form.
- Arrange delivery of trial equipment, providing guidance in use of the equipment as required.
- Provide written quotations for all successfully trialled equipment to enable the correct equipment to be purchased.
- Monitor timeframes for trial of equipment. If these become extended, either the Specialised Assessor or Supplier will be responsible for the cost of equipment that does not meet the assessed need.



*Refer to: PART 3 - APPENDIX DOCUMENTS - Trial Guidelines for Suppliers Form*

### 8.6.3 After the Approval to Purchase

the Equipment Suppliers will:

- Provide equipment as per the purchase order and specification and advise an estimated date of delivery to Accessable or Enable New Zealand
- Arrange delivery of equipment, providing guidance and written documentation on the use, care and ongoing maintenance of the equipment as required.

## 8.7 MINISTRY OF HEALTH

the Ministry of Health will:

- Develop and implement access and eligibility criteria for the provision of equipment and modifications.
- Manage and monitor the contracts with Accessable and Enable New Zealand to ensure that quality services are provided in a timely, fair and efficient manner and administered within budget.
- Review relevant applications through the Equipment and Modification Services Review Panel and communicate the decision of the Panel to Accessable or Enable New Zealand within 10 working days of receipt of the application.
- Monitor applications where a decision has not been reached within six months.



*Refer section 9.5 - Ministry of Health - Equipment and Modification Services Review Panel*

## 9. REVIEWS OF DECISION

### 9.1 APPLICATIONS NOT SUPPORTED BY THE SPECIALISED ASSESSOR

Where the Specialised Assessor does not support a person's application for equipment, the person may request the Specialised Assessor to submit the application to Accessable or Enable New Zealand.

- The Specialised Assessor should not sign the application and must record their reasons for not supporting the application and advise the person of their decision.
- Applications will be declined if they are not supported by the Specialised Assessor.
- Where the person is not satisfied with the decision made by Accessable or Enable New Zealand they may request a *Review of Decision*.

### 9.2 REVIEW OF ASSESSMENT BY SPECIALISED ASSESSOR

The person may seek a second opinion from another Specialised Assessor if they are not happy with the outcome of their assessment. This would need to be arranged by the person, and/or their family or whānau. They could do this by:

- contacting the Specialised Assessor's Service Manager to request a second opinion
- ringing Enable Information (Phone 0800 17 1981) for a list of Specialised Assessors who could carry out the assessment
- asking their GP for a referral to their local District Health Board
- contacting their local Needs Assessment Co-ordination Agency (NASC), or
- contacting another Specialised Assessor for a privately funded assessment (such as an audiologist).



*If the person wants to have an assessment done privately, they will have to pay the costs associated with this.*

### 9.3 REVIEW OF DECISION BY ACCESSABLE OR ENABLE NEW ZEALAND

If the person, or the Specialised Assessor, is not satisfied with any decision that has been made about their application, they may request a review of this decision. Additional information in writing, supporting their request, should be provided.

- The person and their Specialised Assessor will be advised of the outcome or progress of the review within 10 working days of receipt of the request for a review.
- If the person is still dissatisfied with the outcome of the *Review of Decision*, they may request a second review which will be undertaken by the *EMS Review Panel*, Ministry of Health.



*A Review of Decision will be carried out by the management teams at either Accessable or Enable New Zealand.*

#### 9.4 REVIEW OF DECISION BY MINISTRY OF HEALTH

The Ministry of Health Equipment and Modification Services (EMS) Review Panel considers applications that:

- are estimated to cost over \$20,000 (incl. GST), or
- the person, their family or whānau, or the Specialised Assessor, have requested a second review of the decision made by Accessable or Enable New Zealand, or
- require clarification of the Ministry of Health's Equipment and Modification Services operational policy.

The objectives of the panel are to ensure that all decisions regarding applications are:

- considered in a nationally consistent way
- transparent and fair, and
- based on the Ministry's agreed funding criteria.

This means that some applications submitted to the EMS Review Panel may also be sent to either Accessable or Enable New Zealand as part of this review process.

The panel will inform either Accessable or Enable New Zealand of its decision within 10 working days of receipt of the application. Accessable or Enable New Zealand will then advise the person and Specialised Assessor of the Ministry of Health's Equipment and Modification Services decision. Only applications forwarded by Accessable or Enable New Zealand will be considered by the panel.

