

PEDIATRIC AND ADULT WHEELCHAIRS AND MOBILITY BASES

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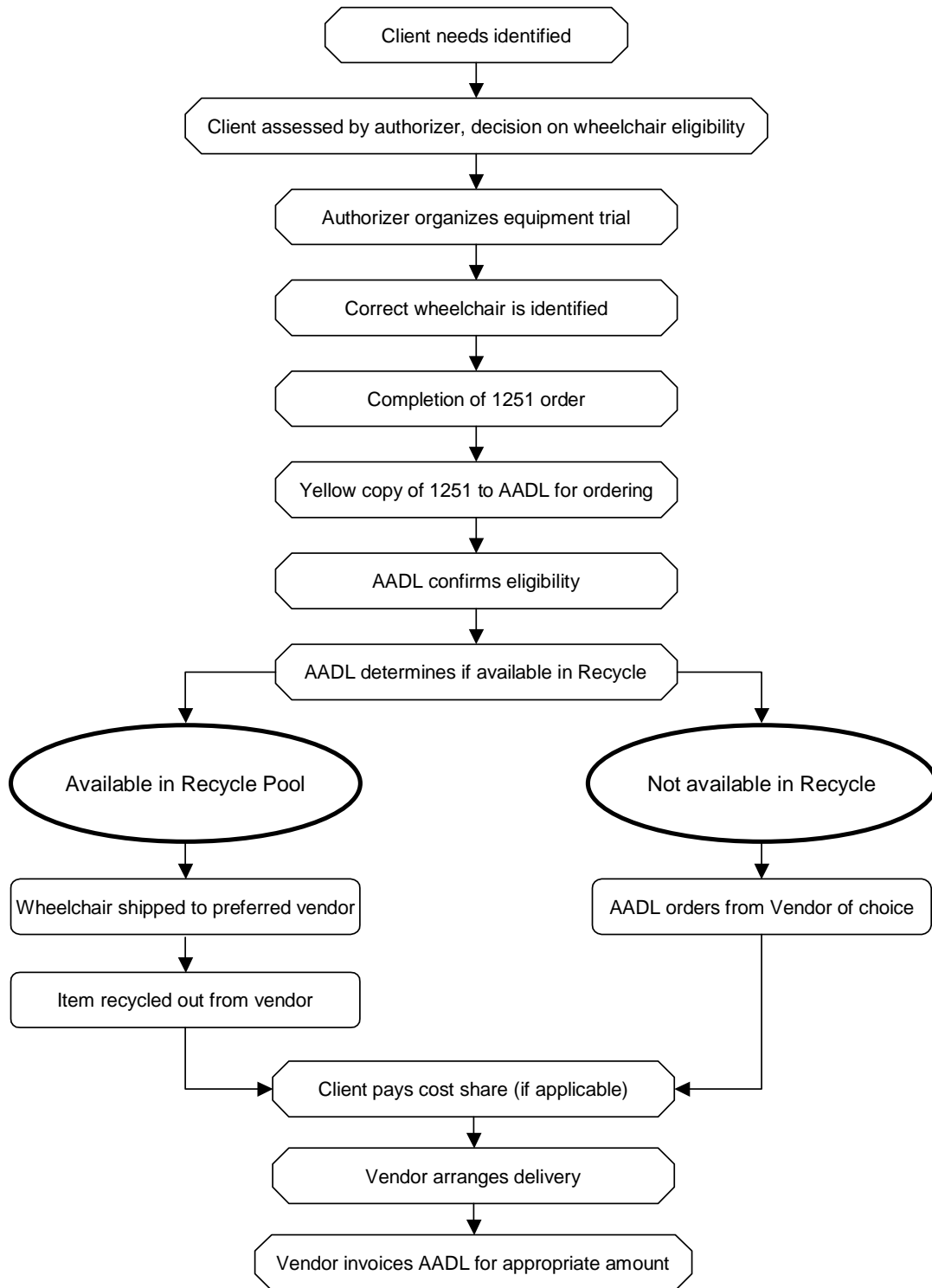
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1.0 PROCESS TO OBTAIN WHEELCHAIR BENEFIT



2.0 GLOSSARY OF TERMS

Approved Products List (APL)

The APL is a list of wheelchairs that AADL purchases. The program will not purchase chairs that are not listed. This list is revised once the new purchasing agreements are in place.

Back-up Manual Wheelchair

AADL will provide a basic (category “A” or “R”) manual wheelchair to be used as a back-up chair for clients who have received a power chair from the program.

Equipment Trial

It is required that the client and caregiver try a wheelchair in the client’s home before it is authorized. Vendors assist with the provision of trial chairs. Trial must include access to home and rooms in home, how the chair will be transported in vehicles, environments where the chair will be used such as school/work/community, and outdoors (especially in rural setting).

Formal Recycle

All AADL-owned wheelchairs are formally recycled by AADL. When the client no longer needs the wheelchair, it is returned to a recycle vendor. When an authorizer requests a wheelchair for a client, AADL first looks for a wheelchair in the recycle pool. When there is no suitable recycle chair available, then the program buys a new one.

Internal Transfer

An authorizer may ask to reassign a wheelchair from a client who no longer needs it to one who does. While this is a very economical transfer, some restrictions apply. See “Z” section for instructions and sample of internal transfer documentation.

Palliative Clients

A client is deemed palliative if in the end stage of a terminal illness when care is focussed on symptom relief and not cure. A palliative client who needs an AADL wheelchair will receive a wheelchair from the recycle pool.

