

Consultation with an EMS Advisor

When an EMS Assessor is considering equipment or modifications for their client, there are many situations when consultation with an EMS Advisor at Accessable or Enable New Zealand is a mandatory requirement.

This document describes when an EMS Assessor must consult with an EMS Advisor.

This consultation must occur **before** the final decision about the most appropriate solution to meet the person's needs has been made. This means the consultation will be undertaken **before** the EMS Assessor has completed their section of the Prioritisation Tool, and a Service Request is submitted.

The purpose of this consultation is to ensure that EMS Assessors are well guided and supported as they are undertaking their assessments and considering a range of support options that may best meet the needs of their clients. The budget for Equipment and Modification Services is fixed each year and Accessable and Enable New Zealand have the overall responsibility for managing the demand for these services and for ensuring that this budget is not overspent.

Once a Service Request is submitted the EMS Provider will process the order, however the delivery of some services will be subject to the confirmation of the information before the exact type of service and the level of Ministry of Health funding can be finalised:

- **Band 2 and Band 3 Equipment –**
 - Notification of a successful trial.

- **Complex Housing Modifications –**
 - The outcome of an income and cash asset test (if required)
 - The approval of a building consent or resource consent from the local council for the proposed building work
 - The proposed housing modifications comply with the following:
 - any conditions on the Certificate of Title or property file
 - the local District Plan
 - any property or land caveats relating to building works, such as apartments or licence to occupy homes with restrictions.

- **Vehicle Purchase and Modifications -**
 - The outcome of an income and cash asset test (vehicle purchase only)
 - The technical specifications of the vehicle modifications meeting LVVTA requirements.

Where any of the above requirements are unable to be met, Accessable or Enable New Zealand will inform the EMS Assessor that the Service Request cannot proceed and let them know the reasons for this. If this occurs, the EMS Assessor will need to discuss other support options with their client.

1. Equipment

When the following Band Two or Band Three Equipment (currently complex equipment, and in some cases equipment which was previously “List Equipment”) is being considered the EMS Assessor will need to consult with an EMS Advisor:

- Clarification of Policy – where the EMS Assessor is uncertain as to whether the person meets the Ministry of Health’s eligibility requirements or the specific EMS access criteria
- Equipment likely to cost \$5,000¹ or more to meet a person’s Personal Care, Household Management, Walking or Standing needs
- Communication Assistive Technology
 - an equipment package (all components of the solution) likely to cost more than \$5,000 for a Level One EMS Assessor
 - an equipment package (all components of the solution) likely to cost more than \$10,000 for a Level 2 EMS Assessor
- Wheeled Mobility and Postural Management
 - an equipment package ((all components of the solution) likely to cost more than \$5,000 for a Level One EMS Assessor
 - an equipment package (all components of the solution) likely to cost more than \$15,000 for a Level 2 EMS Assessor

Consideration of all wheelchairs which cost more than \$15,000 should be made through existing advisory clinics (ACCESS and Outreach Clinics) where they are available. If these clinics are not available in your region, you will need to consult with an EMS Advisor.

- Consideration of any equipment which requires liaison between two or more assessment services, for example, joint Ministry of Education/Ministry of Health request < <http://www.accessable.co.nz/manuals-forms#equipforms> or <http://www.disabilityfunding.co.nz/equipment/equipment> > , Environmental control unit with Communication Assistive Technology Level 2 and Wheeled Mobility Postural Management Level 2 Assessors, vehicle modifications & mobility assessment services
- Customised or individualised equipment solutions for people living/moving into aged care facilities
- Consideration of new technology which has not previously been commonly provided or where it has been identified that the situation or solution is unique
- Where customisation is required to the base equipment in order to meet a person’s very specialised needs, the customisation will be irreversible and the item cannot be reissued to another person. For example, when the frame of a wheelchair requires welding or bending to re-site the hanger mount
- Equipment to support a person’s challenging behaviours , eg car seat harnesses, safe surround beds

¹ All costings based on the recommended retail price and excluding GST

- Any situation where:
 - a person wishes to contribute towards the cost of an item (that is over and above the solution recommended by the EMS Assessor)
 - a person wishes to seek retrospective funding for equipment that they have already purchased.
- Like for Like replacement of equipment likely to cost more than \$5,000.

