

WHEELCHAIR ACCESSORIES

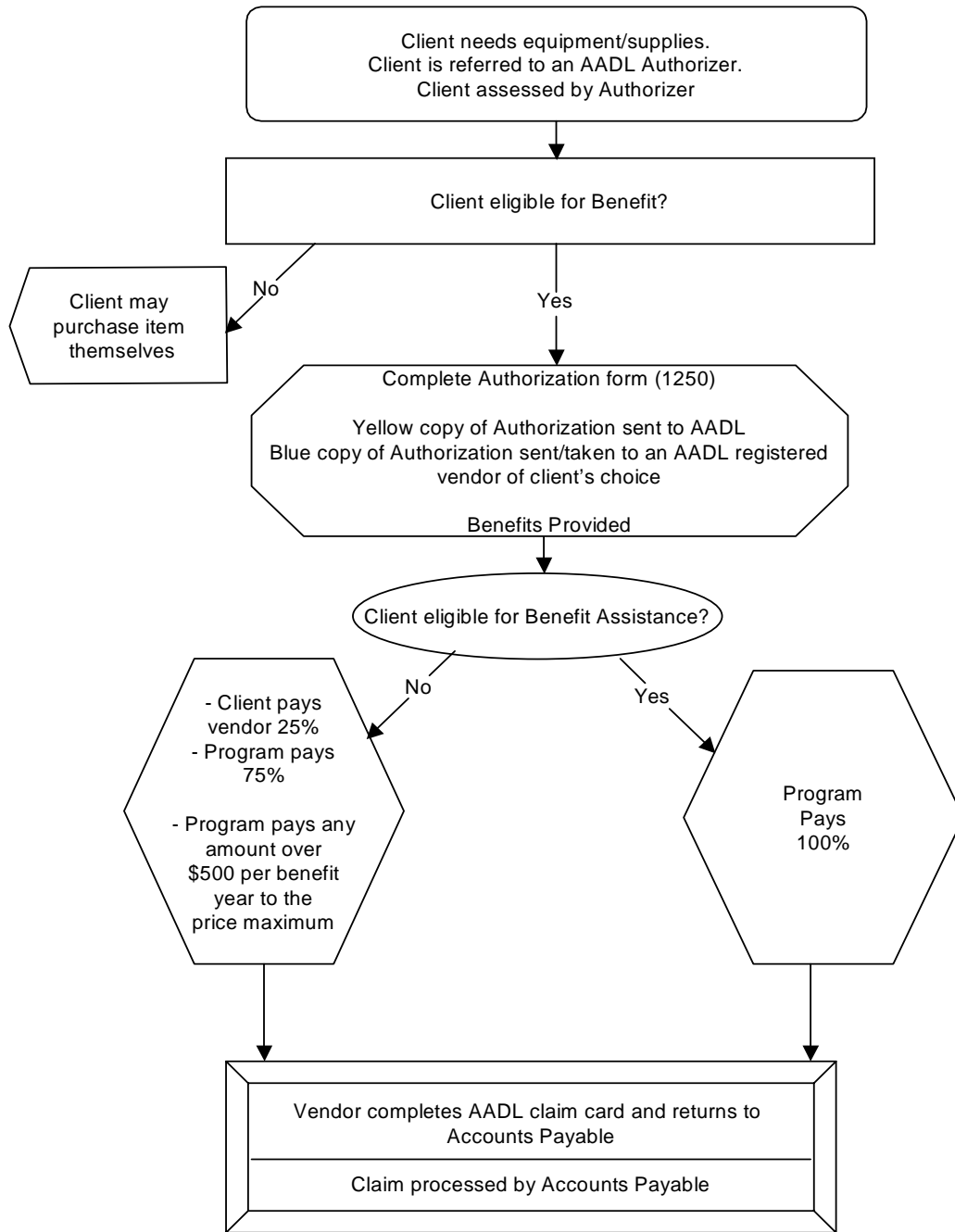
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APPENDICES:

- Client Copy – Policies for Use of Assessment Equipment
- Wheelchair Cushion Assessment Tool
- Wheelchair Cushion Replacement Request – Scrap Issue
- Wheelchair Cushion Replacement Request – Client Issue
- Braden Pressure Ulcer Risk Assessment
- Approved Products List
- Vendor Listing

1.0 PROCESS TO OBTAIN BENEFITS



2.0 SUPPLIER

Program approved vendors who are full sales and service dealers for the product manufacturer concerned. Please see the Wheelchair Cushions and Accessories Vendors List at the end of the APL for the current vendors for each product and their contact information.