Membership of the panel includes Ministry of Health representatives who have portfolio responsibility and experience in the following areas:

- Equipment and Modification Services.
- Children and family services.
- Services for older people.

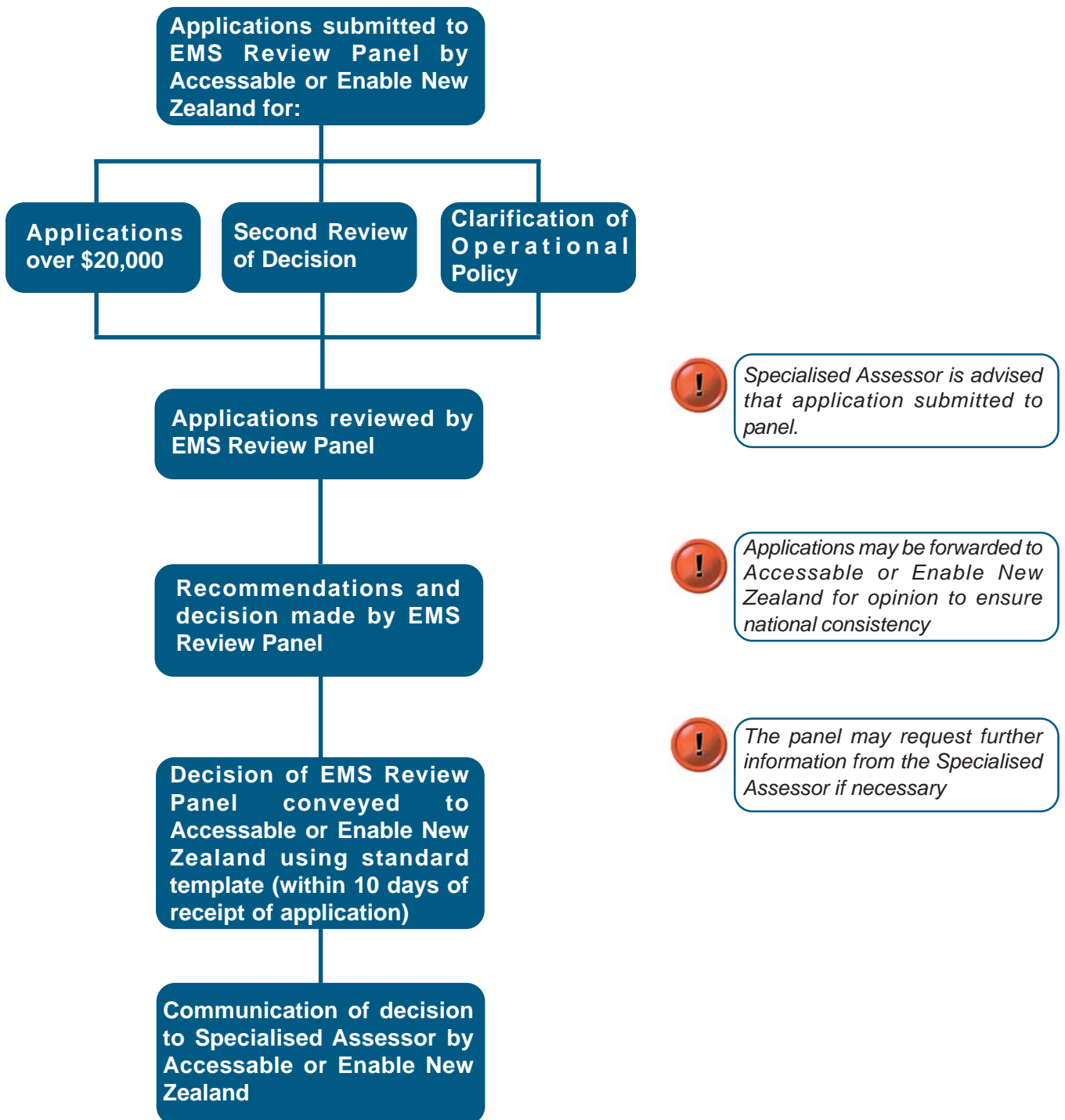


*An application submitted to Accessable may be sent to Enable New Zealand for comment from the Professional Advisor, prior to being submitted to the Equipment and Modification Services Review Panel.*