Recycle In

The process that occurs when a wheelchair is returned to a recycle vendor. See “Z” section.

Recycle Out

The process that occurs when AADL assigns a wheelchair from the recycle pool to go to a client. The chair is refurbished, and sent out to the client. See “Z” section.

Recycle Pool

The equipment inventory that is owned by AADL and is stored at various recycle vendors’ locations in the province. See “Z” section.

Recycle Vendor

A recycle vendor is a vendor who is active in recycling AADL inventory and also sells new product to AADL.

Recyclable Benefit

A recyclable benefit is an AADL-approved assistive device which remains the property of the Government of Alberta and is loaned to clients for their use. Once returned when the client no longer needs it, these items are available to be refurbished and reused.

Standard-Plus

A term describing the purchase option which allows a client to choose a wheelchair from a different category than the client is eligible for, and the client is prepared to pay extra towards the purchase. The wheelchair is owned by AADL because AADL contributes more than half the cost of the wheelchair.

Substitution

Because AADL recycles wheelchairs, the program has the right to substitute a similar chair rather than the exact one which is being requested. If the authorizer deems that a substituted chair will not meet the client's needs, clinical documentation must be provided explaining why a substitute will not be acceptable.

Upgrade

The term describing a purchase option in which the client's contribution is more than AADL contribution towards the purchase of a wheelchair. The client owns the wheelchair, and AADL does not pay for parts or repairs on Upgrade wheelchairs.

Wheelchair types

R – a wheelchair from the recycle pool

T – a tilt-in-space wheelchair

A – a standard chair, designated as such on the APL

B – a lightweight chair, designated as such on the APL

C – an ultra-light wheelchair, designated as such on the APL

D – a titanium or similar lightweight chair, AADL provides a grant towards the purchase

2.0 ABOUT THE “W” BENEFITS

The “W” section contains wheelchairs and mobility bases for adults and children.

Wheelchair accessories such as cushions, amputee boards, special backs and drop seats are found in the “V” section.

Special seating is found in the “X” section.

Information about formal **recycle, repair, and maintenance** of wheelchairs is found in the “Z” section.

3.0 SUPPLIER/VENDOR

Suppliers for the “W” Approved Products List (APL) are listed at the end of the APL. These vendors offer full sales and service for wheelchair manufacturers as identified on the vendor list, and participate fully in the AADL recycle program. Wheelchairs are returned to these vendors for repair, maintenance, and when the client no longer needs the chair.

4.0 AUTHORIZER

OT, PT, or RN who is registered as an AADL program authorizer for large recyclable equipment.

5.0 GENERAL ELIGIBILITY

Eligibility for wheelchairs benefits is as per the standard criteria in the “Policies and Procedures” section.

1. Residence Criteria

These benefits are not provided to persons who are in acute/general hospital except as part of a definitive discharge plan. If the wheelchair is ordered by hospital-based staff, **it must have been trialed in the home setting.**

2. Restricted Eligibility Criteria

Client eligibility for a specific wheelchair model is determined by a combination of **frequency of wheelchair use** and **independence of use**. Some wheelchairs have other restricted eligibility. See the APL for details about categories of wheelchairs, and wheelchair assessment information.

3. Short-term use

AADL wheelchairs are not to be ordered for short-term use. AADL defines short-term use as when equipment is needed for less than six months. Short-term equipment is available through regional community loaner pools and the Red Cross. Rentals are available through vendors.

6.0 QUANTITY LIMITS

Based on need, a client may have one manual wheelchair from AADL.

Clients who receive an AADL-purchased power wheelchair may also have an AADL manual chair for back-up use.

7.0 REPLACEMENT

The program does not automatically replace wheelchairs after a period of time has elapsed. The program **will** replace wheelchairs only when:

- a) The client no longer fits the chair and it cannot be shrunk/grown to fit.
- b) The program has assessed the client's wheelchair to be no longer economical to repair.

If you believe that a wheelchair is worn out and needs to be replaced, you must arrange for a wheelchair vendor to assess the chair. The vendor will advise the program of the assessment outcome, and will obtain program direction regarding repair or replacement. The authorizer will be advised accordingly by the vendor.

- c) The client has had a major change in medical status which necessitates changing the wheelchair (e.g. client has a standard chair and now needs a reclining chair).

AADL **will not** make changes to and/or exchange a chair for a 1" difference in size (width, depth, seat to floor height).

8.0 OWNERSHIP AND RESPONSIBILITY

1. Ownership

AADL retains full ownership of all **Standard** and **Standard-Plus** wheelchairs. These chairs are not for resale.

These wheelchairs must be returned to a wheelchair recycle vendor when:

- the client no longer needs it, or
- when it has been replaced by AADL, or
- when the client moves out of Alberta, or
- if for any other reason the client becomes ineligible for the benefit.

The client owns a Category "D" chair regardless of the amount they have contributed.

AADL repairs and maintains all AADL-owned wheelchairs.

AADL does not repair privately owned wheelchairs. Clients who have an **Upgrade** chair have contributed over half the cost of the chair and own the chair. AADL does not repair or maintain Upgrade chairs.

2. Client Responsibility

The client (their family, trustee/guardian) is responsible to ensure there is reasonable care and maintenance of AADL-owned wheelchairs. The client will be held responsible for replacement of any wheelchair that is lost, stolen, or damaged due to misuse. The AADL program recommends that the wheelchair be added to the client's homeowner's/tenant's insurance policy.

