

# Alberta Health

## Alberta Aids to Daily Living Pediatric Equipment --- Policy & Procedures Manual

June 21, 2021

Classification: Public



## Revision History

| Description   | Date             |
|---|------------------|
| Updated throughout to reflect transition to Alberta Blue Cross  | June 21, 2021    |
| Updated links.  | April 1, 2019    |
| Policy K-05 Vendor Qualifications updated.<br>Policy K-02 Eligibility Criteria: Additional information on eligibility criteria for standing frames added.             | January 21, 2019 |
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| Policy K-15: Product information and specifications: all “K” benefits placed in this section (some were previously in “G” manual. Products placed in numerical order. | April 1, 2013    |

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# Policy K – 01

## Pediatric Equipment Benefit Description

### Policy Statement

AADL provides funding for specialized Pediatric Equipment for Albertans under the age of 18 years with chronic, long-term difficulties in mobility to enhance their independence and ability to participate in daily activities, increase safety during these activities and prevent the need for higher level of care.

Non-recycle (benchmark) and recycle pediatric equipment is provided under pediatric benefits. Non-recycle equipment includes pediatric bathing and toileting equipment, feeder seats and floor sitters. Recycle equipment includes Pediatric Walkers, Pediatric Standing Frames and Pediatric Mobile Standers.

AADL provides funding for pediatric equipment through contracts or agreements with AADL Pediatric Equipment Vendors. AADL Approved Pediatric Vendors are listed on the Vendor List on the AADL website.

Only products on the Approved Product List (APL) are eligible for AADL funding.

Non-recycle benchmark pediatric equipment benefit authorizations and claims are processed through the Alberta Blue Cross Online Health Portal (OHP).

Pediatric recycle benefits authorizations and claims are processed through AADL.

Pediatric equipment funded by AADL is listed in the Approved Product List K-APL. Recycle Products on the APL are reviewed regularly through an AADL Product Evaluation Review, with timing around contract dates.

A client's family may enter a rental agreement with an AADL vendor for temporary or short-term use of this type of equipment. AADL does not reimburse clients for rental charges associated with temporary, short-term needs.

Refer to the WM Manual: Manual Wheelchairs and the WP Manual: Power Wheelchairs for pediatric wheelchair benefits.

### **Non-recycle (Benchmark) Pediatric Equipment**

AADL uses a benchmark model to fund non-recycle equipment. See Policy K-10 for definition of benchmark model.

Non-recycle equipment is considered owned by the client's family.

### **Recycle Pediatric Equipment**

Pediatric Stenders and Walkers are formally recycled benefits and remain the property of the Government of Alberta. AADL will provide equipment from the recycle pool first. When the equipment is not available from recycle, AADL will purchase new.

### **Exclusions**

The following equipment is not funded by AADL

- Air bag bath cushions to lift a client out of or into a bathtub.
- Both a walker and standing frame for children under 18 months.
- Activity trays for use on bathing and toileting equipment.

# Policy K – 02

## Eligibility Criteria

### Policy Statement

The Eligibility Criteria Policy assists clients, guardians, authorizers and vendors in identifying eligibility to access pediatric equipment benefits.

Clients must meet general eligibility requirements found in AADL General Policies and Procedures on-line at:

<https://open.alberta.ca/publications/aadl-program-manual-gn>.

A client's eligibility for pediatric equipment benefits must be determined by an AADL authorizer prior to authorization.

AADL provides funding for pediatric equipment for clients who meet all the following criteria:

1. Client is under the age of 18 years.
2. Client has chronic, long-term disability affecting mobility; and
3. Client's weight falls within the weight limits of the device.

AADL does **NOT** provide funding for pediatric equipment for:

- Clients 18 years and older.
- Short-term interventions or use such as pre- or post-operative needs.
- Clients in acute or sub-acute care facilities unless required as part of a discharge plan when the client is returning to the community.
- Options chosen for personal preference or not clinically indicated.

The **AADL Assessment Summary for Pediatric Standing Frame Benefits** must be attached to Authorization for Pediatric Standing Frames.

