MEMORANDUM

To: ADP Registered Vendors
   Enteral Feeding Pump and Supplies

From: The Assistive Devices Program (ADP)

Date: April 20, 2011

Re: Funding for Enteral Feeding Pump and Supplies
   ➢ New Service Delivery
   ➢ New Application for Funding Enteral Feeding Pump and Supplies form

On June 13, 2011, the Assistive Devices Program (ADP) will implement a new information technology system. The new system will provide a modern and efficient platform to document all client transactions, claims adjudication and vendor payments.

As a result of the transition to the new system and to facilitate both stakeholder access and claim processing, changes are being made to the way the ADP delivers funding for enteral feeding pumps and supplies to eligible Ontarians.

Delivery of Enteral Feeding Pumps and Supplies

As of June 13, 2011 all supply categories covered by the ADP will become grant payments directly to clients. This will include enteral feeding pumps and supplies.

All current ADP clients will be receiving written notice of the change to a grant and the grant amounts for pumps and supplies in May 2011. Clients will use the grant to purchase the pump and associated supplies required.

Note: ADP Registered Vendors may no longer invoice for enteral feeding pumps and supplies after June 3, 2011. Please ensure that invoices for pumps and supplies delivered to ADP clients are submitted to the Kingston payment office well in advance of this date.

Please note that no changes have been made to current policy, eligibility criteria, assessment requirements or pricing for enteral feeding pumps and supplies.

Changes:
➢ The ADP is changing the funding model to a grant, payable directly to the ADP client
➢ Vendors will no longer be registered with the ADP
Considerations:

- Limited access for Ontario residents residing in more rural areas of the province
- Requirements for vendor registration have, at times, limited the ability of new vendors to become registered
- A complicated administrative process
- Maintenance of a simple funding structure

Advantages

- Improved access in all areas of the province
- Increased ease with which eligible individuals can access and use the ADP
- Simplified administrative process leading to improved application processing timelines
- Elimination of invoicing leading to simplified processes for ADP, vendors, and clients

What does the new process look like?

- The applicant or their agent will complete a Funding for Enteral Feeding Pump and Supplies form
- Once a completed grant application form is approved by the ADP, the client will receive a cheque within six weeks

What Stays the Same?

- Eligibility criteria
- Assessment process and signatures required on the application form
- Replacement periods for the feeding pump

A new form Application for Funding Enteral Feeding Pump and Supplies has been created. The new form replaces the generic Equipment Supply Authorization (ESA) form that is currently used for submitting ADP funding requests.

The new form includes the following features:

- The form has been structured to collect only that information required to process a request for ADP funding
- Decreased use of written information (use of check boxes) will expedite application submission and processing time
- Forms will no longer be pre-numbered; a claim specific ADP number will be created when the application is data entered at the ADP; a blank sample of the application form will be posted on the ADP web site in fill and print format
- **Device codes** for the selection of enteral feeding pumps and supplies have been removed; the description of each pump (stationary or portable) remains on the form

Application for Funding Enteral Feeding Pump and Supplies: overview of the new form structure:

The new form is divided into four sections; the flow of the form is intuitive in nature, that is, it takes the applicant through a logical progression of assessment and device selection leading to the submission of a completed application form. It will take less time for the form to be completed, the ADP will have all the information required to process requests in a more timely fashion and payment to the client will be faster.
Section 1 – Applicant’s Biographical Information

- Captures mandatory client information (e.g. name, address, health card number)
- Collection of ‘Confirmation of Benefits’ information (e.g. social assistance)

Section 2 – Devices and Eligibility

- Fields that identify the type of pump (stationary or portable) and supplies for which funding is being requested, to be completed by the prescriber (check box format)
- Reason for Application and Replacement Pump Required Due To: must be completed by the prescriber (check box format)
- Confirmation of Applicant’s Eligibility: three questions to be answered, required by the Program to determine specific device eligibility, (check box format); to be completed by the physician or nurse practitioner

Section 3 – Applicant’s Consent and Signature

- Agreement by the applicant re: release of personal health information to the Assistive Device Program and its agents (Ministry requirement)
- In instances where the client is represented by an agent (e.g. Power of Attorney) the agent’s contact information is required

Section 4 – Signatures

- Capture of signatures and associated contact details for:
  - Physician or Nurse Practitioner

Important Dates to Remember:

- May 2, 2011: visit the ADP website at: http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html to view the:
  - Updated Policy and Procedures Manual for the Assistive Devices Program including:
    - Updated conflict of interest policy about which you were notified by memo in November 2010
    - A new policy section clarifying that ADP does not fund batteries
    - A new policy on rebates
  - New Application for Funding Enteral Feeding Pump and Supplies form (fill and print format)
  - New Applicant Information Sheet
  - FAQ regarding the changes to the delivery of funding and the new application form
- **May 15, 2011**: last date that the current application form may be used; forms with a physician’s or nurse practitioner’s signature date of May 15, 2011 and before must be received at the ADP no later than **June 30, 2011**

- **May 16, 2011**: new application form must be used for all physician or nurse practitioner’s signature dates initiated on this date and going forward

- **June 3, 2011**: last date for which ADP will accept invoices from current vendors (note: invoices must be received by ADP by this date)

- **June 13, 2011**: new ADP IT system goes live

A draft of the new *Application for Funding Enteral Feeding Pump and Supplies* form has been enclosed for your review. Note that this copy is not to be used to submit applications for funding assistance. On **May 2, 2011** the final version of the new application form and the Applicant Information Sheet will be posted on the ADP website in fill and print format.

http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html

If you have any questions, please contact Vermalee Wignall-Weekes at 416-327-8150 or 1-800-268-6021 or at vermalee.wignall@ontario.ca

original signed by

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Joan Stevens, Program Manager

Enclosures: Draft *Application for Funding Enteral Feeding Pump and Supplies* form