*Accessable or Enable New Zealand may share relevant information from specific applications that are submitted to the Equipment and Modification Services Review Panel. This is to make sure that applications are considered in a nationally consistent and fair way.*

## 9.5 MINISTRY OF HEALTH EQUIPMENT AND MODIFICATION SERVICES (EMS) REVIEW PANEL



## 10. ACCREDITATION AREAS

Accreditation areas relate to the qualifications and experience a Specialised Assessor has to recommend cost-effective equipment solutions that will result in increased safety and/or independence for the person and/or their family, whānau or other support people. The following table details what the accreditation areas are, the codes associated with those areas, the qualifications required by the appropriate Specialised Assessor, and examples of equipment that could be provided.

Accreditation Areas	Accreditation Code	Professional Qualification and/or Experience Required to be a Specialised Assessor	Examples of Equipment	
Communication Assistive Technology	CAT	Face to Face	Speech Language Therapist	Communication devices
		Written	Occupational Therapist Service Co-ordinators working for specialist service provider (e.g. RNZFB) Speech Language Therapist	Mounting brackets for the devices
Hearing	HRG	Audiologist	Hearing aids FM Systems	
Hearing Assistive Technology	HAT	Hearing Therapist Audiologist Service Co-ordinators working for specialist service provider (e.g. Deaf Association, RNZFB Deafblind Services)	Vibrating alerting devices Fax Machines Baby Monitors	
Vision Assistive Technology	VAT	Optometrist Service Co-ordinators working for specialist service providers (eg. Royal NZ Foundation of the Blind - RNZFB)	Mobility canes Magnifiers Spectacles	
Personal Care	PSC	Occupational Therapist Visiting Neurodevelopmental Therapist	Shower stools Hoists, Beds Transfer boards	
Household Management	HSM	Occupational Therapist Visiting Neurodevelopmental Therapist	Kitchen trolley Kitchen perching stool Preparation boards	
Walking	WLK	Physiotherapist Visiting Neurodevelopmental Therapist	Walking frames Sliding boards Transfer belts	
Standing Frames	STD	Physiotherapist Visiting Neurodevelopmental Therapist	Standing frames	
Seating (3 levels)	SE1, SE2, SE3	Physiotherapist Occupational Therapist Visiting Neurodevelopmental Therapist	Specialised cushions Specialised seating supports in wheelchairs	
Wheelchairs	WHC	Occupational Therapist Physiotherapist Visiting Neurodevelopmental Therapist	Buggies Manual wheelchairs Power wheelchairs	
Lying	LYG	Specialised Assessors in Standing or Seating Level 3, who have attended a Postural Management (New Zealand-based) course	Sleep Systems	

## 10.1 & 10.2 COMMUNICATION ASSISTIVE TECHNOLOGY (CAT);

### 10.1 FACE TO FACE COMMUNICATION

### 10.2 WRITTEN COMMUNICATION

#### SPECIALISED ASSESSMENT FOR COMMUNICATION ASSISTIVE TECHNOLOGY

Assessment of the person's spoken and/or written communication needs and any subsequent consideration of equipment must be undertaken with a multi-disciplinary approach including:

- the person and their key support people (such as family or whānau, work colleagues, tertiary education personnel), and
- skilled personnel where required (such as Speech-Language Therapist, Occupational Therapist, Service Co-ordinator experienced in the needs of people with specific sensory impairment).

#### 10.1.1 FACE TO FACE COMMUNICATION

Equipment and/or resources to enable a person to independently and reliably make their needs and feelings known to:

- support their personal safety, and/or
- interact more effectively with their daily lives.

Specialised Assessors will consider the various aspects of communicative competence before any recommendation for communication assistive technology equipment is made:

- linguistic
- operational
- social
- strategic.

These four areas of communicative competence are considered during the assessment process, to increase the likelihood that there will be a more positive outcome for the person and the people they communicate within their daily lives.