3.0 AUTHORIZER

OT, PT, or RN registered as a Program Authorizer.

4.0 ELIGIBILITY CRITERIA

Clients must be eligible under the standard criteria detailed in the General Policies and Procedures section of the Manual.

Wheelchair cushions may only be authorized for use in a mobility base, whether AADL or privately owned. AADL does not fund for a wheelchair cushion in a rental wheelchair or transport wheelchair. If the cushion is not transferable between a power and manual wheelchair, the client will be responsible for the cost of the second cushion.

Clients are eligible, based on need, for one:

- wheelchair cushion in a three-year period
- wheelchair cushion cover in a one-year period
- specialty upholstered back in a four-year period
- wheelchair tray or trough in a two-year period
- transfer board in a two-year period
- amputee board with pads in a four-year period
- cushion solid seat or drop base in a three-year period.

5.0 RESIDENCE CRITERIA

These benefits are not provided to persons in acute health care institutions, except as part of a definitive discharge plan.

6.0 STANDARD PLUS

A term describing an option which allows a client to choose a wheelchair cushion or accessory above the AADL Maximum Contribution. It is a client choice and the client is prepared to pay the extra towards the purchase. The "Client Upcharge" is the maximum amount the client will be asked to pay by the supplier.

Example: \$555.75 Cost of DebbonAir cushion after discount
 \$526.50 Minus AADL Maximum Contribution
 \$29.75 Client pays difference – "Client Upcharge"

7.0 WARRANTY

The warranty includes damage due to workmanship, material defects or errors caused by the manufacturer. The warranty does not include daily wear and tear or damage that is a result of disregarding normal care of the product. All vendors must honour the manufacturers' warranties. The original vendor will be responsible to review the warranty coverage on wheelchair cushions and accessories. Serial numbers on higher cost cushions (see section 16.0) will help identify if warranty coverage is applicable.

8.0 WHEELCHAIR CUSHION ASSESSMENT TOOL (Form Samples at end of this section)

The wheelchair cushion assessment tool and successful trial must be completed prior to submission of the authorization form. The assessment tool will:

- assist you in determining the outcome(s) and most appropriate cushion for the client,
- help ensure consistency of wheelchair cushion assessments throughout Alberta, and
- likely be used as an education guide for new assessors and authorizers.

The wheelchair cushion assessment tool must be attached to the copy of the authorization form on the client file. Do not send to AADL.

The document may be required for audit purposes or if a replacement cushion is requested and the problem is due to an inappropriate original wheelchair cushion assessment.

9.0 WHEELCHAIR CUSHION ASSESSMENT CONSIDERATIONS

1. Basic Wheelchair Cushions

e.g. Standard Foam Cushion, Premium Foam Cushion, Premium Foam Contoured

- Positioning needs – none to minimal
- Good tissue integrity
- Good skin sensation
- Good to fair sitting tolerance
- Part-time wheelchair user (a part-time user with protective tissue breakdown may need a specialty cushion).

2. Specialty Cushions

e.g. Premium Foam with Viscoelastic Cushions, Honeycomb Cushions, Premium Foam and Fluid Cushions, Foam Filled Bladder Cushions, Polymer Cushions, Air Floatation Cushions, Premium Foam with Polymer or Gel Cushions, Air Floatation Cushions with Foam or Gel

- Positioning needs
- Skin integrity tissue breakdown or significant risk of breakdown
- Poor skin sensation
- Fair to poor sitting tolerance
- Full-time user, (not all full-time users NEED a specialty cushion).

