

# **Victorian Aids and Equipment Program (A&EP) Guidelines**

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**Victorian A&EP Guidelines Web Address:**

**[www.dhs.vic.gov.au/disability](http://www.dhs.vic.gov.au/disability) and look in “What’s New”**

# Victorian Aids and Equipment Program (A&EP) Guidelines

## Purpose of the Guidelines

The purpose of these guidelines is to provide a framework for the Victorian A&EP service providers and Department of Human Services (DHS) staff, for the operation of a range of Department aids and equipment programs. These guidelines supersede all previous guidelines and reflect current Department policy.

## Background

The Commonwealth Government established the Program of Aids for Disabled People (PADP) in 1981, the International Year of the Disabled. In 1987 the Commonwealth transferred funding and program administration responsibility for the PADP to the States and Territories. Since the initial transfer, the PADP has expanded significantly and become the key platform for the provision of aids, equipment and home modification services in Victoria. In June 2001, PADP changed its name to the Victorian Aids and Equipment Program (A&EP) to better reflect the target population.

## Program Overview

The Department funds a range of aids and equipment programs to support people with disabilities and the frail aged to remain living in the community. The Victorian A&EPs, which are currently funded through the Disability Services program of the Department, include:

- The Victorian Aids and Equipment Program (A&EP).
- The Supported Accommodation Equipment Assistance Scheme (SAEAS).

The Victorian A&EP is a statewide equipment network, which provides the platform for the broader supply of aids and equipment. The Victorian A&EP is administered through a number of public hospitals, extended care facilities and other agencies, which act as service providers for the general A&EP.

## Aim

The Victorian A&EP aims to provide people with permanent or long term disabilities with subsidised aids, equipment and home modifications to enhance their safety and independence, reduce their reliance on carers and prevent premature admission to institutional care or high cost services.

## Objectives

The objectives of the Victorian A&EP are:

1. To provide efficiently administered aids and equipment services which are targeted to people most in need and promote equity of access throughout Victoria for people with permanent or long term disabilities.
2. To identify and provide subsidised aids, equipment and home modifications which are appropriate and cost effective to meet the identified needs of clients.
3. To ensure that people with disabilities and the frail aged are provided with aids, equipment and home modifications that facilitate the achievement of outcomes such

as increased independence, enhanced quality of life and maximum participation within the community.

4. To provide aids, equipment and home modifications to support people with disabilities and the frail aged to remain living in their own home and enhance the carers' capacity to maintain the care arrangements.

and

5. To facilitate the provision of advice, training and ongoing monitoring regarding the appropriateness of aids, equipment and home modifications to current and potential clients of the Victorian A&EP.

### Target Population and Eligibility Criteria

Aids, equipment and home modification through the Victorian A&EP are provided for people who meet all of the following criteria:

- Must be a permanent resident of Victoria and hold a Medicare card; and
- have a permanent or long term Disability and/or are frail aged; and
- require aids and equipment from the aids available list on a permanent or long-term basis.

### The person is not eligible if:

They are eligible to receive assistance from other government-funded aids and equipment programs, or entitled to any form of compensation relating to their Disability. For example:

- The Supported Accommodation Equipment Assistance Scheme (SAEAS).
- The Department of Veterans Affairs (DVA) Gold Card holders (except scooters and powered wheelchairs for those without a DVA 'approved disability').
- Residents of government funded Residential Care Facilities or people in receipt of a Commonwealth funded care package (*Community Aged Care Package CACP, or Extended Aged Care Package (EACP)*). \*\*
- The Transport Accident Commission (TAC).
- Victorian Workcover Authority.
- An in-patient of a public or private hospital.
- Can claim the cost of the aid/equipment through a private health insurance policy.

or

- Within the 30 days post discharge period from a public hospital or extended care centre where the provision of aids, equipment or home modification required is related to the hospital admission.

In 1995, an agreement was reached between the Disability Services and Acute Health Divisions of the Department to streamline the process for people requiring aids,

equipment and home modification services on a permanent or long-term basis following discharge from Victorian public hospitals. It was agreed and stated in Hospital Circular 24/1995 that:

*For admitted patients, who have or are likely to have a certifiable permanent or long term Disability, hospitals must provide aids and equipment necessary to enable discharge for a period of 30 days after discharge at no cost to the patient. PADP (now Victorian A&EP) will assume this responsibility thereafter.*

To ensure a smooth transition of the client (a person who has been assessed as eligible for assistance through the Victorian A&EP) from hospital, applications for Victorian A&EP may be lodged during the 30-day period to ensure that the aid, equipment or home modification application can be processed and supplied in a timely manner.