- *Augmentative communication equipment to support the communication needs of a person who has spoken all their lives and has developed a progressive condition which has affected their ability to communicate safely and effectively.*
- *Augmentative communication equipment resources and strategies for a child who is just beginning to communicate (i.e. has pre-emergent communication skills) so that they can establish optimum communication competency.*

### 10.1.2 EQUIPMENT OPTIONS FOR FACE TO FACE COMMUNICATION

Equipment which will be considered includes:

- “high-tech” equipment to support face-to-face communication.
- “low-tech” equipment to support the development of early communication skills, and/or provide back-up-systems.
- mounting systems and access technology so that the person is able to independently access the equipment effectively and the equipment is kept safe.

Alternative access options to an existing computer will be considered where it can be demonstrated that provision of such items will support a person who has a deteriorating condition to communicate effectively. The provision of such items should help prepare the person to use technology to assist with face-to-face communication when required.

- Equipment to assist with the production of visual strategies (where it is evident that such resources are unable to be more effectively obtained through other agencies or utilised as shared resources).
- Add-on features to a communication device or computer will be considered if there is a specific safety or access issue to include such items.
- Telephones where they are required to support a person to remain living safely and independently at home or undertake their commitments to work, study, voluntary work or care of a dependent person. Telephones included for consideration are those that require specialist set-up and are not standard (i.e. available for purchase at retail stores).

**Eg**

- *dedicated communication device with voice output*
- *computer with specialised software*

**Eg**

- *single switch*
- *battery-operated activity*
- *rye transfer board*
- *schedule boards, choice boards, communication books*
- *symbol system*

**Eg**

- *joystick, trackball or head mouse*
- *rate enhancement software*

**Eg**

- *digital camera*
- *laminator*
- *specialist symbol software*

**Eg**

- *alternative access methods such as joy stick*
- *amplifying speakers*

**Eg**

- *phones with headsets*
- *switch-adapted phones*
- *voice activated phones*
- *phones which amplify out-going speech*

### 10.1.3 EQUIPMENT NOT FUNDED SEE 10.2.3 EQUIPMENT NOT FUNDED

### 10.1.4 SET-UP AND TRAINING SEE 10.2.4 SET-UP AND TRAINING

## 10.2 WRITTEN COMMUNICATION

Equipment to assist a person to write and understand information when such equipment is not part of the person's usual work or learning environment.

Provision of this equipment must be essential to support the person to:

- study full-time or do vocational training
- work full-time
- work as a volunteer
- return or remain safely at home
- care for a dependent person.

### 10.2.1 EQUIPMENT OPTIONS - WRITTEN COMMUNICATION

- Computers and peripherals; this equipment will generally include peripherals to assist people to access a computer, not the computer itself, unless the provision of suitable computer hardware is the only cost-effective solution to support the person in their work, or study roles. It is the responsibility of an employer or training agency to provide a suitable work environment and resources for all staff and students to carry out their roles.
- Mounting systems and access technology so that the person is able to independently access the equipment effectively and the equipment is kept safe.
- Add-on features to the communication device or computer will be considered if there is a specific requirement to include such items in relation to the person's work or study needs.



*A computer and/or additional hardware and/or software to enable the person to access a computer to meet their identified needs.*

*Essential upgrades to existing hardware to run recommended software at the supplier's minimum specifications.*

### 10.2.2 EQUIPMENT OPTIONS - ENVIRONMENTAL CONTROLS UNITS

- Equipment to support a person to remain living safely in their home. These may be associated with the person's power wheelchair control units. These control units can integrate communication and mobility and have the potential to allow wider control of the environment.
- Consideration of such assistive technology must include the likely impact of the provision of such equipment on alternative support options (including government funded home based support services).



- *single switch operated call system*
- *Units to control lights, door, bed, phone, etc.*

### 10.2.3 EQUIPMENT NOT FUNDED

Equipment will not generally be provided where:

- a student attending compulsory education requires the equipment to primarily access the school curriculum. Such applications for equipment should be made to the Ministry of Education within their Assistive Technology process.
- the need for the equipment is not related to the person's capacity to interact effectively within their daily lives, live safely in their home or undertake their work or study requirements.
- a student undertaking a tertiary or vocational education course would be expected to provide such equipment themselves as part of their course.
- a training provider would be expected to provide such equipment for all students undertaking the course
- an employer would be expected to provide such equipment (standard) for the employee to carry out their work.