Children **under 18 months** will be provided a standing frame or walker if they meet any of the following additional criteria:

1. Child is unable to support consistent weight through their legs and may require support in sitting,
2. Child has poor upper extremity control and/or poor standing balance and is unable to use furniture or push toys to stabilize position in standing or taking steps.

## Procedure

### Authorizers:

1. Confirm clients meet AADL eligibility requirements. Consider clients' previous benefit consumption:
  - Refer to the Pediatric Equipment Benefits APL for quantity limits at: <https://open.alberta.ca/publications/aadl-program-manual-k>
  - For recycle benefits: Refer to the Interactive Voice Response at 780-415-8717 to determine benefits the client has received. See AADL IVR guide under Authorizer forms at: <https://www.alberta.ca/aadl-forms-and-documents.aspx>
  - For benchmark benefits: Refer to the patient inquiry screen on the Alberta Blue Cross Online Health Portal (OHP) and check product consumption.
  - Refer to Policy K-07 Quantity and Frequency Limits for clients who are over quantity/frequency limit.
2. Inform client's family/guardian of their eligibility status.

### Client's family/Guardian:

1. Confirm eligibility with authorizer.
2. Sign client declaration form.

### Vendors:

1. Confirm client is not over quantity – check previous benefit consumption:
  - Refer to the Pediatric Equipment Benefits APL to determine quantity limits for each device at: <https://open.alberta.ca/publications/aadl-program-manual-k>
  - For recycle benefits only: Refer to E-business for client's benefit consumption history.
  - For benchmark benefits only: Refer to the patient inquiry screen on the Alberta Blue Cross Online Health Portal (OHP) , review the client's benefit consumption history and confirm they are eligible for the benefit.
  - Refer to Policy K-07 Quantity and Frequency Limits for clients who are over quantity/frequency limit.

### AADL: (for recycle benefits only)

1. Receives authorizations and ensures clients meet eligibility requirements.
2. Returns authorizations unprocessed to authorizers when eligibility cannot be established due to unclear or incomplete information.
3. Responds to telephone or email requests for information on pediatric equipment benefits eligibility.

**Alberta Blue Cross: (for benchmark benefits only)**

1. Responds to telephone or email requests for information on pediatric benchmark benefit eligibility and provides reference to the AADL website for further information at:  
<https://open.alberta.ca/publications/aadl-program-manual-k>
2. Adjudicates authorizations submitted through the OHP.



# Policy K – 03

## Authorizer Qualifications

### Policy Statement

The Authorizer Qualification Policy facilitates accountability and transparency.

AADL accepts applications from Occupational Therapists (OTs) Physiotherapists (PTs) and Registered Nurses (RNs) who meet the general eligibility criteria set out in Policy GN-03 Application to be an Authorizer in the AADL General Policies and Procedure Manual at:

<https://open.alberta.ca/publications/aadl-program-manual-gn>.

Pediatric Equipment Benefits are considered a primary product range for OTs and PTs as set out in Policy GN-03. See policy for further explanation on Primary and Secondary Product Ranges.

Authorizers and assessors must be competent in assessments and related interventions for children with disabilities.

### Procedure

#### AADL Authorizer Applicants:

1. Confirm eligibility.
2. Complete the authorizer application form at:  
<https://formsmgmt.gov.ab.ca/Public/AADI.2218.xdp>
3. Complete the requisite authorizer training and authorize once approved by AADL in accordance with policies and procedures.
4. Register with Alberta Blue Cross as a provider once approved to be an authorizer by AADL.

#### AADL:

1. Provides training for primary product ranges.
2. Provides authorizer online pre-requisite training module.
3. Advise Alberta Blue Cross when the authorizer has completed all training requirements so they can be registered on the Online Health Portal as a provider.
4. Monitors authorizer activities and determine compliance with policies and procedures.

# Policy K – 04

## Authorization Process – Pediatric Equipment

### Policy Statement

The Authorization Process Policy promotes effective and efficient authorization of benefits.

Recycle pediatric equipment benefit authorizations include the assessment, equipment trial and the submission of a valid authorization form. Invalid or incomplete authorizations are returned to the authorizer unprocessed. See Policy K-10 for definition of a valid authorization.

