Guidelines for Funding Adaptive Equipment:

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I. Adaptive Equipment Definition

DD Resources’ definition of adaptive equipment is derived from the Assistive Technology Act of 2004 and Missouri Department of Mental Health’s definition for Assistive Technology and Specialized Medical Equipment and Supplies.

Adaptive Equipment is defined as equipment or technology designed to be utilized in an adaptive/assistive technology device or adaptive/assistive technology service. Adaptive equipment is any item, piece of equipment, device, controls, or product system, whether acquired commercially, modified, or customized, that is used to address health/safety and accessibility and/or mobility or increase, maintain, or improve functional capabilities of individuals with developmental disabilities. Adaptive equipment must enable individuals to increase their abilities to perform activities of daily living, or to control or communicate with the environment in which they live.

Funding for adaptive equipment includes:
- The evaluation of the adaptive equipment needs of an individual with a developmental disability, including a functional evaluation of the impact of the provision of appropriate adaptive equipment, device, or assistive technology.
- Purchasing the adaptive equipment, device or assistive technology devices for the individuals with developmental disabilities.
- Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, replacing, or adaptive equipment, devices, or assistive technology.
- Training for an individual with a developmental disability or, where appropriate, the family members/guardians.

II. Eligible Equipment, Items, Devices and Assistive Technology

The Agency Relations Representative approves items costing between $150.00 and $5,000.00; this includes equipment, maintenance and repairs. The maximum cost per person is $5,000.00. Items under $150.00 are not eligible for funding.

The following is a list of the types of equipment that is eligible for DD Resources funding:
- Bathing and/or positioning aids
- Customized seating
- Mobility equipment/devices
- Communication equipment/devices related to a developmental disability
- Sensory items
- Grab bars
- Lifts
- Portable ramps
- Telephones with modifications such as large buttons, flashing lights, and picture buttons
- Equipment/devices/assistive technology that is removable
The following is a list of the types of equipment that is NOT eligible for DD Resources funding:

- Adaptive equipment for recreational purposes such as bicycles, sleds and swings
- Upgrades/replacement of equipment when existing equipment is still functional
- Environmental Accessibility Adaptations (Home Modifications)
- Monitoring devices, security cameras, closed circuit TV systems
- Door alarms/chimes
- Disposable items typically needed for daily living
- Items with a lifetime of less than one year
- Identification bracelets
- Items that are intended for recreational purposes
- Items solely for caregiver convenience
- Generators
- Bean bag chairs
- Communication equipment/devices for a hearing disability and/or other disabilities not related to a developmental disability
- Items not related to the individual’s functional abilities or addressing limitations due to the client’s categorical/functional disability
- Batteries

III. Administrative Agency Requirements:

- Agency must be accredited by an acceptable accreditation organization, such as CARF (for assistive technology) or RESNA.
- Agency must have background checks, Department of Mental Health Employee Disqualification Registry and Department of Health and Senior Services Employment Disqualification Registry checks completed for all staff providing services to the client/caregiver.
- Agency must have an established code of conduct for the ethical behavior of staff.
- Assessments must be completed by a certified/licensed therapist (Occupational Therapist, Physical Therapist, Speech and Language Pathologist).
- The Administrative Agency shall not also be the provider of adaptive equipment and/or equipment maintenance and repair services.
- The Administrative Agency must provide timely and accurate assessments/evaluations (within 30 days of referral) only for the equipment needed or requested.
- Agency must have knowledge and experience in working with adaptive equipment vendors.
- Agency must have knowledge and experience in working with individuals with developmental disabilities.
- Agency will track:
  - Number of equipment requests (by category)
  - Number of maintenance requests (by category)
  - Number of repair requests (by category)
- Agency will track the actual costs and amount of time of the following and convert to averages:
  - Cost of equipment (by category)
  - Cost of maintenance (by category)
  - Cost of repairs (by category)
  - Amount of time to complete equipment requests
  - Amount of time to complete maintenance and repair requests.
- Agency will keep record of all bids, invoices, Service Tickets and evaluations in client files.
IV. Vendor Requirements:

- Vendors must have a licensed physical, occupational, speech therapist or assistive technology professional on staff, or on contract, to select, acquire, and oversee installation of equipment and train client/caregiver on equipment.
- Vendors must have background checks, Department of Mental Health Employee Disqualification Registry and Department of Health and Senior Services Employment Disqualification Registry checks completed for all staff providing services to the client/caregiver (selection, installation, training, repairs and maintenance services).
- Vendors must have an established code of conduct for the ethical behavior of staff.
- Vendors will adhere to agency/staff requirements as written in DD Resources Funding Manual (revised September 2010) regarding personnel operations, financial operations, insurance and appropriate licenses and accreditation.
- Vendors must provide appropriate and applicable support documentation as written in DD Resources’ Funding Manual under Application Procedures (pg. 16).
- Vendors must have capacity/capability to complete bids (may have to meet with consumer in their home) within the designated timeline.
- Vendor must have capacity/capability to complete work orders within the designated timeline.
- Vendor will keep record of bids, invoices, and Service Tickets for all client files.

V. Adaptive Equipment Request/Approval/Funding Process:

- Client and/or Case Manager identify a need for adaptive equipment.
- Client and/or Case Manager makes a referral to the Administrative Agency.
- Administrative Agency collects as much information as possible.
- Administrative Agency verifies client eligibility for DD Resources adaptive equipment funding:
  - Not in a DMH Med-Waiver
  - Not on a waitlist for a DMH Med-Waiver
  - DD Resources client eligibility requirements per Funding Manual
- Administrative Agency schedules a time to do an evaluation, focusing only on what the client expressed as a need.
- Administrative Agency completes the evaluation within 30 days of initial contact.
- Administrative Agency collects bids from vendors.
- Administrative Agency reviews vendors and vendor bids with the client.
- Client assists in bid selection.
- Client and Administrative Agency sign the Service Ticket identifying equipment, cost, and vendor.
- Administrative Agency submits the Service Ticket along with a copy of the assessment and all bids to the Agency Relations Representative. Administrative Agency provides a brief explanation if the client chooses anything but the lowest bid.
- Agency Relations Representative reviews and approves the Service Ticket.
  - The Service Ticket is a three-part form (client, administrative agency, DD Resources)
- Agency Relations Representative notifies Administrative Agency of approval.
- Administrative Agency coordinates with vendor and client to order, deliver, install and train on equipment.
- Vendor submits invoice to Administrative Agency.
- Administrative Agency reviews the vendor’s invoice with the client/guardian.
- Administrative Agency and client/guardian sign a statement verifying:
  - The equipment was delivered and installed as approved.
  - Client/guardian was trained on the equipment.
  - Administrative Agency and client/guardian are satisfied with the equipment and the vendor’s services.
  - Client/guardian is satisfied with the Administrative Agency’s services.
- Administrative Agency submits invoices to DD Resources; one from the Administrative Agency for assessment/staff time/administrative costs, etc. and one from the vendor.
- DD Resources pays Administrative Agency.
- DD Resources pays vendor according to bid.