*Note: people may be eligible for Victorian A&EP once eligibility under another program or entitlement is exhausted.*

*\*\* People who are residents of government funded Residential Care Facilities or are receiving a Community Aged Care Package (CACP) are eligible for the A&EP Electronic Communication Device Scheme.*

### **Change in Recipient Status**

When a client changes address, moves interstate, overseas or into a residential service not eligible for the Victorian A&EP, the client must inform the Victorian A&EP service provider.

Clients who move their place of residence interstate or overseas can continue to use their allocated aids and equipment, (with the exception of Oxygen) but the Victorian A&EP will no longer meet the cost of repairs and replacement.

For clients moving into a Commonwealth Government funded residential service and therefore not eligible under the Victorian A&EP, they can continue to use their allocated aids and equipment, and the Victorian A&EP will retain ownership and arrange for repairs in accordance with these guidelines. However, no additional items will be issued. Reusable equipment should be returned to the Victorian A&EP service provider when it is no longer required.

If the person has been in receipt of items such as oxygen or continence aids, the provision of these aids will cease on entry into a Commonwealth government funded residential service (refer to *The Residential Care Manual, Commonwealth Department of Health and Aged Care*). Approved providers of Commonwealth Residential Care Facilities are expected to arrange for the supply of aids and equipment for their clients (refer to the "Quality of Care Principles 1997". Section 54-1 of the Aged Care Act 1997)

### **What Does Victorian A&EP Provide?**

**Victorian A&EP provides:**

- Subsidised aids, equipment and home modifications as specified in the Victorian A&EP guidelines summary list of available aids.

**Victorian A&EP does not provide:**

- Aids or equipment specifically for use at work or in educational settings.

- Funding for aids and equipment that are standard household or personal items (for example, washing machines, beds, clothing etc.) and generally regarded as a community norm for the person or their family to purchase.
- Funding for items associated with medical treatment or surgical interventions.
- Funding for the provision of short-term aids and equipment.

## Supported Accommodation Equipment Assistance Scheme (SAEAS)

### History

In the 1996/97 financial year, the Regional Disability Equipment Fund (RDEF) and the Enhanced Independence Fund (EIF) were amalgamated to form the SAEAS. The Victorian A&EP is used as an administrative base to operate this scheme.

### SAEAS Target Population and Eligibility Criteria

Supported Accommodation Equipment Assistance Scheme is provided to people who are eligible for the Victorian A&EP and reside in a Department of Human Services funded accommodation service that is registered or funded under one of the following:

- The Intellectually Disabled Persons' Services Act 1986 (IDPS Act 1986).
- The Community Services Act 1970.
- The Disability Services Act 1991.

To be eligible for SAEAS the client must **not** be eligible to receive assistance from other government funded aids and equipment programs, or entitled to any form of compensation relating to their Disability, such as:

- Department of Veterans Affairs (DVA): Gold Card holders.
- Department of Education, Employment and Training (DEET): Disability and Impairment Program.
- Transport Accident Commission (TAC).
- Victorian Workcover Authority (VWA)

### Application and supply procedures

Applications are completed as per Victorian A&EP.

A Victorian A&EP application form is completed and forwarded to the appropriate A&EP service provider (*eligibility is determined by the Accommodation Services Manager, Manager, Non-Government Organisation or the Manager Disability Client Services, DHS*).

### Aids and equipment available

Refer to the Victorian A&EP summary aids and equipment list. (*Home modifications are not available under SAEAS*)

## Roles and Responsibilities

### Department of Human Services

The Department as the funder of Aids and Equipment has responsibility for:

- Promoting the principles and objectives of the Disability Services Act (1991).
- Managing the statewide budget and allocations to regional Victorian A&EP service providers.
- Monitoring service provision to ensure service targets and performance are met.
- Monitoring quality improvement initiatives and ensuring quality of service.
- Coordinating the development of policy and guidelines for the operation of the A&EP.
- Liaising with the Commonwealth and State Departments to ensure efficient and effective operation of the Victorian A&EP.
- Coordinating service planning and development at a statewide, regional and local level including analysis of trends, emerging needs and projected demand.
- Monitoring equity of service across the state.