Non- recycle/benchmark pediatric benefit authorizations are submitted on the Alberta Blue Cross Online Health Portal (OHP)

Authorizers must adhere to the general policies and procedures for authorizing AADL benefits and follow the AADL procedure for authorizing pediatric equipment benefits.

### Assessment:

Assessments must be in the client's home and school environment, if applicable. As an alternative, a simulated home environment may be used if able to replicate. Equipment which has been purchased by AADL and is found to be inappropriate for the client's environment is not replaced by AADL.

The assessment date is the date the assessment is completed, eligibility has been established, and equipment has been trialed and selected.

### Equipment Trial:

Pediatric equipment benefits vendors will provide equipment for a trial period not exceeding two days. At the end of any trial period, the equipment must be returned. The client may not keep trial equipment.

Ensure the equipment can be transported to and from the environments where the client will use the equipment.

### Authorization Submission:

For recycle pediatric benefits authorization forms must be submitted by mail or fax.

For non- recycle /benchmark pediatric benefits the authorizations are entered on the Alberta Blue Cross Online Health Portal after the client's product consumption history has been

reviewed to confirm eligibility for the benefit.

Authorizations for equipment benefits expire when the benefit has been provided to the client and the associated vendor claims have been processed or within a year of the assessment date.

## Procedure

### Authorizers:

1. Confirm client eligibility for benefit. Refer to Policy K-02 Eligibility Criteria – Pediatric Equipment benefits.
2. For recycle pediatric benefits: If benefit requested is over frequency limit, indicate approved Quantity and Frequency Request number on the authorization form. For non-recycle/benchmark benefits complete a Quantity and Frequency authorization on the OHP and upload relevant documents. Refer to Policy K-07 - Quantity and Frequency Limits as not all replacements require a QFR.
3. Assess client or review assessment if assessor is not the authorizer. Client assessment must be completed in home environment or simulated home environment and school environment if applicable.
4. Document assessment details and clinical rationale to support the provision of Pediatric Equipment benefits. This must be kept in the client's file and submitted to AADL or Alberta Blue Cross upon request. Ensure the client's family/guardian understands any costs that they may incur. See Upgrade Costs under Policy K-10 Definitions.
5. Provide client with choice of vendors as per list of AADL Approved vendors for Pediatric Equipment.
6. Policies for the use of trial equipment should be explained to the client. Arrange for trial equipment to be returned to the vendor once the trial has been completed.
7. Determine where equipment is to be delivered once authorized and arrange for follow-up as appropriate.
8. Advise client's family that any cost share must be paid to the vendor before the vendor provides the equipment.

Complete Authorization Form and Pediatric Assessment Summary for Standing Frame Benefits if authorizing a pediatric standing frame. Include criteria-related information to assist AADL in establishing client's eligibility for accessories. AADL Authorization Forms are ordered using the **AADL Order Form for Forms and Publications** under General forms at: <https://www.alberta.ca/aadl-forms-and-documents.aspx>. The **AADL Assessment Summary for Pediatric Standing Frame Benefits** is available on the AADL website under Pediatric forms at: <https://www.alberta.ca/aadl-forms-and-documents.aspx>

9. Have client's parent or guardian sign declaration on 1250 form for recycle equipment and the client declaration form for non-recycle/benchmark equipment.
10. For recycle equipment, distribute copies of the authorization form according to the instructions on the bottom of the form.

11. Advise client's family/guardian that AADL will not reimburse for any rental charges if the family/guardian chooses to rent equipment.

**Clients' family/guardian:**

1. Understand and agree to child's participation in assessment and trial. Comply with trialing protocol.
2. Return equipment to AADL approved vendor after trial period is over.
3. Sign declaration signifying agreement and understanding.

**Vendors:**

1. Provide trial equipment as requested by the Authorizer.
2. Follow infection control practice during trial.
3. For recycle equipment receive AADL work order/authorization for providing benefit. For non-recycle/benchmark equipment, check for authorization on the OHP and confirm eligibility by referring to client's consumption history.
4. Proceed to providing benefit.