*Funding support for assistive technology to enable a person to undertake their work and/or study requirements may be available from:*

- *Workbridge - see section 7. Other funding options*
- *Mainstream Programme - a Supportive Employment Programme which facilitates employment opportunities within selected State sector organisations.*

## 10.2.4 SET-UP AND TRAINING

The provision of set-up and training will be considered to support the person and/or their support people, in the use of equipment for face-to-face and/or written communication.

The Specialised Assessor must ensure that the people and their support people (paid and unpaid) are trained in the use and care of the equipment and/or strategies that have been developed to support skill development.

A detailed training plan, including estimated time and professional expertise required, must be submitted with the application. This plan will include the following components:

- an outline of requirements to set-up and customise all aspects of the system
- specific training tasks and objectives
- projected outcomes for the person
- follow-up support recommended, and
- a cost breakdown, including essential travel and other expenses.

Where possible, this training should be provided by an alternative provider to the assessment service. Where this is not possible, the training plan should identify the rationale for selection of the assessment service as the training provider.

### i. Set-Up

Funding for initial set-up will be considered when the equipment and/or resources recommended are required to be significantly individualised and customised to meet the person's needs before the equipment can begin to be utilised by the person. This will include set-up of:

- computer or device hardware
- specialised software
- alternative access methods and/or
- resources to support the implementation of communication strategies.

## ii. Initial Training Programme

Funding for initial training will be considered when:

- the person will be using a complex communication device or computer system where software or vocabulary needs to be loaded or customised.
- training is focused on the specific use of the equipment and/or resources in order to enhance the person's communication in all settings.
- the training plan for school-age students targets all relevant support people in the use of the device and/or strategies to support communication development.
- the training plan for adults living in a home managed by a residential care provider targets all relevant support people in the use of the device and/or strategies and also nominates a key contact person who accepts on-going responsibility for the equipment and/or resources.

## iii. Follow-up Training and Support

Funding for follow-up training and support will be considered at agreed times if the Specialised Assessor considers that the person's needs are likely to change following the conclusion of the initial training programme.

Generally this follow-up training and support will be undertaken at the following intervals:

- **First Follow-up:** 3 months following completion of the initial training programme.
- **Second Follow-up:** 12 months following completion of the first follow-up session.

This follow-up will be undertaken in the way that best suits the needs and situation of the person and their appropriate support personnel. This may be by phone consultation or visit to the person's home, school or other suitable environment.

## iv. Completion of the Training Programme

Following completion of the training programme, including the follow-up training and support if required, the provider will submit a report to Accessable or Enable New Zealand outlining the work undertaken during the programme and a summary of the outcome of the provision of the equipment, resources and training.

## v. Further Training

Where a need for further training is identified due to a person's changing needs or circumstances:

- the Specialised Assessor will need to undertake a review of the person's needs and submit a new application to Accessable or Enable New Zealand.
- when the need for additional training is initiated by the education setting, e.g. a student is in transition is considered to be the responsibility of the Ministry of Education and a standard Assistive Technology application is required.



*Refer to PART 3 Appendix Documents - Training for Assistive Equipment.*

## 10.3 HEARING (HRG)

### 10.3.1 Hearing Aids

Hearing aids to support a person who is deaf or hearing impaired to:

- study full time tertiary level (not including children in compulsory education).
- complete a vocational training course.
- work full time (at least 30 hour per week or working at their maximum capacity due to the limitations of their disability).
- seek paid employment by being registered for employment with Work & Income NZ, Workbridge or an employment supportive service associated with a specific disability organisation.
- undertake voluntary work of a minimum of twenty hours per week with a recognised community based, voluntary and not for profit agency.
- be the main carer of a dependent person.
- live safely at home if the person has both hearing and visual impairment.
- live safely at home if the person has a hearing impairment and an intellectual disability.



*Hearing Aids include FM Systems for pre-schoolers.*

Funding for hearing aids is for the wholesale cost of the hearing aid only.