Definitions:

	Definition	Examples
Equipment package	Items of equipment within the same area of accreditation which, when combined, form one solution for the person to meet their specific needs.	<ul style="list-style-type: none"> • power wheelchair, tray and seating system • communication device, mounting system and switch
Like for Like replacement	<p>Like for Like replacement means that the same fit, form and function of the equipment item needs to be sought – it does not indicate that the exact make and model needs to be supplied.</p> <p>When an equipment item is considered to be beyond economic repair, and this item is still meeting the person’s needs, a replacement can be requested by either the person or the EMS Assessor.</p> <p>If the equipment item has been determined as being beyond economic repair and it no longer meets the person’s needs, a reassessment from an EMS Assessor is required, and the Prioritisation Tool must be completed (for Band 2 and Band 3 Equipment) before a replacement item can be provided.</p> <p>If an equipment item is not considered beyond economic repair but this item no longer meets the person’s needs (eg where a child has outgrown a wheelchair), a reassessment by an EMS Assessor is required before replacement equipment can be provided. In this instance the Prioritisation Tool would be used as it is no longer Like for Like replacement.</p>	<ul style="list-style-type: none"> • manual wheelchair • hoist
Accessories	<p>Additional items which are available ‘off the shelf’ and can be attached to the base equipment item which has been funded by the Ministry.</p> <p>The accessory (or modified accessory) is completely removable and reversible so the</p>	<ul style="list-style-type: none"> • head rests • pelvic positioning belts • ankle huggers • spoke guards • specialised arm

	base equipment is able to be reissued for another person. It has the purpose of enhancing the functionality of the base equipment item for a person's specific individual need and will not function as a stand-alone item.	<ul style="list-style-type: none"> rests • trays • laterals • chest harnesses.
Modifications to equipment	The accessory itself can be modified to meet a specific need or the modifications completed without having any impact on the base equipment item. It may be where customisation is required to an existing equipment item that is not achievable through the normal methods of adjustments available on that piece of equipment. The modification is completely removable or reversible so the base equipment item is able to be reissued for another person.	<ul style="list-style-type: none"> • a leg hanger being added to a wheelchair or commode to accommodate for wind-sweeping • a custom made seat for a commode chair • a customised lateral for a wheelchair or standing frame.
Band 1 Equipment (currently known as MOH List Equipment)	<p>Ministry of Health Band 1 Equipment ("Band 1 Equipment") is equipment which has been selected following a formal tender process. Criteria for selection in Band 1 are that items:</p> <ul style="list-style-type: none"> • meet the needs of a wide range and large number of disabled people, and • are low cost (generally less than \$1,000 excl. GST), and • are durable and the majority are able to be reissued in a cost-effective way. <p>Equipment is able to be supplied at the lowest possible price, resulting in greater value for money. Many Band 1 Equipment items could be self-purchased in regular retail stores and there is generally a low consequence of risk in relation to its provision.</p> <p>Not all low cost items will be included in Band 1 Equipment. Items that are low cost and rarely requested but that have not been selected through a tender process will be subject to the Prioritisation Tool. All other items will be considered to be in Band 3 (currently known as Complex).</p>	<ul style="list-style-type: none"> • personal hygiene equipment such as bath boards • standard shower commodes and over toilet frames • standard walking frames • chair raisers • standard pressure cushions • kitchen trolleys.

<p>Band 2 Equipment (currently known as Complex Equipment)</p>	<p>Ministry of Health Band 2 Equipment (“Band 2 Equipment”) is equipment which has been selected through formal procurement arrangements. Criteria for selection in Band 2 are that items:</p> <ul style="list-style-type: none"> • do not have high specifications or features and are not complex to use or customised for a person, and • generally cost less than \$3,000 (excl. GST), and • are regularly requested. 	<ul style="list-style-type: none"> • adjustable beds • hoists • standing frames • walking frames (bariatric, paediatric or non-standard) • wheelchairs (standard self-propelling or transit).
<p>Band 3 Equipment (currently known as Complex Equipment)</p>	<p>Ministry of Health Band 3 Equipment (“Band 3 Equipment”) is equipment which has been selected through formal procurement arrangements (including direct purchase for one-off items). Criteria for selection in Band 3 are that items meet one or more of the following:</p> <ul style="list-style-type: none"> • are complex and/or have high specifications or features • may be customised and individualised • are high cost (generally \$3,000 or more) • are supplied in low volumes, irrespective of their cost • require an EMS Assessor to have a higher skill level and experience • result in a higher consequence of risk to a person following an inappropriate recommendation by an EMS Assessor. 	<ul style="list-style-type: none"> • power wheelchairs • customised standing frames • highly specialised pressure care equipment, • communication devices with high specifications • customised or individualised seating systems