AADL will assist with repairs and maintenance to AADL-owned wheelchairs. See "Z" benefits.

AADL will not assist with repairs and maintenance to privately owned manual wheelchairs or power wheelchairs. See "Z" benefits.

9.0 CATEGORIES FOR CLIENTS AND WHEELCHAIRS

Chairs are described on the APL as being "A", "B", "C", or "T" (tilt-in-space). Chairs supplied may be new or previously used and refurbished from the recycle pool. Chairs from recycle may be referred to as "R" chairs.

9.1 CLIENT ELIGIBILITY FOR WHEELCHAIRS

Client eligibility is based on both the client's frequency of wheelchair usage, and their degree of independence of use.

9.2 DEFINITION OF FREQUENCY OF USE:

1. Occasional User

The client needs the wheelchair for outings where there will be excessive walking or a long day (e.g. mall visit, doctor appointment, etc); or for long-term care clients who sit in other kinds of chairs and only need a wheelchair for outings or for when up for a meal. These clients qualify for an "R" chair from the recycle pool, and AADL may request to substitute a comparable chair for the one that has been ordered. AADL will not purchase a new chair for the occasional user.

2. Part-time User

Client who walks some of the time, or uses the wheelchair for fatigue, long outings, etc., or sits in another kind of chair for part of the day. These clients qualify for an "R" chair. AADL recognizes that the client may have an individual need, and the authorizer may request "no substitute" by providing exact clinical documentation supporting the "no substitute" request.

3. Palliative Client

A palliative client will receive a chair from the recycle pool ("R").

4. Full-time User

Client who:

- does not use another mobility aid except for transferring (e.g. walker, cane), and/or
- uses the chair the whole time client is up during the day (must be up a minimum of 6 hours a day).

The full-time user client is eligible for an “A”, “B”, “C”, or “T” category chair. This will depend on the level of independence the client has achieved. See section below for description of independence of use. The chair provided may be new or from the recycle pool inventory.

9.3 INDEPENDENCE OF USE

1. Dependent Full-time User

“R” or “T” Client – Dependent User: Client does not propel the wheelchair, is pushed all the time. The authorizer may request a “no substitution” with clinical documentation to support the request.

2. Partially Independent User

“R” or “T” Client – Partially Independent User:

- Within room: Able to propel 10 feet or less and/or change direction
- Within home: Able to wheel independently within home environment, except for very long distances (e.g. to dining room in nursing home), but not outside.

The authorizer may request “no substitute” with clinical documentation to support the request.

3. Independent User

“A” – A fully independent user, client is active indoors, propels around the house/ residence independently.

“B” – A fully independent user, client is active indoors and outdoors. Client frequently propels into the community alone.

“C” – A fully independent user, client is active outdoors, frequently propels into the community alone,

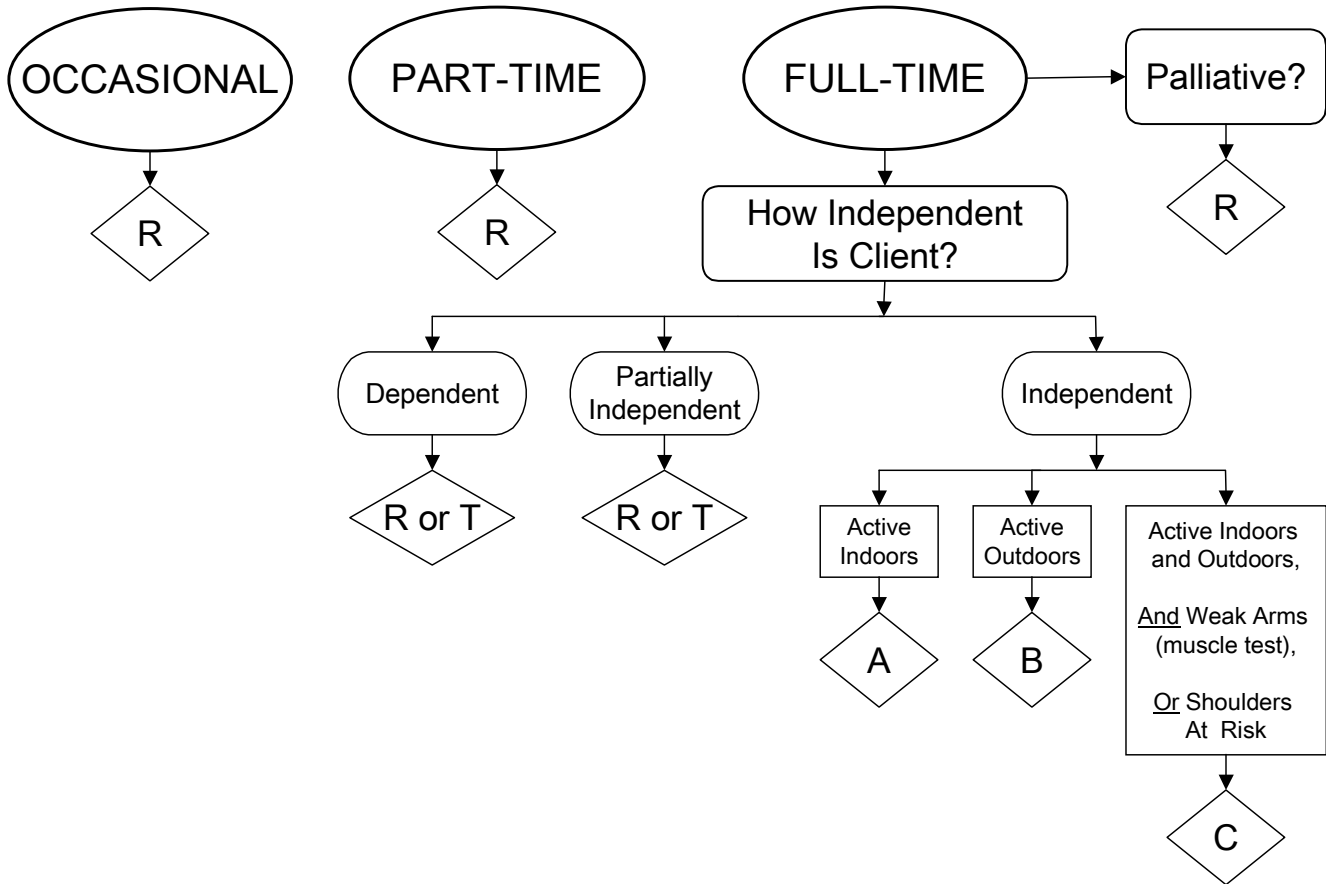
AND has upper extremity weakness (as documented by a standard muscle test which substantiates the weakness relative to the medical condition),