3. **Cost**
 - Cost based on physical or functional need.
 - Cheapest is not always the most economical.
4. **Wheelchair Compatibility**
 - Flat or sling seat, seat to floor height, drop seat, cross rails.
5. **Weight**
 - Ease of transferring cushion to another chair.
 - Increase to the total weight of the wheelchair.
6. **Height**
 - May help to fine tune height of the client in the chair.
 - Too high may compromise client stability.
 - Affects client reach for effective hand rim use.
7. **Pressure Relief**
 - Necessity for contouring, weight distribution, density.
 - Some cushion materials (e.g. air or fluids) move with the client to decrease shearing.
8. **Transfers**
 - Contouring, cover material or height may affect transfer difficulty.
9. **Temperature Characteristics**
 - Some materials are more affected by heat and cold, e.g. gel or fluid.
 - Some foams deteriorate on exposure to sunlight.
10. **Absorption**
 - Waterproof covers may be needed for incontinent users.
 - Most covers are now designed to stretch, but still affect cushion conformity to the client for adequate pressure distribution.
 - Rubber or closed cell foams may not allow as much air movement despite the use of covers.
 - Some have special absorbent covers available.
11. **Balance/Stability**

Affected by:

 - Height of the cushion.
 - Materials, e.g. fluids or air.
12. **Comfort**

Affected by:

 - Contouring.
 - Cushion density.
 - Temperature and air circulation.
13. **Maintenance**

- Consistent/correct placement in the wheelchair.
- Correct inflation of air cushions.
- Cleaning/laundrying.
- Correct adjustment of the wheelchair, e.g. footrest height.
- Checking for material damage or wear.
- Ability to do or arrange for repairs.

10.0 REPLACEMENT

1. Replacement of Wheelchair Accessories

Wheelchair accessories will only be replaced due to:

- a substantial change in the client's condition with a resultant change of needs (condition should be stabilized), OR
- equipment is no longer economically repairable.

2. Replacement of Wheelchair Cushion

The wheelchair cushion assessment tool and successful trial of a replacement cushion must be completed prior to submission of the Wheelchair Cushion Replacement Request form. The assessment tool will assist you in determining the outcome(s) and most appropriate cushion for the client. A copy of the assessment tool must be attached to the copy of the authorization form on the client file. Do not send assessment tool to AADL.

If it has been determined and approved that the cushion is to be scrapped, and the same type of cushion is appropriate, an assessment tool does not have to be completed.

11.0 WHEELCHAIR CUSHION REPLACEMENT REQUEST (Form samples at end of this section)

- There are two Wheelchair Cushion Replacement Request forms:
 - *Wheelchair Cushion Replacement Request – Scrap Issue*
 - *Wheelchair Cushion Replacement Request – Client Issue.*
- A Wheelchair Cushion Replacement Request form must be submitted with the AADL Quantity and Frequency request (QFR) form when an authorizer is requesting a replacement of a wheelchair cushion within the Program's frequency and quantity limits (1 per 3 years).
- AADL will notify both the authorizer and the client of the decision.
- AADL will only review requests for replacement wheelchair cushions on these Wheelchair Cushion Replacement Request forms.

1. Wheelchair Cushion Replacement Request – Scrap Issue

This form is to be used when the cushion is damaged, worn out or is no longer repairable (air floatation cushion is no longer cost effective to repair). Repairs to air floatation cushions are a client's responsibility.

It is the Program's expectation that higher cost cushions (see section 16.0) should last much longer than three years with proper care. A higher cost cushion that cannot be repaired and has been provided within the **last 3 years** will require a Wheelchair Cushion Replacement Request – Scrap Issue.

Note: Cushions listed in section 16.0 must not be scrapped (within 3 years of provision) until prior approval has been given.

AADL will not be responsible for replacement of any cushion scrapped by vendor, authorizer or client prior to this approval.

2. Wheelchair Cushion Replacement Request – Client Issue

To be completed and submitted when there has been a significant change in the client's medical condition and the cushion no longer meets the client's needs.

12.0 CLIENT/CAREGIVER RESPONSIBILITY

The client, their family, trustee or guardian are responsible to ensure the reasonable care and maintenance of the equipment, and will be responsible for replacement of equipment which is lost, stolen or damaged due to misuse. The AADL Branch advises that the equipment be added to their home insurance or tenants insurance policies.

The client, their family, trustee or guardian are responsible to abide by policies for use of assessment equipment (16.0).

13.0 REPAIRS

AADL does not repair wheelchair cushions or accessories. The repair cost for air floatation cushions is a client's responsibility. The history of these repairs will be taken into consideration if a replacement cushion is requested. Vendors will keep the repair history on file and provide it to an authorizer upon request.

Please review warranty coverage with vendor if applicable.

14.0 RECYCLE

All wheelchair accessories should be **informally recycled**. Replacement wheelchair cushion covers can be authorized from the Approved Products List (APL) to refurbish these cushions.

