MEMORANDUM

To: ADP Registered Authorizers, Vendors and Regional Assessment Centres Visual Aids

From: The Assistive Devices Program (ADP)

Date: April 19, 2011

Re: Application for Funding Visual Aids form (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 all requests for funding visual aids, a new application form has been created. The new form replaces the generic Equipment Supply Authorization (ESA) form that is currently used for submitting ADP funding requests for visual aids.

Please note that no changes have been made to current policy, eligibility criteria, assessment requirements or pricing for visual aids as a result of the new ADP IT system.

Note: There is no longer the requirement to provide the ADP device code for each recommended item selected. The new format includes a check box alongside the description of each device/fee. The ADP Registered Authorizer checks the item(s) required.

The new Application for Visual Aids form includes the following features:
The form has been structured to collect only the 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 recorded at the ADP. A blank sample of the application form will be posted on the ADP website and can be downloaded in fill and print format

- **Device Codes/Catalogue Numbers** related to the recommendation of all visual aids required have been removed; the description of each device remains on the form. Although reference to device codes/catalogue numbers has been removed from the device recommendation part of the application form, the codes themselves will continue to be used on vendor invoices. Device codes and ADP prices are listed in Visual Aids product manual.

**Application for Funding Visual Aids: overview of the new form structure:**

The new application form is divided into four sections; the flow of the form is intuitive in nature, that is, it takes the individual(s) completing the form through a logical progression of assessment and device recommendation leading to the submission of a completed application form. It will take less time for the form to be completed, the ADP will be able to process fully completed 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**
  - Fields that relate to the applicant’s functional vision status, completed by the authorizer
Fields that identify the devices, supplies or fees for which funding is being requested (check box format)

Certain devices (flagged with **) require the make, model and description to be provided

Reason for Application and Replacement Required Due to: must be completed by the authorizer (check box format)

Section 3 – Applicant’s Consent and Signature

Agreement by the applicant re: release of personal health information to the ADP 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:
- Prescriber (physician or optometrist) where applicable
- Authorizer
- Vendor (if applicable)
- Clinic information, where applicable

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 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 Visual Aids
- New Application for Funding Visual Aids 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 signature date that the current application form may be used; forms with an authorizer 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 authorizer signature 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 Visual Aids** 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 or should you require electronic copy of this memo, please contact George Smolinski at 416-326-6474 or 1-800-268-6021 or at [george.smolinski@ontario.ca](mailto:george.smolinski@ontario.ca)

original signed by

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Joan Stevens
Program Manager

Enclosures: Draft **Application for Funding Visual Aids** form
Chart outlining the structure of the **Application for Funding Visual Aids** form