OR describes a lifestyle with a permanent/non-progressive illness/injury with a need to prevent upper limb overuse injury (e.g. paraplegia).

9.4 DECISION TREE – MATCHING CLIENT ELIGIBILITY TO WHEELCHAIR

How Much is Wheelchair Used?

(see definitions above)



10.0 CATEGORY “D” WHEELCHAIRS – W998 FOR ADULTS ONLY

The category “D” chair refers to very lightweight wheelchairs (generally made of titanium), which are available through AADL wheelchair vendors. Individual clients and/or their insurers have been purchasing these privately owned wheelchairs in the past.

AADL provides a grant to those adults who are eligible for an AADL “C” category wheelchair and want to “upgrade” to a “D” category wheelchair. The grant will be paid directly to the vendor once the purchase has been approved by AADL, and the chair has been ordered and supplied to the client (service date). The individual will own the chair. It will be recorded in the AADL client consumption as an “upgrade” chair, regardless of the full cost of the chair. AADL will not pay for repairs or maintenance of these chairs. A quantity/frequency limit of one “D” chair grant per six years will be strictly enforced. The current grant amount is \$3,600.00.

10.1 ELIGIBILITY CRITERIA

The adult client must meet the AADL eligibility criteria for a “C” category wheelchair:

The client is a full time, active and independent user who frequently propels into the community alone,

AND has upper extremity weakness, as documented by a standard muscle test, which substantiates the weakness relative to the medical condition,

OR describes a lifestyle with a permanent, non-progressive illness/injury with a need to prevent upper limb overuse injury, e.g. paraplegia.

10.2 PROCESS

This process involves the client, an authorizer, an AADL wheelchair vendor and the AADL office:

1. Authorizer Responsibility

- a) AADL authorizer determines that the client meets the “C” category eligibility. The authorizer completes a standard muscle test to confirm the upper limb weakness, and/or clinically identifies the shoulder injury/injury risk.
- b) The AADL authorizer completes and signs an AADL 1251 authorization form, indicating Catalogue #W998 for a “D” category wheelchair, and marking the “yes” check box to confirm the client’s wish to “upgrade” to a “D” category wheelchair. In the 1251 Section 5 “Additional Information”, the authorizer should also write, “This is a request for category D funding”. A preferred vendor must be indicated on the 1251.
- c) The authorizer and client do **not** complete the “Client Declaration Form” on the back of the 1251. A similar declaration will be signed at the vendor location once the wheelchair specification sheets have been completed.
- d) The authorizer forwards the yellow 1251 copy (and the muscle test when applicable, and/or any other clinical information regarding the shoulders) to AADL for prior approval. The vendor copy is sent to the preferred vendor. A copy is given to the client.
- e) The authorizer has no further responsibility regarding the specs. or chair choice.

2. AADL Responsibility

AADL will review the 1251, muscle test and/or supporting clinical data, and will prior approve the client for a “D” category chair. AADL will notify the preferred vendor of the prior approval.

3. Client Responsibility

- a) The client must be well informed about wheelchairs.
- b) The client must be well informed about the AADL program, cost sharing, his/her cost share status, "C" category wheelchairs, and "D" category wheelchair choices.
- c) The client must be well informed about his/her specific wheelchair need.
- d) The client, in collaboration with an AADL wheelchair vendor, determines what "D" chair will meet his/her needs.
- e) The client in collaboration with the AADL vendor will complete measurements and spec. sheets for the order.
- f) The client will arrange funding for the chair to include all costs exceeding the AADL contribution, and when applicable, the cost-share portion.
- g) The client signs the "Category D Wheelchair Client Declaration Form" which is available at the vendor's business. The original declaration form and a copy of the specs are forwarded to the AADL program and will be placed on the client file along with a copy of the 1251.

4. Vendor Responsibility

- a) The wheelchair manufacturer/distributor has designated the vendor as an approved outlet for sales and service. The vendor determines that the chair/chair line has been RESNA certified.
- b) The vendor works with the client to determine the correct chair, correct chair fitting, and chair specifications and correct order form.
- c) Vendor has received notification of prior approval from AADL.
- d) The vendor completes the specification sheets and order form.
- e) The vendor provides and has the client sign the Category "D" Wheelchair Client Declaration form, and forwards the signed form and a copy of the specs. to AADL.
- f) When the vendor is assured that the client's funding is in place, the vendor orders the chair and dispenses the wheelchair once it is available.
- g) The vendor invoices AADL for the grant payment, recognizing the client's cost-share status on the service date. The vendor invoices the client for the cost share when applicable, and the balance owing.