2. Housing Modifications

When the following housing modifications are being considered the EMS Assessor will need to consult with an EMS Advisor:

- Clarification of Policy – where the EMS Assessor is uncertain as to whether the person meets the Ministry of Health’s eligibility requirements or the specific EMS access criteria
- When the guidelines indicate that engagement with NASC is mandatory - Refer to *Joint Report Form; EMS and NASC* < <http://www.accessable.co.nz/manuals-forms#equipforms> or <http://www.disabilityfunding.co.nz/equipment/equipment/nasc> >
- Where previous modifications have been funded by the Ministry and the person is likely to need to have an income and cash asset test (based on cost of previous modifications and /or estimated cost of the proposed modifications)
- When the long term sustainability of the person remaining in their home for 2-3 years is not clear
- When an access solution (internal or external) which is likely to cost more than \$15,334 (including GST)
- When second modifications of the same type are being considered due to extenuating circumstances
- When modifications are being considered to a home which is not the person’s primary full time residence. For example, shared care situations
- When *Major Modifications* are being considered for a person living in a Housing NZ or private rental property (refer to the *MOH & HNZA Information Sheet November 2013*)
- Modifications to sleep-outs, converted basement/garages or mobile homes (which could be non-consented)
- When housing modifications are being considered to support a person with challenging behaviour
- Consideration of modifications which have not previously been commonly provided or where it has been identified that the situation or solution is unique
- Replacement of low rise lifts or modular ramps
- Any situation where:
 - a person wishes to contribute towards the cost of the housing modifications
 - a person wishes to seek retrospective funding
 - there are land ownership issues, for example, shared or common land
 - there are issues regarding remedial work which is likely to be required
 - a home owner is building a new home or undertaking extensive renovations to their existing home and is seeking EMS funding for specific modifications .

When the following EXTERNAL modifications are being considered:

- An access solution which is 1m or above the adjacent ground level
- Access solutions which require excavation, retaining works, long linking works between the car parking area and the access/doorway

- Modifications to driveways or for covered transfer areas
- Modifications where additional services may be needed, for example, sewerage or waste water reticulation
- Automatic door openers and external doors.

When the following INTERNAL modifications are being considered:

- Modifications where additional services may be needed, for example, power, water, plumbing, flooring or walls
- Complex bathroom modifications:
 - Level Access Showers
 - Bidets and additional toilets
- Kitchen & Laundry modifications
- Installation of overhead ceiling mounted hoists
- Modifications to heating, air conditioning/ventilation and lighting
- New additional rooms or room extensions
- Modifications to homes with multiple levels
- Construction of new homes
- Modifications which are likely to involve major internal re-design, impacting on loading bearing walls.

3. Vehicle purchase and modifications

When considering the following vehicle purchase or modifications the EMS Assessor will need to consult with an EMS Advisor:

- Clarification of Policy – where the EMS Assessor is uncertain as to whether the person meets the Ministry of Health’s eligibility requirements or the specific EMS access criteria
- All situations where the purchase of a vehicle is being considered
- Consideration of any vehicle modification which requires liaison between the EMS Assessor involved with consideration of a wheelchair
- When the person has received previous Ministry funding towards an already modified vehicle
- Second requests for vehicle modifications of the same/similar type due to extenuating circumstances
- Consideration of new technology which has not previously been commonly provided or where it has been identified that the situation or solution required is unique (for example, seating and upholstery, new vehicle modification products entering the market, engineered or “one-off” customised solutions)
- To ascertain the status of the vehicle modification assessment requests (if not previously received) for clients receiving joint funding including Lottery Grants Board vehicle purchase grant.