Additional features of hearing aids, such as remotes, can only be considered for funding when clear rationale has been provided by the Specialised Assessor as to how such items are essential to meet the person's individual needs. Funding is not generally available for accessories such as cleaning kits and dri-store kits.

### 10.3.2 Hearing Assistive Technology (HAT)

Equipment to support a person who is Deaf, Deafblind or has a hearing impairment to:

- live safely in their home.
- be the main carer of a dependent person.
- study full time tertiary level (not including children in compulsory education).
- complete a vocational training course.
- work full time (at least 30 hours per week or working at the maximum capacity due to the limitations of their disability).
- seek paid employment by being registered for employment with Work & Income NZ, Workbridge or any employment supported service associated with specific disability organisations.
- undertake voluntary work of a minimum of twenty hours per week with a recognised community-based, voluntary and not for profit agency.



*Equipment that can be provided can include:*

- *Call systems with visual or vibrating alerts*
- *Smoke detectors with visual or vibrating alerts*
- *Fax machines*



*Hearing aids and household equipment such as standard smoke alarms and standard telephones are not included.*

## 10.4 VISION ASSISTIVE TECHNOLOGY (VAT)

Equipment to support the needs of a person who is Blind, Deafblind or who has a Vision impairment.

Where high cost equipment to aid independent mobility is requested, the Specialised Assessor must provide clear rationale that demonstrates that the equipment recommended is:

- the most economic and appropriate solution to meet the person's individual needs, and
- essential over and above any existing mobility resources such as canes and guide-dogs.

Spectacles may be provided if a registered ophthalmologist or optometrist has assessed that:

- the person's corrected vision, in the better eye, does not exceed 6/24 with corrective lenses, or
- the person has a significant limitation in the binocular central field or vision not less than 100 in extent in the widest diameter, or that their overall binocular visual field has an extent of 300 or less in the widest diameter.

If the Specialised Assessor identifies the need for a computer and/or specialised software, the application must be completed by a Specialised Assessor who has accreditation in Communication Assistive Technology - Written, in conjunction with relevant specialised personnel.



*Equipment that can be provided includes:*

- *Mobility canes*
- *Screen-reading computer software*
- *Magnifiers*
- *Spectacles.*

## 10.5 PERSONAL CARE (PSC)

Equipment to enable a person to carry out personal care activities in their home, work or place of study, such as:

- eating and drinking
- personal hygiene (washing and toileting)
- getting dressed
- transferring from the bed or chair
- getting in or out of the home.

### 10.5.1 Safety Helmets

Specialised Assessors should first contact their local DHB regarding the availability of safety helmets through Orthotics services. If such support is not available, the provision of a helmet will be considered where safety issues are clearly identified by the Specialised Assessor.

## 10.6 HOUSEHOLD MANAGEMENT (HSM)

Equipment to enable a person to carry out essential household tasks to return to, or remain safely in their home such as:

- the preparation of food and drinks, if they live alone or are by themselves for much of the day
- laundry or cleaning.

Applications will be considered for the provision of equipment to manage household tasks when:

- the person is unable to manage or be physically safe at home
- no other support options are available (such as another member of the household to assist with tasks, other equipment items such as a drier for laundry)
- the provision of the equipment is likely to reduce the need for increased home based support services
- the person may have to be admitted to a hospital or residential care service if the equipment is not provided.



*Personal care equipment includes:*

- Common/standard list.
- Shower stools.
- Raised toilet seat.
- Rails (internal).
- Transfer boards .
- Chair raisers.
- Over-bed tables .
- Bath boards.

*Complex equipment including:*

- Hoists.
- Portable ramps.
- Height adjustable bed.
- Pressure care mattresses.
- Tilt-in-space shower chairs.



*Equipment might include:  
Equipment from the Common / Standard List such as kitchen trolleys and perching stools.*

*Complex equipment such as custom-made kitchen trolleys.*



*To access home based support services the person must participate in a needs assessment with their local NASC agency.*

## 10.7 POSTURAL MANAGEMENT; LYING, SEATING, STANDING

Equipment to enable a person to lie, sit or stand in a position that:

- minimises their physical discomfort, and/or
- minimises the deterioration of their posture, and/or
- maximises their functional body position, and/or
- maximises pressure relief.