11.0 STANDARD, STANDARD-PLUS AND UPGRADE EQUIPMENT

11.1 STANDARD

Benefits are designated on APL in all categories ("A", "B", and "C") and are fully funded by AADL for clients who are eligible for the chairs (subject to cost sharing). AADL owns and maintains the equipment.

11.2 STANDARD PLUS

If a client chooses to move up to a chair for which he is not eligible, he may request to do so at his personal expense. AADL will use discretion in granting these upgrade and standard-plus benefit requests. In this case, AADL contributes a fixed amount towards the purchase of the “B” or “C” or “T” (for adults) chair. This amount is based on client eligibility. The wheelchair then becomes either “Standard-Plus” or “Upgrade” depending on who has contributed the greatest amount towards the purchase of the chair. AADL owns and maintains Standard-Plus chairs. The client owns and maintains Upgrade chairs.

Current AADL Contribution	Client Type
\$1600	“A”
\$1900	“B”
\$2300	“C”
\$1800	“T”
or 51% of chair cost in order for chair to be SP	Client needing tilt

EXAMPLES: “DOING THE MATH”

1. “A” category client wants to purchase “B” category chair

\$2400 Cost of AADL chair after discount
\$1600 Minus AADL maximum contribution
 \$ 800 Client pays difference

Chair is Standard-Plus and AADL owns/maintains chair
 If cost sharing, client also pays 25% of the \$1600 (\$400)

2. Adult client wants to purchase a “Tilt-in-Space” wheelchair

\$3500 Cost of AADL chair after discount
\$1800 Minus AADL maximum contribution
 \$1700 Client pays difference

Chair is Standard-Plus, and AADL owns/maintains the chair
 If cost sharing, client also pays 25% of the \$1800 (\$450)

Or for an unusually expensive chair:

\$4500 Cost of AADL chair after discount
\$2295 Minus AADL maximum contribution of 51%
 \$2205 Client pays difference

Chair is Standard-Plus, and AADL owns/maintains the chair
 If cost sharing, client also pays 25% of the \$2295 (\$500 max.)

3. **“B” category client wants to purchase “C” category chair**

\$3700	Cost of AADL chair after discount
<u>\$1900</u>	Minus AADL maximum contribution
\$1800	Client pays difference

Chair is Standard-Plus, and AADL owns/maintains the chair
If cost sharing, client also pays 25% of the \$1900 (\$475)

11.3 UPGRADE

Benefits are very rarely listed on the wheelchair APL, but may occasionally be offered as a choice for clients. If a client chooses a wheelchair designated as “U” on the APL, the program will provide a maximum contribution based on client eligibility (“A”, “B”, or “C”) towards the purchase. The extra amount which is the client’s responsibility to pay is greater than the AADL maximum contribution. In this case, the client will own the equipment and will be responsible for ongoing maintenance and repair. AADL will not replace this chair for a minimum of 6 years.

\$4000	Cost of AADL chair after discount
<u>\$1600</u>	Minus AADL maximum contribution for “A” client
\$2400	Client pays difference

Chair is Upgrade, and client owns/maintains the chair
If cost sharing, client also pays 25% of the \$1600 (\$400)

12.0 1251 FORM

The 1251 authorization form is used for any wheelchair-related transaction including: wheelchair requests, seating clinic wheelchair orders, wheelchair review requests, major repairs, parts changes, and internal transfers (see sample of 1251 Wheelchair Authorization Form in Appendices).

ADDITIONAL INSTRUCTIONS FOR COMPLETING THE 1251 FORM:

Section 1 – must be completed. Preferred vendor must be indicated. If a new chair is to be purchased, that vendor will receive the business. When no preferred vendor is indicated, AADL will purchase the chair on a rotation between vendors. If the delivery address is different from the client’s address, this information must be added (a wheelchair cannot be delivered to a box number).

Section 2 – must be completed. This section describes the client weight, the intended use of the chair and the environment in which the chair will be used. These questions and answers should lead the authorizer to making appropriate choices about chair features (e.g. does the chair need quick release axles to fit in the trunk, does the chair fit in the home).

Section 3 – must be completed. Indicate the model of chair being requested. If a substitution will not be acceptable you must indicate why not. If the client is requesting an Upgrade or Standard-Plus chair, AADL needs to be assured that the clients knows and understands the implication of extra client costs and ownership issues.

Section 4 – specification sheet must be attached.

Section 5 – this section is provided so the authorizer can add extra information. This may be to describe an internal transfer, caregiver concerns, clinical information, description of repairs being requested, description of parts being requested, etc.

Section 6 – authorizer information **must be completed.**

Section 7 – for AADL Office use only.

Section 8 – **must be completed**, including client signature, and consent portion.

13.0 WHEELCHAIR REPLACEMENT REQUESTS

The Wheelchair Replacement Request Form was created by a group of authorizers and AADL staff. It can be completed by either the authorizer or the client/family. Information provided should be short and precise, and should describe the client need. This form is to be used with **all** requests to change out a wheelchair **except** for the following list.