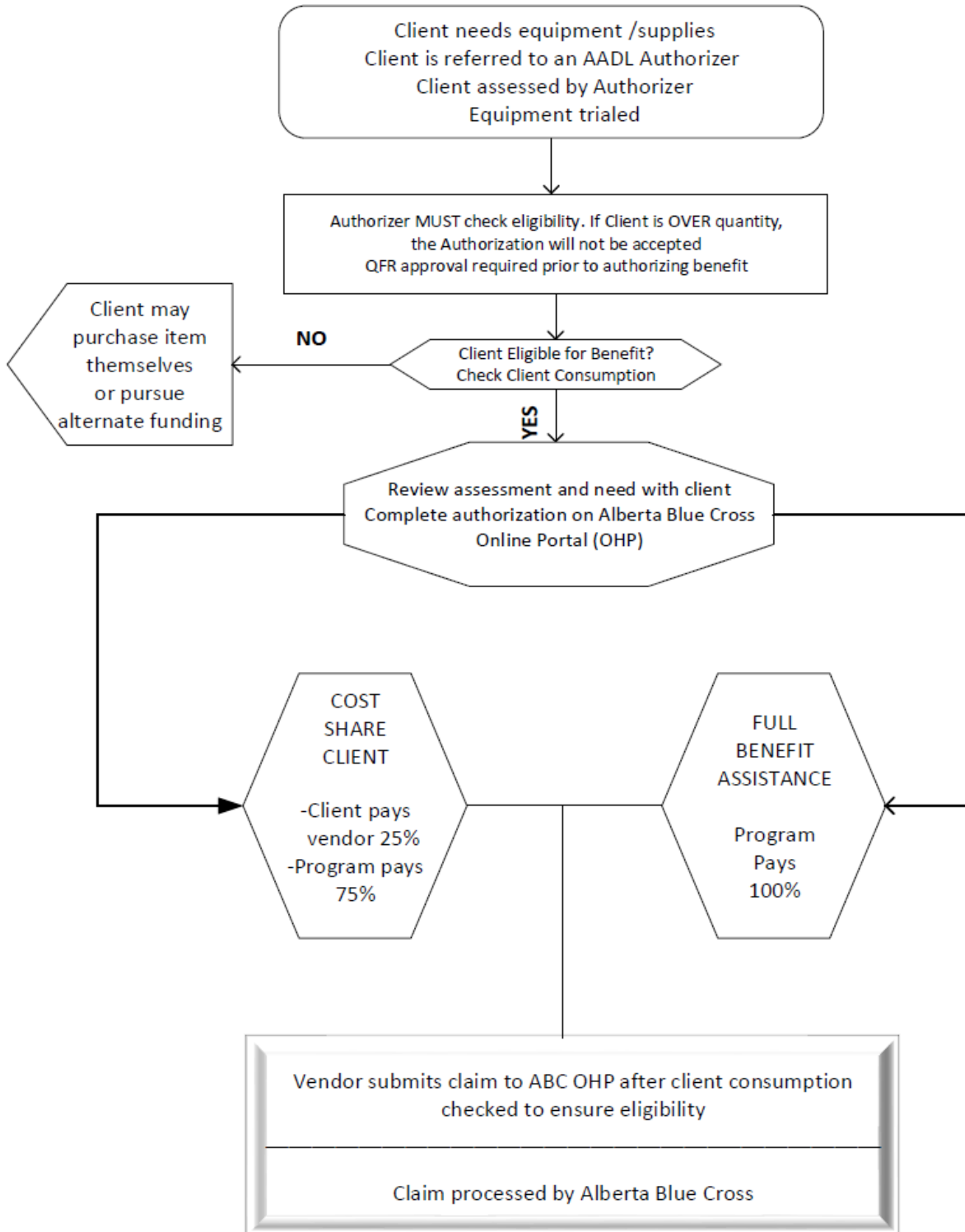
**AADL for recycle only:**

1. Reviews authorizations for compliance and accuracy.
2. Processes valid authorizations.
3. Submits work order/authorization to vendor to provide equipment.