*Postural management for Lying & Standing needs of people living in aged residential care are managed by services and supports put in place by the residential care provider.*

### 10.7.1 Lying (LYG)

Equipment or systems to enable a person with life-long, complex or dynamic postural needs to be positioned in lying to:

- prevent or minimise the development of contractures, and /or
- support functional positioning for everyday activities and/or
- allow support people to more effectively manage their personal cares.

Lying supports will be considered for children throughout their growing years who:

- are unable to change their position and have risks to their personal health and physical safety which cannot be managed through the use of wheeled mobility and seating alone, and/or
- are unable to change their position and present with persistent asymmetry when lying, and/or
- need frequent re-positioning through the night due to respiratory problems or other issues, and
- require more specialised positioning than can be provided with pillows, rolled up towels, standard mattress, etc.

Lying supports will be considered for adults who:

- are unable to change their position and have risks to their personal health and physical safety which cannot be managed through the use of wheeled mobility and seating alone, and/or
- are unable to achieve a functional position in sitting due to fixed postural deformities and can demonstrate improved function in an alternative position and/or
- have multiple fixed deformities and/or persistent asymmetry, are unable to alter their position, and require specific positioning in lying to prevent further joint contractures which would impact on the ability of support people to manage their personal cares.



*As a guide, the child would present with Gross Motor Function Classification System (GMFCS) level 4 or 5, or have chailey level 1 or 2 supine lying ability or for an adult Chailey level 1 or 2 supine lying ability.*



*Prone Positioning wedge, sleep system.*



*The person has a significant windswept deformity which will impact on the ability of support people to ensure personal hygiene and/or continence issues.*

## 10.7.2 Seating (SE1, SE2, SE3)

Equipment to enable a person to sit in a position that:

- minimises their physical discomfort, and/or
- minimises the deterioration of their posture, and/or
- maximises their functional body position.

### Seating Level 1

- The provision of cushions which will reduce discomfort for wheelchair users.



*Foam seats, lumbar cushion rolls, wedges.*

### Seating Level 2

- gel, air and/or foam combinations for the seat and/or back to enhance posture and positioning or to provide pressure relief.



*Off-the-shelf cushion and/or back support.*

### Seating Level 3

Seats and/or backs that:

- are customised for the individual by either modular construction or by being custom built, and
- will improve or maintain posture and positioning or give specialist pressure relief.



*Generally, only one option to enable a person to sit safely and comfortably is provided. Consideration may be given for a dedicated seating option to enable a person to eat and drink safely if these activities are not possible within their everyday seating.*

## 10.7.3 Car Seats

Car seats will be considered to meet the safety needs of children when they are travelling in a vehicle and the use of an off-the-shelf (standard retail) product does not meet their needs relating to their disability. It is not intended that long-term positioning needs will be specifically addressed by the car seat.



*It is a legal requirement for children under the age of five years to be restrained in an approved restraint when travelling in a vehicle.*

## 10.7.4 Safety Restraints / Harnesses for Vehicles

Safety restraints/harnesses will be considered for people with significant behaviour support needs when travelling in vehicles when:

- It is evident that the person has severely challenging behaviour that is posing a risk to themselves or others in specific situations.
- Other behavioural support methods have been tried and shown that they alone do not maintain sufficient safety for the person and/or others.
- The person has been assessed by a specialist team and it has been agreed that for specific safety reasons (i.e. the immediate safety of the person or others), a safety restraint/harness is an appropriate option for managing significant behavioural support needs the person may have.



*The Specialised Assessor should request a signed letter from parents/caregivers confirming that they are aware that the safety restraint/harness provided for the disabled person does not have NZ Standards approval.*

The use of a non-New Zealand Standards approved safety restraint/harness for use in a vehicle should only be considered when it can be used in a manner consistent with the requirements of the *Restraint Minimisation and Safe Practice Standard*.



*New Zealand Standard Restraint Minimisation and Safe Practice; Standards New Zealand & Ministry of Health, NZS 8141:2001.*

The Specialised Assessor must have accreditation in:

- Seating Level 2, or be a Specialised Driving Assessor to recommend harnesses, car seats or restraints for use in a vehicle, or
- Seating Level 3 to recommend car seats which require custom inserts.