These exceptional situations can be described in section 5 of the 1251 form, instead of using the Wheelchair Replacement Request form:

- a) Client is currently using a chair which has been documented as not being repairable and AADL has advised to order a replacement chair.
- b) The client has used the current chair for over 10 years.
- c) The client's weight exceeds the carrying capacity of the chair.
- d) Client is currently using a standard chair, but now needs recline.
- e) Client is currently using a standard chair, but now needs tilt.
- f) Client is currently using a reclining chair, but now needs tilt.

AADL should not be asked to make changes to a recently provided wheelchair. A Wheelchair Replacement Request Form is required to make any change to a chair within 6 months of the client receiving the chair.

If a client has become wider or narrower, it may be possible to grow or shrink the chair. This constitutes a request for a parts change, not for a different chair. When asking for changes to a chair, always quote the serial number of the chair, so AADL can confirm that the client is using the chair AADL assigned to them.

Both the Wheelchair Replacement Request Form and the AADL Quantity & Frequency Review Request (signed by the client) must be submitted together for **all** other wheelchair replacement requests. (See sample of the Wheelchair Replacement Request Form in the Appendices.)

14.0 WHEELCHAIR ASSESSMENT TOOL

This tool was created by a task group consisting of AADL authorizers and AADL staff. This form (or any other facility wheelchair assessment form) must be completed by the authorizer for each AADL wheelchair authorization. The authorizer may send the assessment tool to AADL with the 1251 Form, or it may be added to the authorizer's client file. The assessment tool should be retrievable for AADL audit purposes. The tool is intended to assist the authorizer with the assessment, and to help eliminate errors and omissions on the assessment and wheelchair order. (See the Appendices for sample form.)

15.0 UNDERSTANDING THE APPROVED PRODUCTS LIST

The Approved Products List (APL) is accompanied by a **cover page**, which states the effective dates of the purchasing agreement. .

The first column is the AADL Catalogue Number. The second column describes the wheelchair and may list certain features such as sizes available, weight bearing capacity, frame construction, and colour.

Eligibility is described for both children and adults in the next two columns.

Additional comments may be provided, such as "model will be discontinued by manufacturer during the year", or "subject to availability".

The "Discount" column indicates the amount of discount that has been bid for the duration of the purchase agreement. This is disclosed so therapists can refer to specification sheets, apply the discount, and advise the clients of roughly what their costs will be.

See current APL in the Appendices.

16.0 VENDOR LIST

The wheelchair vendor list is updated and provided with the new Approved Products List. It is an alphabetical listing of vendors who have entered into a purchasing agreement with AADL for wheelchair benefits. It includes the current business name and business location, brands of wheelchairs available at that business, a contact person, and telephone/ fax numbers. This list is dated, and may be updated during the year as needed. It is located following the APL.

17.0 PRIOR APPROVAL

Some wheelchair benefits on the APL require "prior approval". Authorizers should **not** telephone AADL for this approval. Extra clinical information must be supplied on the 1251 Form in Section 5 "Additional Information" which will explain the client's special need. These requests for prior approval equipment are reviewed and approved/denied by the AADL Program Manager, Mobility and Equipment.

18.0 TRIAL EQUIPMENT

The wheelchair vendors will provide a wheelchair for a trial period. They have requested that this period should not exceed 3 days. At the end of the trial period, the authorizer must arrange to have equipment returned. The client may not keep the trial equipment for ongoing use.

Guidelines have been prepared by the Medical Surgical Dealers' Association for use with authorizers and clients describing vendor expectations and client responsibilities for the trial equipment (see "Authorizer Copy" and "Client Copy" guidelines in Appendices).

19.0 RENTAL EQUIPMENT

A client may enter a rental agreement with a wheelchair dealer for temporary or short-term use of a wheelchair. AADL does not reimburse clients for any rental charges they may incur.

20.0 PRODUCT INFORMATION AND SPECIFICATIONS

Authorizers are asked to read all the added comments that are on the APL. In addition to any information provided on the APL, the authorizer should be aware of the following:

Heavy-Duty Wheelchairs

Provided only to those whose weight exceeds 250 pounds (the standard chair capacity). Oxygen/ventilator users must consider the added weight of the oxygen/ventilator apparatus when considering the needed weight bearing capacity of the wheelchair.

Tilt-in-Space Wheelchairs – Children

Provided to children as a standard benefit, ordered only through a Seating Clinic. Clinic must complete and submit the 1251 Form.

Tilt-in-Space Wheelchairs – Adults

Adults requiring tilt-in-space must request a standard-plus option. This is a "prior approval" item.

Lightweight Chairs

AADL will not provide reinforcement or a heavy-duty package to any lightweight wheelchair.

Adult and Child Power Chairs

Client and authorizer must submit a power wheelchair application, spec. sheet, and 1251 Form. It is scored by the Adult Power Committee who meets 10-12 times a year. Applicants receive a written response to their application.

Geri Chairs

AADL does not purchase "Geri" chairs. The responsibility for purchase of these chairs lies with the client, the family, or the institution.