**Alberta Blue Cross** for non-recycle/benchmark only:

1. Review authorizations for compliance and accuracy.
2. Processes valid authorizations.

### Authorization Process Flow Chart for “K” Non-Recycle/Benchmark Benefits



# Policy K – 05

## Vendor and Trained Provider Qualifications Policy

### Policy Statement

AADL Approved Pediatric Equipment Vendors must meet the following criteria:

- Meet AADL's general vendor criteria as outlined the General Policy and Procedures Manual.
- Hold a Standing Offer Contract with Service Alberta to provide Recycle (Pediatric) Equipment and agree to supply the Goods in accordance with the provisions in the contract.
- Must have an agreement with AADL and Alberta Blue Cross to provide benchmark pediatric equipment
- Comply with the requirements of an AADL Facility Inspection and address any deficiencies.
- Adhere to benchmark pricing for pediatric benchmark products as outlined in the General Policy and Procedures Manual.
- Provide warranty service for any product provided through AADL funding.
- Must be willing to provide any of the pediatric equipment listed on the Approved Product list on receipt of a valid authorization.

### Product/Equipment:

Benchmark products:

- Stock on site a minimum of at least one product for the each of the following groups: bathseats, toilet seats, commodes, and sitters.

Recycle Equipment:

- Stock on site a minimum of at least one product for the each of the following groups: pediatric walkers and standing frames.

At least one product from each grouping must be on display as fully assembled.

AADL Vendors must carry common replacement parts including suction/rubber tips for the products they carry.

AADL Vendors must ensure pediatric benefits provided through AADL funding meet all quality standards set out in the Approved Product List.

**Trained Provider Qualifications:**

AADL Vendor staff must be educated on AADL Policies and Procedures as stated in the most current AADL Program Manual, Approved Product List, and updates.

AADL Vendor staff must have the necessary expertise related to the provision of AADL benefits and associated invoicing and business processes.

AADL Vendors must have at least one trained provider on site who has the knowledge and skills to perform maintenance, repairs and refurbishment on pediatric equipment.

# Policy K – 06

## Providing Pediatric Equipment Benefits

### Policy Statement

The Providing Pediatric Benefits Policy promotes effective and efficient provision of benefits.

AADL Vendors must meet the qualifications under Policy K-05 to provide Pediatric Equipment benefits.

Providing pediatric equipment benefits includes an equipment trial with the client, cost share collection, providing/setting up the equipment, documenting, client billing and claims.

Clients' family/guardian must be advised that they should purchase insurance to cover the cost of replacements should the equipment be lost, stolen, or damaged.

AADL Pediatric vendors provide repair and maintenance service on equipment. AADL funds repairs and maintenance for **recycle** pediatric equipment when cost-effective to do so.

Clients' family/guardian must notify the vendor of any equipment concerns, as well as repair or maintenance needs.

### Procedure

#### AADL Authorizers:

1. Arrange follow-up to ensure the pediatric equipment is of benefit to the client.
2. Complete **documentation**, including:
  - Client provided with and the family/guardian understands instructions on wear and care of the equipment (and any additional accessory).
  - Client's family/guardian informed of recommendation to purchase insurance to cover equipment in case of loss, damage or theft.
  - Ensure satisfaction with product.

#### Clients' family/guardian/trustee:

1. Pay the cost share portion (unless exempt) directly to the vendor for selected equipment.



2. Receive pediatric equipment and confirm satisfaction that the equipment will meet client's needs.
3. Understand responsibility for the care and maintenance of the equipment as equipment is not replaced due to damage outside of normal wear and care.

**Vendors:**

1. Prior to providing the benchmark equipment, confirm eligibility for the benefit on the Alberta Blue Cross Online Health Portal.
2. Collect cost-share from client's family/guardian/trustee at the time the claim is submitted.
3. Provide pediatric equipment according to work order/authorization from AADL.
4. Provide client with written instructions on select equipment on wear and care.
5. Document client (or person accepting responsibility for client) receipt and satisfaction of the equipment.
6. Submit claim to AADL on E-business for recycle equipment.
7. Submit claim for benchmark equipment and on the OHP on the day the item is provided to the client (service date).

