

**Ministry of Health
And Long-Term Care**

Community Health Division
Long-Term Care Homes Branch
56 Wellesley St. West, 9th Floor
Toronto ON M7A 2J9
Telephone: (416) 326-9753
Facsimile: (416) 212-7144

Operational Support Branch
Assistive Devices Program
5700 Yonge Street, 7th Floor
Toronto, Ontario
M2M 4K5
Telephone: 1-800-268-6021
Facsimile: (416) 327-8192

**Ministère de la Santé
Et des Soins de longue durée**

Division de la santé communautaire
Direction des foyers de soins de longue durée
56, rue Wellesley Ouest, 9e étage
Toronto ON M7A 2J9
Téléphone: (416) 326-9753
Télécopieur: (416) 212-7144

Direction du soutien opérationnel
Programme d'appareils et accessoires fonctionnels
5700, rue Yonge, 7ème étage
Toronto (Ontario)
M2M 4K5
Téléphone: 1-800-268-6021
Télécopieur: (416) 327-8192



MAR 15 2006

To: Long-Term Care Home Operators and Administrators

From: Tim Burns, Director, Long-Term Care Homes Branch
Gordon H. Aue, Director, Operational Support Branch

Re: **Mobility Devices Wheeled Walkers & Wheelchairs**
(Replaces Memo dated October 5, 2005)

**This memo replaces the previously issued memo dated October 5, 2005.
Changes are noted in bold lettering.**

The purpose of this memorandum is to provide specific information about the availability of funding assistance for certain mobility devices for residents of long-term care (LTC) homes from the Ministry of Health and Long-Term Care's Assistive Devices Program (ADP). The type of equipment available, eligibility criteria, application process, and the role of the prescribing therapist and vendor are outlined below.

LTC homes provide certain equipment that can be used by all residents including standard wheelchairs, geriatric chairs, canes, walkers, bathroom aids, and other self-help devices used for the activities of daily living within the home.

LTC homes are required to provide residents and/or their legal agent with information regarding health care services available in the home and any outside resources that may be accessed by the home, including any associated costs. The home may refer a resident to an ADP Registered Authorizer when the need for a personalized mobility device has been identified.

1. The Assistive Devices Program

- a) An Eligible Person is an individual who:
 - holds permanent residency in Ontario
 - has a valid Ontario Health Card number
 - has a chronic physical disability requiring the use of a mobility device for a minimum of six months
- b) Applicants who reside in LTC homes must confirm that the prescribed device is for their sole personal use and that the home agrees to accept the device.
- c) Funding assistance is provided for eligible individuals towards the purchase of a mobility device that will meet their basic needs and enhance their independence.
- d) ADP clients may choose from many makes and models of wheeled walkers/rollators, manual and power wheelchairs, and power scooters. Devices are evaluated for stability, safety and function before approved for listing by ADP.
- e) Funding is based on an ADP approved fixed price model. ADP pays 75% of the approved amount and the client pays 25%. Clients may purchase options for their equipment that are not funded by ADP directly from the vendor of their choice.

2. ADP Eligibility Criteria for Mobility Devices

Funding assistance is provided to meet an individual's basic mobility needs as defined by ADP for funding purposes. The device prescribed must be required to facilitate mobility on an ongoing daily basis particularly within the home and to access transportation if the individual must leave the home on a daily basis.

ADP does not provide funding assistance for a mobility device that is required on an intermittent basis (e.g. to attend outside appointments), to support non-mobility activities (e.g. sleeping, eating), or to travel to and from destinations in the community. Economically priced devices may be purchased by individuals to meet these needs.

3. The ADP Registered Authorizer

Occupational Therapists and Physiotherapists who are registered with ADP as authorizers are health care professionals who are bound by the ethical demands of their respective Regulatory College and the policies and procedures of ADP.

It is the authorizer who will inform their client and/or legal representative about ADP eligibility criteria, policies and procedures so that the individual can make a well informed decision regarding submitting an application to the program.