Manual Wheelchair Option Limitations

AADL does not cover all possible options on manual wheelchairs. Exclusions include:

- Fixed height arm rests
- Backpacks
- Monogramming
- Colour options
- Heavy-duty package on Lightweight chairs

Clients will be asked to assume financial responsibility for ongoing maintenance and the extra charges if they wish to purchase certain options including:

- Performance tires
- Flat-free inserts in casters or wheelchairs where urethane is available
- Aluminium caster hubs
- 3" roller blades on adult chair frames
- 26" or high performance wheels
- 9 spoke composite wheels
- Seat belts other than approved generic ones
- Chest restraints other than through Seating
- Crutch/cane holders
- Touch up paint
- Tire pumps

Client must be prepared to assume financial responsibility for some options on power chairs. AADL does not provide all options. Client must be prepared to assume financial responsibility for them if they want AADL to order the feature on the chair. This includes the following:

- Communication modem
- Printer
- Cosmetic accessories
- Attendant controls
- Van-style seating
- Power tilt-in-space (if not approved and purchased by AADL) *
- Power recline (if not approved and purchased by AADL) *
- Environmental controls
- Computer attachments
- Power seat elevators

* Clients are also responsible for cost of repairs to power tilt/recline systems, power recline systems and/or power elevating leg rest systems if the systems were not approved and purchased by AADL)

21.0 AUTOMATIC DEFAULTS

If information is missing on the 1251 Form, AADL staff will order the wheelchair using a list of standard defaults.

Info Missing	Default
Seat to floor height	Adult seat to floor height (19") will be ordered If height is chosen we will default on wheels and casters to get that height
Caster	8" urethane or solids
Wheel	24" full profile urethane
Axle type	Threaded axle
Wheel lock type	Push to lock
Hand rim type	Standard or no charge
Backrest type	Only adjustable, where available as standard or no charge, set at 16"
Front rigging	Swing away footrest with composite foot plates and heel loops, 70 degree where available
Armrest type	Full length height adjustable)
Seatbelt type	Auto closure, 2-piece

22.0 HEAVY CLIENTS – GUIDELINE FOR CHOOSING APPROPRIATE WHEELCHAIR RELATIVE TO CLIENT WEIGHT

The Manufacturer weight limitation on wheelchairs is 250 pounds unless specified differently on the APL. How the client transfers and how they use their chair may affect how much the chair can bear. Clients whose weight is close to 250 lbs. and who are very active or have an uncontrolled transfer should be moved into a heavy-duty chair.

23.0 VENTILATOR-DEPENDENT CLIENTS

Authorizers who are ordering a wheelchair for a ventilator-dependent client must call the AADL office for information about vent trays. The wheelchair choice may be restricted depending on the chair's ability to carry a ventilator. The program will provide the vent tray as a standard benefit.

24.0 OXYGEN HOLDER

AADL-funded oxygen users may have an oxygen holder for their wheelchairs as a standard benefit. Those who are not AADL funded for their oxygen may not.

Authorizers who are ordering an oxygen holder for an AADL wheelchair client must be in touch with the AADL Tech Specialist for information on availability of holders for specific models of chairs. The following table has been added for information.

Manual Wheelchairs – Can Oxygen Tank be Attached?					
Maple Leaf			PDG		
NRG & Gold	Yes		Bentley	No	
NRG Recliner	Yes		Eclipse	No	
Supertilt	Yes		Stellar	No	
Swift	Yes		Stellar Tilt	No	
EZride	Yes				
Invacare			Sunrise		
9000 Recliner	Yes		Breezy 600 (West.HC model)	Yes	
9000 Topaz	Yes		Quickie 2	No	
9000 XDT	Yes		Quickie GP	No	
9000 XT	Yes		Quickie GPS, GPV	No	
Action A4	No		Quickie Kidz	No	
Action AT	No		Quickie LXI	Yes	
Compass XE	No		Quickie M6	No	
Comet	No		Quickie TS	No	
Concept 45	No		Quickie XTR	No	
JYMNI	Yes		Zippie	No	
Orbit	No		Zippie GS	No	
Patriot (West HC model)	Yes		Zippie TS	No	
Pro/Pro T	No			No	
Solara, JR	No				
Tiger	No				
Power Chairs – Can Oxygen Tank be Attached?					
Sunrise		Invacare		Pride Mobility	
Quickie 525	No	TDX 5	Yes	Quantum 6000	Yes
Quickie P222	No	M71 JR	Yes	Quantum 600	Yes
Quickie S646 SE	No	Pronto 93	No	Quantum Vibe	Yes
Quickie Z500	No	Power Tiger	No	Quantum 1650	Yes
Zippie P500	No	Storm G3	Yes	Dynamo 1107	Yes

25.0 BACK-UP MANUAL WHEELCHAIRS

AADL will provide a manual chair to be used as a back up to an AADL-funded power wheelchair. AADL will provide an "A" Category chair as a standard benefit. The client may choose to use the Standard-Plus or Upgrade options if they wish to have a manual back-up wheelchair from the "B" or "C" categories.

26.0 POWER WHEELCHAIRS

26.1 ADULTS

AADL provides power wheelchairs to adults on a limited basis with the chairs going to those with the greatest need for power mobility. A committee composed of persons external to AADL meets 10 -12 times a year, and reviews and grades the applications which have been received. Letters are sent to both the applicant and the authorizer which advise of the committee recommendation. The application consists of a part which is completed by the authorizer and a part which is completed by the applicant. It is important that the application be fully completed, and that enough information is provided to inform the committee members about the client and their needs, as well as the client's activities.

AADL will not provide power wheelchairs to those who are able to walk, or to mobilize independently in a manual wheelchair. The client must be living in a fully accessible environment.

AADL will purchase power tilt, tilt/recline, and elevating leg rests for eligible clients. This benefit will not be added to chairs retroactively. If a client currently has an AADL-supplied power chair, the program will neither change out the chair just because the client now needs tilt, nor add tilt to the chair. When the chair is no longer repairable, and the client re-qualifies for a replacement power chair, then the tilt request can be added to the replacement chair request. AADL will buy only the tilt system that is identified on the manufacturer's specification sheet. AADL will not list any "independent " tilt systems as benefits on the APL at this time. The Adult Tilt-In-Space Request Form is part of the Adult Power Wheelchair Application form.