**AADL for recycle equipment:**

1. Provides vendor with work order authorization to provide equipment.
2. Conducts audits on authorizers' and vendors' compliance with policy and procedures for quality assurance and accountability

**Alberta Blue Cross for non-recycle/ benchmark equipment:**

1. Conducts audits on authorizers' and vendors' compliance with policy and procedures for quality assurance and accountability purposes.
2. Audits charges on claims for equipment submitted by vendors and pays vendor claims.

# Policy K – 07

## Quantity and Frequency Limits for Pediatric Equipment

### Policy Statement

The Quantity and Frequency Limits for Pediatric Equipment Policy ensures transparency, consistency and accountability.

AADL sets annual limits on the number of pediatric equipment benefits funded per eligible client based on current best practice and expected wear.

The quantity and frequency limit for all pediatric equipment is four (4) years.

Replacing equipment past the frequency limit still requires an explanation on why it is being replaced. Benefits are provided to eligible clients based on need. Equipment should only be replaced when it is no longer suitable to meet the client's needs due to a change in medical condition, or the equipment cannot be cost effectively repaired.

No QFR is required if equipment needs to be replaced due to growth one size or greater for pediatric clients. For recycle benefits, the authorizer must indicate growth has occurred on section three of the 1250 form.

When a need to replace **recycle** pediatric equipment has been identified, the client must arrange for a pediatric equipment vendor to assess the equipment's condition. The vendor will advise the AADL with a work order, and will obtain direction regarding repair or replacement. The authorizer/client will be advised by the vendor.

When considering quantity limits, take into account that pediatric needs may have been met by benefits found in the "B" and "C" adult bathing and toileting and walking aids section. A client cannot have more than one item in one benefit for a function.

For example:

A client may have one walking aid. If the client has a specialized pediatric walker, they may not also have forearm crutches ("C" benefit). Similarly, if the client has an AADL-supplied standing frame for use at home, they may not have a second AADL-supplied standing frame for use at school.

The AADL Program **does not replace** equipment in cases of authorizer error or that have been lost, stolen, misused or damaged.

Equipment will only be replaced if:

- The equipment has been maintained and has been used as designed (normal wear);

- The current equipment was ordered for long-term needs; and
- The client's condition has changed and the current equipment no longer meets the clinically assessed basic need.

For recycle pediatric equipment: authorizers must submit a Quantity and Frequency Request (QFR) for benefit requests over the frequency limit to AADL. Refer to the QFR policies in the general AADL Policy and Procedure Manual at: <https://open.alberta.ca/publications/aadl-program-manual-gn>.

For non-recycle/benchmark equipment: A Quantity and Frequency Request (QFR) authorization is submitted on the Alberta Blue Cross Online Health Portal.

## Procedure

### Authorizers:

1. Advise clients of quantity and frequency limits.
2. Explain policy and process to client, ensuring client understands.
3. Enter QFR authorization on the OHP including the following documents:
  - QFR Request Form.
  - Other supporting documentation.
  - Client declaration.

### Clients:

1. Maintain care of pediatric equipment to prolong the life of benefits provided through AADL and to prevent need for premature replacement of benefit.
2. Seek alternate funding for equipment needs that fall outside the quantity and frequency limits.
3. Consult with AADL authorizer when replacement of AADL equipment is required.

### Vendors:

1. Confirm client's previous consumption to identify clients who require a QFR to replace a piece of pediatric equipment funded by AADL. Refer these clients to an AADL authorizer for reassessment when it is related to a condition change.
2. Educate client on wear and care of equipment, and availability of repair parts to prolong life of benefit and prevent need for early replacement.
3. Prevent need for QFRs by replacing or repairing equipment when under warranty or when it is cost effective.
4. Provide AADL with work order to repair **recycle** equipment and assist in identifying equipment that is not cost effective to repair or unsuitable for continued use.
5. Provide AADL-funded replacement equipment to client when valid authorization has been confirmed.

**AADL for recycle equipment:**

1. Receives and reviews the QFR.
2. Adjudicates and notifies the authorizer of decision.

**Alberta Blue Cross for non-recycle/benchmark equipment:**

1. Receives and log QFR requests.
2. Forwards QFR requests to AADL for adjudication.
3. Updates QFR status on the OHP which can then be viewed on the provider portal.
4. Notification of the decision will be sent to the client and authorizer

## **Policy K – 08**

### **Ownership and Responsibilities: Repairs and Returning AADL Pediatric Equipment**

#### **Policy Statement**

AADL provides clear and consistent guidelines and procedures for repairing and returning AADL funded pediatric equipment to ensure transparency, consistency and accountability.

