

Level A/B/C Authorizers – Instructions for Seating Needs Level Eligibility Assessment form:

- The Seating Needs Level Eligibility Assessment form must be completed for all AADL seating benefit authorizations.
 - Complete all fields of the Seating Needs Level Eligibility Assessment form.
 - Indicate “N/A” for fields that are not applicable to the client.
 - **Incomplete forms will be returned.**
 - Once client seating needs level eligibility has been established, and following the selection and trial of associated products, select the benefits that apply from the approved products List, and:
 - Complete the Client Declaration form.
 - Enter the benefit authorization(s) on the Alberta Blue Cross online health portal.
 - Retain both the Seating Needs Level Eligibility Assessment form and Client Declaration form in the client file.
- Note:** Level B/C seating teams may contact AADL to discuss the use of alternate forms.

A) Client Information
Complete all client identifiers. Indicate the date of the assessment. Note: Client’s age is required to determine client eligibility for seating benefits. Refer to the decision tree.
B) Medical History
Provide medical information relevant for the seating assessment. A client’s condition is expected to be stable at the time of assessment. For clients with expected changes, seating benefits should only be authorized if they can accommodate the expected changes. It is important to capture the client’s expectations of the assessment. Client’s expectations may differ from what may be attainable. A thorough assessment interview is critical to the success of any seating intervention.
C) Functional Status
Provide relevant functional information about the client. Careful considerations of the client’s activities of daily living are required to ensure appropriate equipment recommendations. Note: Wheelchair type and usage is required to determine client eligibility for seating benefits. Refer to the decision tree.
D) Environmental Considerations
Provide relevant details about the client’s frequently used environments. This may include measurement of doorways or environmental barriers. Where possible, trials of equipment should occur in these environments.
E) Skin Integrity
All individuals who use a wheelchair are at risk for skin breakdown. The seating assessment must include a thorough risk assessment to ensure appropriate equipment as well as to provide other strategies and advice. Note: The Braden score is required to determine client eligibility for seating benefits. Refer to the decision tree.
F) Other Considerations
Provide other assessment information that will impact the client’s ability to use their wheelchair.
G) Posture/MAT Assessment
A comprehensive physical assessment is required for all authorizations for AADL seating benefits. The standard of practice for seating assessments is the Mechanical Assessment Tool (MAT) assessment. All fields must be completed. Within normal limits or “WNL” is acceptable for range of motion measurements. Note: The Level of Sitting Scale and the MAT assessment findings are required to determine client eligibility for seating benefits. Refer to the decision tree.

- “Neutral” may also be used to describe a client’s posture.
- All deviations from normal or neutral **must** be measured and documented.
- Assessment finding such as “mild pelvic obliquity” or “severe kyphosis” are not acceptable unless accompanied by objective measurements.

H) Measurements

Record all relevant measurements of the client.

I) Seating Summary

Indicate the seating team members that were present.

- Level A – One therapist is required.
- Level B – One therapist and a commercial seating technician are required.
- Level C – Two therapists and an adaptive seating technician are required.

List the client’s functional goals related to the seating equipment recommendations. Goal must be in the SMART format. Summarize the equipment recommendations and provide clear clinical justification for each component. Indicate the client’s seating needs level. Refer to the decision tree.

J) Authorizer Information

The Seating Needs Level Eligibility Assessment form must be signed by an AADL Authorizer with the appropriate level of seating benefits product range.

Level of Sitting Scale

Level 1 Unplaceable

Individual cannot be placed or held by one person in sitting position.

Level 2 Supported from Head Downward

Individual requires support of head, trunk and pelvis to maintain the sitting position.

Level 3 Supported from Shoulders or Trunk Downwards

Individual requires support of trunk and pelvis to maintain sitting position.

Level 4 Supported at Pelvis

Individual requires support only at the pelvis to maintain sitting position.

Level 5 Maintains Position. Does Not Move

Individual maintains the sitting position independently if they do not move limbs or trunk.

Level 6 Shifts Trunk Forward. Re-erects

Individual, without using hands for support, can incline the trunk at least 20° anterior to the vertical plane and return to the neutral (vertical) position.

Level 7 Shifts Trunk Laterally. Re-erects

Individual, without using hands for support, can incline the trunk at least 20° to one or both sides of midline and return to the neutral position.

Notes:

- The client must be able to maintain the posture for at least 30 seconds.
- The assessment should take into consideration the fluctuations in the client’s ability to sit throughout the day. The final score should be based on the client’s average level throughout the day.

Seating Needs Level Eligibility Decision Tree