The authorizer must provide their client and/or legal representative with a list of ADP Registered Vendors within the community. The client may choose which vendor he/she will purchase the prescribed equipment from.

The authorizer will conduct a comprehensive clinical assessment, identify the need for mobility equipment, and work with client's vendor of choice to provide appropriate assessment and trial equipment. If eligibility for ADP funding assistance is confirmed, the authorizer will complete the ADP application form with the client and submit it to ADP. The authorizer is responsible for the ADP application form from the time it is signed until they have followed up with the client after ADP funding has been approved to ensure the equipment has been delivered as prescribed and continues to meet the client's needs.

4. The ADP Registered Vendor

The registered vendor is a business that has met all the registration requirements and holds an executed vendor agreement with ADP. The vendor is obligated to inform their customers about the Assistive Devices Program and refer them to ADP and/or an ADP Registered Authorizer for further information. Working with the authorizer and client, the vendor will provide assessment and trial equipment, offer their opinion in choice and **model** of equipment to meet the client's needs and preferences, and provide quotes to ADP when applicable and to the client as requested.

5. The Relationship of LTC homes and ADP Registered Vendors

Many LTC homes have entered into agreements with vendors who are registered with ADP to provide certain equipment and services. Under the terms of the agreement the vendor may have "preferred" or "exclusive" access to the residents of the home.

The ADP Registered Authorizer and ADP Registered Vendor must adhere to ADP policies and procedures when a resident of the home is applying for and/or has obtained ADP funding assistance towards the purchase of a mobility device.

ADP will not enter into or maintain a current vendor agreement with any vendor who has a financial relationship and/or an exclusive relationship with a LTC home, whereby the vendor and the LTC home share in any profits made from the vendor's sale of devices funded by the Assistive Devices Program.

*ADP clients must be given choice of vendor. The client **must** be informed about an agreement the home may have with a particular vendor, **or any relationship that the home's owner or administrator has with the vendor.** The resident **must** not be advised or expected to purchase their equipment from this vendor.*

The home is required to have a program in place that provides regular preventative and remedial maintenance for all equipment owned by the home, including wheelchairs and other mobility devices. The home is obligated to ensure that every resident's environment is maintained to minimize safety and security risks and to take action in protecting residents from identified potentially hazardous substances, conditions, and equipment.

Because of this responsibility for resident safety, the home must regularly monitor personal equipment owned by the residents. If a resident's personally-owned wheelchair poses a safety risk, the home is responsible to remove that wheelchair from operation as part of preventative maintenance, until that wheelchair is fixed. Maintenance costs for personal equipment are the responsibility of the resident. In the meantime, the home may make a wheelchair available for the resident's temporary replacement use.

LTC homes are responsible to assist their residents to obtain the additional care and services they need, including reasonable repair services for their personal property such as wheelchairs or mobility devices. For maintenance of a resident's personally owned wheelchair, the home may suggest their service provider. However, *the resident must not be advised or expected to use the home's maintenance services provider.*

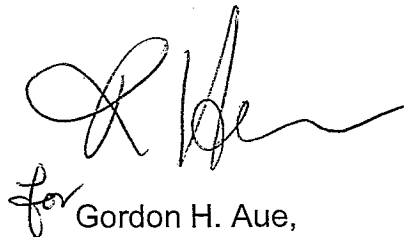
For further information about the ADP visit www.health.gov.on.ca or contact Ian Lowe, Senior Program Coordinator (A), Wheelchair, Positioning and Ambulation Aids Category at (800) 268-6021, or by e-mail at ian.Lowe@moh.gov.on.ca

For further information about LTC homes, please contact Carole Alexander, Senior Policy Analyst in the LTC Homes Branch at (416) 314-1114.

Sincerely;



Tim Burns
Director, Long-Term Care Homes Branch,
Community Health Division



Gordon H. Aue,
Director, Operational Support Branch,
Health Services Division