AADL retains ownership of Pediatric Walkers and Pediatric Stenders until they are determined as surplus by AADL.

Bathing and toileting equipment and pediatric sitters are considered non-recyclable and are owned by the client.

Clients are responsible to ensure AADL funded equipment assigned to them is maintained on a regular basis according to manufacturer recommendations.

AADL Recycle Vendors participate fully in the AADL recycle program including repairs and maintenance services.

#### **Returning pediatric walkers and standers:**

Pediatric Walkers and Stenders are returned to an AADL Pediatric Vendor when:

- The client moves out of Alberta, or for any other reason becomes ineligible for the benefit; or
- The equipment is no longer needed by the client.

AADL funded equipment including non-recyclable goods is never to be resold by a client, authorizer, or vendor.

#### **Repairs:**

Clients are responsible to keep their AADL funded equipment in good, safe working order through regular maintenance and repairs.

Clients must contact an AADL Approved Vendor to repair AADL owned (recycle) equipment.

See “Z” Manual for further information on AADL repairs on equipment.

## Procedure

### Authorizers:

1. Ensure client understands responsibility for care, maintenance and return of AADL-owned lifters or homecare beds.
2. For recycle equipment: Assist client when equipment is no longer needed in determining where the equipment may be returned. See Vendor listing for closest AADL Approved Pediatric Equipment Vendor at:  
<https://www.alberta.ca/aadl-approved-vendors-list.aspx>

### Clients:

1. Ensure reasonable care and maintenance of AADL funded pediatric equipment.
2. Responsible for replacement of any equipment that is lost, stolen, or damaged due to misuse or accidents. AADL program recommends clients insure the equipment through a private homeowner's/tenant insurance policy.
3. Returns AADL owned pediatric equipment – walkers and standers - to an AADL Pediatric vendor when no longer needed by client.

### Vendors:

1. Review care and maintenance of AADL-funded pediatric equipment with clients.
2. Repair AADL-funded pediatric equipment.
3. Inform the Authorizer if a piece of equipment has been deemed irreparable or not cost effective to repair by AADL in the case of recycle equipment so the Authorizer can initiate the process to have the equipment replaced.
4. Fax in Repair Work Order on recycle equipment to AADL and obtain prior approval for all repair work orders over \$300.00 prior to completing the work.
5. Contact AADL by phone if repair is urgent.
6. Picks up AADL owned equipment no longer needed by client to return to AADL recycle.
7. Update AADL if client status has changed – e.g., moved.

### AADL:

1. Provides funding assistance for repairs and maintenance to AADL-owned pediatric walkers and standers. .
2. Reviews, prior approves and provides work order authorizations for eligible cost effective repair work orders over \$300.00.
3. Informs the Vendor if a piece of equipment has been deemed irreparable or not cost effective to repair by AADL.
4. Tracks repairs, returns and location status.

# Policy K – 09

## Refusal of the Equipment

### Policy Statement

AADL provides a Refusal of Equipment Policy to ensure transparency and accountability.

Clients who refuse equipment are not eligible for AADL funding for the same item for a minimum of six months. By signing the Declaration form the client acknowledged they were prepared to accept the equipment that was authorized and ordered for them. During the authorization process the client agreed to trial the equipment and ensured their home and living situation accommodated the equipment.

Authorizers may not refuse equipment on behalf of a client.

Clients and/or authorizers must notify the vendor as soon as unforeseen problems arise and the equipment is no longer appropriate for the client. If the equipment has not yet been delivered to the client, the vendor may agree to place the equipment back in their inventory with no charge to AADL or the client. In that case, the authorization must be cancelled by the authorizer.

Authorizations are not cancelled once the product has been provided to the client.

Clients who request funding for the benefit after refusing the same type benefit must submit a letter to the authorizer explaining the circumstances of their refusal and assurance that they will accept the authorized benefit this time. The client must also agree to accept any costs associated with providing the benefit a second time, including any cost-share fees.