15.0 POLICY FOR USE OF ASSESSMENT EQUIPMENT

These rules are developed to assist clients, authorizers and vendors in better assessing specific equipment for clients while at the same time protecting the equipment owned by the vendor from damage by either the client, authorizer or shipping company.

REMEMBER:

- Equipment can be assessed by a number of different methods. With the vendor and authorizer working closely together an effective assessment can be done with no damage to equipment.
- Assessment equipment is owned by the vendor and is new equipment. This equipment is costly to buy and repair.

A. GENERAL RULES:

1. All equipment must be handled in a manner that will ensure it is returned to the vendor in the same condition that it was received.
2. Where equipment was shipped to a client or authorizer in a box, it must be shipped back to the vendor in the same box to protect it during shipping.
3. The time equipment is required for assessment will vary by client and type of equipment; however, the maximum times for specific items are:
 - Wheelchairs – manual or power: 2 days
 - Cushions and other wheelchair accessories: 2 days
 - Seating components, cushions and other wheelchair accessories may be trialed for up to 1 week if being assessed through a seating service.
4. Assessment is for fitting and assessing functionality. It may not be the exact size or have all possible options available, however, if authorizers and vendors use their professional judgment, a proper assessment can be done with the equipment provided.
5. Assessment equipment is not the equipment that will be ordered by AADL for the client and therefore it must be returned to the supplying vendor as set out in the timelines above. Rental equipment is available from most vendors for the period to the date the final AADL purchased equipment is supplied.

B. SPECIFIC RULES:

1. Equipment that is subject to soiling or contamination by a client during assessment must be protected to eliminate any possibility of this occurring. Examples are:
 - Incontinent client in a wheelchair; use protective pads on upholstery.
 - Cushions should be assessed with a maximum of 2 days use, protecting the cushion at all times against contamination.
2. Damages to equipment caused by either the authorizer or client during the time the equipment is being assessed is the responsibility of the person who caused the damage and the vendor has the right to recover these damages.

These rules are set out to ensure that adequate equipment is provided to clients and authorizers for assessment purposes while at the same time providing protection to the vendor's equipment. If the client, authorizer and vendor respect each other's responsibilities and property, the assessment process can proceed with a minimum of problems.

A "Client Copy" of these policies follows in the "Form Samples" section. Please provide to the client.

16.0 WHEELCHAIR CUSHIONS ASSIGNED SERIAL NUMBERS FOR WARRANTY COVERAGE PURPOSES

ROHO <ul style="list-style-type: none"> - High Profile 4" high – single/dual compartment - Low Profile 2" high – single/dual compartment - Quadro Select High Profile - Quadro Select Low Profile - Enhancer – dual valve - Nexus Spirit - Contour Select 	SUNRISE <ul style="list-style-type: none"> - Jay2 Recline - Triad - Triad P - Jay 2 - Jay2 Plus - Jay Xtreme - Jay Duo-Series - Jay J2 Deep Contour - Jay J2 Deep Contour with drop base
SUPRACOR – STIMULITE <ul style="list-style-type: none"> - Classic – Flat - Classic – Sling - Contoured Cushion – Flat - Contoured Cushion – Sling - Pediatric Corbee – Flat - Pediatric Corbee – Sling 	PRIDE <ul style="list-style-type: none"> - Synergy Spectrum - Synergy Solution
	OTTO BOCK <ul style="list-style-type: none"> - The Comfort - The Cloud
INVACARE <ul style="list-style-type: none"> - Ultimate - Ultimate Base - Infinity 	CAMP <ul style="list-style-type: none"> - Relax Gelcell - Relax Gelcell Contour - Relax Gelcell Contour Plus
INVACARE DISTRIBUTOR <ul style="list-style-type: none"> - Matrix-V - Matrix-V with Drop Base - Kidabra V - Kidabra V with Drop Base 	HPU-ACTION <ul style="list-style-type: none"> - Centurian - XACT Soft - XACT Soft with integrated Base - XACT Lite
SOS <ul style="list-style-type: none"> - Pro-Custom - Pro-Custom with Drop Base 	VARILITE <ul style="list-style-type: none"> - Evolution Standard or PSV - Evolution Wave Standard or PSV
DANA MEDICA SOUTH LTD. <ul style="list-style-type: none"> - DebbonnAir 	FUTURE MOBILITY <ul style="list-style-type: none"> - Supreme