MEMORANDUM

To: ADP Registered Authorizers and Vendors
Wheelchairs, Positioning and Ambulation Aids

From: The Assistive Devices Program (ADP)

Date: April 4, 2011

Re: Revisions to the Application for Funding Mobility Devices 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, changes have been made to the current Application for Funding Mobility Devices form.

Please note that no changes have been made to current ADP eligibility criteria, assessment, application submission requirements and pricing.

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.
  - Updated Policy and Administration Manual for Wheelchairs, Positioning and Ambulation Aids
  - New Application for Funding Mobility Devices form (fill and print format)
  - New Applicant Information Sheet (must be presented to every applicant at time of assessment)
  - FAQ regarding the changes to the application form

- **May 13, 2011**: last authorizer assessment day that the current application form may be used; forms with an assessment date of May 13, 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 assessments initiated on this date and going forward.

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

Changes to the Application for Funding Mobility Devices form include:

• **Positioning Devices (Seating) for Mobility**:
  - Device codes are no longer required on the application form;
  - Authorizer selects, by check box, type of seating required;
  - Vendor will provide device code on invoice once selection of particular make and model is confirmed.

• **Device codes** for wheelchairs and ambulation aids have been removed; the description of each device remains unchanged. Note that although reference to device codes has been removed from the device selection part of the application, the codes themselves will continue to be used on both the auto-invoice portion of the form as well as invoices. Device codes and ADP prices are listed in the product manuals.

• **Reason for Application and Replacement Device(s) and/or Modifications Required due to** sections now appear on every device selection page.

• **Prescription Details** now offer choice of centimeters or inches; kilograms or pounds.

A chart outlining the changes is attached for your reference. A draft of the new Application for Funding Mobility Devices form has been attached for your careful 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 web site in fill and print format. [http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html](http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html)

If you have any questions, please contact Ian Lowe at 416-327-8148 or 1-800-268-6021 at ian.lowe@ontario.ca

original signed by

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Joan Stevens
Program Manager

Enclosures: Chart outlining changes to the Application for Funding Mobility Devices form
Draft Application for Funding Mobility Devices form