The authorizer must submit a QFR on behalf of the client who refused the equipment.

Clients who refuse to accept equipment a second time will not be eligible again for that benefit.

### Procedure

#### Authorizers:

1. Advise client of the consequences of equipment refusal.
2. For recycle pediatric equipment: Complete a Quantity and Frequency Request for the item and attaches the letter from the client (family/guardian/trustee).

3. For non-recycle/benchmark equipment: Complete a Quantity and Frequency Request authorization on the Alberta Blue Cross Online Health Portal (OHP) for the item and upload the letter from the client (family/guardian/trustee) as supporting documentation.

**Clients:**

1. Participate in reassessment with authorizer.
2. Pursue alternate funding resources prior to requesting funds from AADL.
3. If unable to secure alternate funds, write letter describing circumstances and providing assurances described above.
4. Agree to accept costs associated with replacing equipment.

**AADL:**

1. For recycle:
  - Receives the QFR and letter from the client (family/guardian/trustee) and reviews the circumstances around the refusal of the equipment.
  - Adjudicates and notifies client and authorizer of decision.
2. For non-recycle/benchmark:
  - Receives the QFR and supporting documentation from Alberta Blue Cross and reviews the circumstances around the refusal of the equipment.
  - Adjudicates and provides decision to Alberta Blue Cross.

**Alberta Blue Cross for non-recycle/benchmark equipment:**

1. Updates OHP with decision and sends notification to the client and the authorizer.



# Policy K – 10

## Definitions

### Approved Products List (APL)

The APL is a document on the AADL website outlining the products for which AADL provides funding. Only products listed on the Approved Product List are available through AADL.

### Benchmark Pricing

AADL provides a generic description of a benchmark benefit and sets the benchmark price as the maximum price AADL will fund for any product that fits the generic description. The benchmark prices for walking aids and accessories are listed under the column Price Maximum in the APL. Vendors must provide at least one item within the benchmark price.

### Cost-Effective Repairs

Repairs are considered cost effective when the cost of the repair does not exceed 50% of the cost to replace the entire walking aid.

### Disability

An impairment that may be cognitive, developmental, intellectual, mental, physical, sensory, or some combination of these and results in life activity limitations and participation restrictions.

### Equipment Trial

An equipment trial is a trial that involves the client and caregiver trying the equipment to ensure the one chosen is appropriate. A trial must consider environments where the equipment will be used such as the bathroom and bedroom, over solid flooring and carpet. Simulated environments are accepted.

### Formal Recycle

All AADL-owned equipment is formally recycled by AADL. When the client no longer needs the equipment, it is returned to a recycle vendor. When an authorizer requests pediatric walkers or standers for a client, AADL looks for it in the recycle pool. When there is no suitable recycle equipment available in the recycle pool, the program buys new from the preferred vendor.

**Internal Transfer**

An authorizer may reassign standard equipment from a client who no longer needs it to one who does. Some restrictions apply. See “Z” section for instructions and sample of internal transfer documentation.

**Palliative Client**

A client is deemed palliative if in the end stage of a terminal illness (six months or less to end of life). Care is considered compassionate and focused on symptom relief.

**Upgrade Costs**

Upgrade is the term used to describe any costs for benefit features or options that are not covered by AADL and are the responsibility of the client. Cost share portions are not considered part of the upgrade cost. Upgrades are over and above cost share.

**Upgrade Equipment**

The term describing a situation when the client pays more than AADL towards the purchase of the equipment. It becomes the client’s property because they contributed more than half of the cost of the item. AADL does not pay for parts or repairs for Upgrade equipment.

**Valid Authorization**

For recycle: An authorization form is considered valid when information on the form is correct and completed in full, all necessary clinical rationale is documented, the form is signed by the authorizer and client, the client meets the relevant eligibility criteria and any requisite prior approval has been provided.

For non-recycle/benchmark: An authorization is considered valid when information submitted to the Alberta Blue Cross Online Health Portal is complete and the Client Declaration is signed and submitted, all necessary clinical rationale is documented, the client meets the relevant eligibility criteria and any requisite prior approval has been provided.