### 10.7.5 Standing (STD)

Equipment to support a person to maintain a good functional position and body alignment in standing.

Applications will be considered for a standing frame where this will assist the person to:

- maintain functional posture during their growing years, and/or
- maintain standing transfers, and/or
- increase their potential to walk, as part of a long term plan and not limited to a period of specific rehabilitation.

Where it is evident that a child would benefit from equipment to support them to maintain a good functional position, but a standing frame would not meet their needs, provision of another positioning system may be considered under section **10.8.1 Lying**.

Funding for one standing frame only will be approved at any one time. Where it is evident that a child would benefit from equipment to support them to maintain a good functional position, but a standing frame would not meet their needs, provision of other positioning systems may be considered. In most cases standing frames are a therapy intervention and are therefore excluded from Equipment and Modification Services funding.



*Standing frames that are required to manage acute episodes are a therapy intervention and are excluded from Equipment and Modification Services funding.*



*Funding for one standing frame only will be approved at any one time.*

### 10.8 WALKING (WLK)

Providing equipment to support a person with walking and transferring.



*Walking equipment including:*

- Walking frames.
- Quad sticks.
- Crutches.



*Transferring equipment including:*

- Sliding boards.
- Transfer disks.
- Handling belts.

## 10.9 WHEELCHAIRS (WHC)

Equipment to enable a person to mobilise safely and/or independently in a wheeled mobility base such as:

- Manual (transit and self-propelling) wheelchairs
- Powered wheelchairs
- Scooters
- Buggies (for young children).

A powered wheelchair may be provided for a person where they are unable to independently use a self-propelling wheelchair. A person who has received approval for a powered wheelchair may also have a standard lightweight manual backup wheelchair where the Ministry of Health's funding criteria are met. Additional features such as manual or powered tilt-in-space, hi/lo seat, elevating leg-rests, or recline must be supported by clear rationale.

Where specific features are recommended to enable a student to attend or participate in compulsory education, such features may be the responsibility of the Ministry of Education.

### 10.9.1 Mobility Scooters

A mobility scooter will be considered where it is clearly identified that a standard or powered wheelchair is not a cost effective or suitable option to meet the person's needs related to their disability.



*The person needs a mobility scooter to travel to/from their work or study.*

Where the mobility scooter is for mobility inside the person's home, the Specialised Assessor must consider whether additional costs may be incurred for the provision of housing modifications to accommodate the scooter around the home.

### 10.9.2 Children's Buggies

Buggies will be considered for children to meet their mobility needs relating to their disability. Funding approval for a buggy will be considered when a disabled child requires mobility equipment that a child without a disability would not usually require.

### 10.9.3 Restraint

Buggies or wheelchairs for children with significant behaviour support needs will be considered when:

- It is evident that the child has severely challenging behaviour that is posing a risk to themselves or others in specific situations or environments.
- Other behavioural support methods have been thoroughly explored and shown that they alone do not maintain sufficient safety for the person and/or others.
- The child has been assessed by a medical specialist and it has been agreed that for specific safety reasons (ie the immediate safety of the child or others), a buggy or wheelchair is an appropriate option for managing the significant behavioural support needs the child may have.

The use of a buggy or wheelchair for restraint should only be considered when it can be used in a manner consistent with the requirements of the *Restraint Minimisation and Safe Practice Standard*.



*New Zealand Standard Restraint Minimisation and Safe Practice; Standards New Zealand & Ministry of Health, NZS 8141:2001.*

### 10.9.4 Customisation or Modification of Wheelchairs

All modifications and/or customisation of wheelchairs, including any part or accessory that is attached to or added onto Ministry of Health owned equipment, must be approved by Accessable or Enable New Zealand and be undertaken by:

- an Accessable or Enable New Zealand Technician or their approved subcontractor, or
- the equipment supplier.



*Wheelchair and Seating Outreach or Facilitation clinics are available in some regions to assist Specialised Assessor with selection and trial of equipment.*

### 10.9.5 Wheelchair Batteries

Replacement wheelchair batteries will be funded by Accessable or Enable New Zealand when the age of the battery indicates that a replacement would be required.



*Asset numbers do not need to be issued for wheelchair batteries.*