See Appendices for Adult Power Chair Application form.

26.2 CHILDREN (UNDER 18 YEARS OLD)

AADL provides power wheelchairs to children . A committee composed of persons external to AADL meets 10-12 times a year and reviews and grades the applications which have been received. Letters are sent to both the applicant (applicant's family) and the authorizer which advise of the committee recommendation. The first power wheelchair may be provided based on supplied clinical documentation of need on the application form. However, subsequent applications for a replacement chair must include information about client's use of the chair at home and school, community activities, wheelchair-accessible home, documented on the Pediatric Power Application Form. See Appendices for the Pediatric Power Application form.

27.0 REGISTERING PRIVATE WHEELCHAIRS

Clients who own their **manual** wheelchair may **not** register it with AADL. AADL will not assist with the costs of parts and repairs.

Clients who own their **power** wheelchair (or scooter) may **not** register it for assistance with costs of batteries, parts and repairs. If the client is receiving financial assistance (SFI or AISH) from Human Resources and Employment, they may approach their caseworker for possible assistance.

If a client was receiving repairs and batteries from AISH, but now are seniors, they may contact the AADL program for information on batteries and repairs for the same mobility device.

28.0 HELPFUL HINTS FOR AUTHORIZERS

Complete all authorization forms correctly.

Provide a wheelchair specification sheet that is identified on the AADL purchasing agreement. These sheets change from year to year, but vendors have copies of the sheets AADL is using. Read and observe the footnotes on the spec. sheets. Be sure to add client name and PHN to each spec. sheet. The authorizer is responsible for the spec sheet accuracy.

Do not add components that do not appear on the spec. sheet.

Do not mix and match manufacturers' parts.

Never use pink **Authorization Correction Forms** for errors on wheelchair orders. Fax or e-mail information on authorization form errors, omissions and corrections to the AADL program.

When ordering a replacement wheelchair, you **must justify** why you are asking to change the chair using the Wheelchair Replacement Request Form.

If the wheelchair is not to be **delivered** to the client's home, you must identify the facility name and address of where the wheelchair is to be shipped.

29.0 MANUAL TILT-IN-SPACE WHEELCHAIRS

29.1 CHILDREN UNDER 18 YRS OLD

- Tilt-in-space wheelchairs are available as a standard benefit for children. Each request is subject to prior approval from the program. The request for approval must come from the Seating Clinic team following a Seating assessment. It is expected that requests will be limited to those clients who are unable to be seated in an upright position, and those who have

other seating needs which cannot be addressed by regular AADL “V” benefits.

29.2 ADULTS

- Tilt in space is not a standard benefit. Clients must be prepared to assume extra costs of a standard-plus benefit. It is expected that requests will be limited to those clients who are unable to be seated in an upright position, and those who have other seating needs which cannot be addressed by regular AADL “V” benefits.

30.0 WHEN CLIENTS REFUSE THE WHEELCHAIR THAT HAS BEEN ORDERED

AADL has an ongoing problem with clients refusing to accept delivery of the wheelchair which has been ordered for them. Reasons for the refusal include: The caregiver doesn't want to use the equipment, there isn't space for the equipment in the home, the family does not want to pay the cost share charges, the family was not aware that the equipment was ordered for the client, and so on. Between the wheelchair trial, and the signing of the Client Declaration Form, these issues should have been addressed by the authorizer prior to the wheelchair being authorized. As well as the financial implications of the refusal, both AADL and authorizer time has been wasted.

AADL has defined a protocol for use when the client refuses to accept delivery of equipment that has been authorized. If the client/family refuses to accept equipment that has been ordered for them, the authorizer should advise them of the following:

- a) If they refuse the equipment, AADL will not re-supply it until at least 6 months has elapsed.
- b) If the client/family want the equipment re-ordered, they must send in a family-generated request to AADL for consideration, which must be attached to the authorizer's QFRC.
- c) If the request is approved, the replacement equipment will come only from the recycle pool. It will not be a new purchase.
- d) If the client refuses to accept equipment a second time, AADL will not provide it again should they change their minds.

31.0 INTERNAL TRANSFERS

An authorizer may transfer a standard wheelchair from a client who no longer needs the chair to a suitable client who needs an AADL wheelchair. See the “Z” section for an example of the documentation that is needed.

Some restrictions apply:

- a) Any Standard-Plus, Upgrade, or Prior approval wheelchair must be returned to the recycle pool and cannot be internally transferred. Exception: Tilt-in-space wheelchairs may be internally recycled.
- b) The chair must be in good repair, be a good fit, and not need any parts changes. If this is not the case, the chair should be recycled in and an appropriate chair ordered for the client.

32.0 PALLIATIVE CLIENTS

Wheelchair orders for palliative clients may be faxed to AADL. They will be processed within a day. These orders are all filled with wheelchairs from the recycle pool. AADL does not purchase new wheelchairs for these clients.

33.0 APPENDICES

- 1251 Wheelchair Authorization Form
- Wheelchair Replacement Request Form
- Wheelchair Assessment Tool
- MSDA Guidelines - Authorizer Copy
- MSDA Guidelines - Client Copy
- Category “D” Wheelchair Client Declaration Form
- Adult Power Mobility Application
- Child Power Mobility Application
- Approved Products List
- Vendor List