MEMORANDUM

To: ADP Registered Authorizers and Vendors
Ocular Prostheses

From: The Assistive Devices Program (ADP)

Date: April 13, 2011

Re: Application for Funding Ocular Prostheses (NEW)

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 of ocular prostheses, a new application form has been created for funding all Ocular Prostheses. The new form replaces the generic Equipment Supply Authorization (ESA) form that is currently used for submitting ADP funding requests for ocular prostheses.

Please note that no changes have been made to current policy, eligibility criteria, assessment requirements or pricing for ocular prostheses.

Service Delivery Change

Upon approval of an ocular prosthesis, the maximum number of certain associated devices and procedures for the five-year replacement period will also be approved. This "package" approach will permit the pre-allocation of a maximum quantity of devices and procedures over the replacement period without the need to re-submit a new application form. Pre-approval of a maximum quantity will allow the vendor to invoice against the approved claim number as additional devices and/or procedures are required.

Example: the applicant will not have to re-submit an application form for each re-glazing procedure. A new application form will have to be submitted at the end of the replacement period (five years).

Details of each package will be provided in the updated Policy and Administration Manual for Ocular Prostheses.

The new Application for Funding Ocular Prostheses 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 fillable and printable format

• **Device codes** for the selection of ocular prostheses and procedures are no longer required; the description of each device and procedure is found on the form. Although reference to device codes has been removed from the device selection part of the application form, the codes themselves will continue to be used on invoices submitted for payment and invoice reports. Device and procedure codes and ADP prices are listed in the product manual

• ‘Package’ approach introduced which will permit the pre-allocation of a maximum quantity of various procedures over a certain period without the need to re-submit a new application form

**Application for Funding Ocular Prostheses: 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 individual and prescriber 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 payments to vendors 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**
  - **Selection of prosthesis(es), devices and procedures required** (check box format) required by the Program to determine specific device eligibility
  - **Reason for Application**: must be completed by the ADP Authorizer (check box format)

- **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 etc.) the agent’s contact information is required

- **Section 4 – Signatures**
  - Capture of signatures and associated contact details for:
    - Physician/Optometrist
    - Authorizer
    - Vendor
A chart is enclosed to support you in becoming familiar with the new form.

**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](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 Ocular Prostheses
  - New Application for Funding Ocular Prostheses 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 15, 2011:** last authorizer date that the current application form may be used; forms with an authorizer 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 authorizer dates initiated on this date and going forward

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

A draft of the new *Application for Funding Ocular Prostheses* form has been enclosed 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 website 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 Majeedah Tejpar at 416-327-8186 or 1-800-268-6021 or at [majeedah.tejpar@ontario.ca](mailto:majeedah.tejpar@ontario.ca)

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Joan Stevens  
Program Manager

Enclosures: Draft *Application for Funding Ocular Prostheses* form  
Chart outlining the structure of the *Application for Funding Ocular Prostheses* form