### Victorian A&EP Service Provider

The Victorian A&EP Service Provider will provide services based on the following criteria:

#### **Appropriate and efficient management of the program**

- Ensuring that contractual obligations are met as detailed in the Service Agreement.
- Operating the Victorian A&EP in accordance with the Victorian A&EP guidelines.
- Ensuring that a Victorian A&EP procedures manual is established and maintained.
- Managing the program and determine priorities of applications.
- Responding to enquiries from the public about aids and equipment.
- Ensuring sufficient funds are set-aside during the year for the on-going supply of oxygen, continence aids and wheelchair repairs costs for existing clients.

#### **Commitment to high quality services**

- Ensuring that the Victorian A&EP is administered in a manner, which promotes the principles and objectives of the Disability Services Act (1991).
- Operating efficient and effective services in accordance with the National Disability Services Standards, the Victorian Disability Services Standards and compliance with the Quality Framework for Disability Services.
- Ensuring that the rights and confidentiality of users are protected in service policy and practice (*refer to Service Agreement for further details*).

- Reporting any faulty equipment, when notified as likely to cause serious danger, to the supplier or in the case of design faults, to the Office of Fair Trading and Business Affairs, Telephone (03) 9627 6000.
- Participating in client/carer/referrer satisfaction survey on a regular basis to seek feedback and inform continuous quality improvement of the program.

### **Capacity for networking**

- Establishing links with other local service providers and ensuring that the provision of the Victorian A&EP is coordinated and integrated.
- Providing information on where specialist assessments can be obtained or referring onto other services as appropriate.

### **Demonstrated experience and expertise in the purchasing, supply and monitoring of aids, equipment items and/or home modifications for people with disabilities.**

- Ensuring that purchasing of aids and equipment is based on assessed need and urgency of application.
- Scrutinising the Victorian A&EP aids, equipment and home modification assessments regarding the suitability, cost effectiveness, justification of the recommended aids and equipment and obtaining advice or clarification as required.
- Ensuring that the referring therapist or assessor (as required) has determined that the applicant and/or their carer have the cognitive, physical and psychological ability to operate the aid, equipment or home modification safely and effectively.
- **Ensuring that the Specialist Prescribers and Assessors have acknowledged the assessment and prescription of postural support and restraint devices in the A&EP application report.**
- Seeking appropriate professional advice to review assessments if required.
- Undertaking monitoring and review of aids and equipment as specified in Victorian A&EP guidelines.
- Ensuring that training in the appropriate use of the allocated aid, equipment or home modification is provided to the client.
- Coordinating the provision of aids and equipment between all parties and ensuring that the client is kept informed of the progress in supply.
- Ensuring that if appropriate, the aid or equipment is delivered to the clients nominated address.

### **Specialist Prescribers and Assessors**

Medical practitioners are responsible for **initial** certification to verify the diagnosis of a permanent or long-term Disability. The certification should be specified as being for the Victorian A&EP. *(Ongoing prescription for the supply of aids and equipment may be provided by a variety of assessors, as long as the Victorian A&EP service provider ensures a Medical Practitioner has provided initial certification)*

Therapists and other specialist assessors provide assessments in the relevant categories of aids and equipment. Assessors must:

- Complete applications in accordance with the Victorian A&EP guidelines and professional practice.
- Establish that the applicant and/or their carer have the cognitive, physical and psychological ability to operate the aid, equipment or home modification safely and effectively.
- Provide a detailed written report, with detailed specifications, recommendations and justification as to the most appropriate and cost effective aids, equipment, home modification, recommended supplier, and details of customisation to the Victorian A&EP service provider.
- **Acknowledge the assessment and prescription of postural support and restraint devices in the A&EP application report.**
- Be available to discuss the assessment report and recommendations with the Victorian A&EP service provider and amend the recommendations where appropriate.
- Inform the client of possible alternatives to the prescribed aid or equipment and advise the client of the likelihood of being issued with a re-issued aid or equipment.
- Ensure training is provided to clients' in the safe use of their aid/equipment.

## Clients

Clients of the Victorian A&EP are responsible for:

- General upkeep, care and cleaning of equipment, and the replacement of wheelchair and scooter tyres and tubes.
- Refraining from making inappropriate use of, or modification to, items supplied unless authorisation is received from the Victorian A&EP service provider prior to modifying the aid or equipment.
- Not putting any member of the public at risk through the inappropriate or negligent use of the aids or equipment.
- Paying the cost of assessment where a professional who charges a fee for service conducts the aid, equipment or home modification assessment.
- Contributing a non-refundable contribution to the cost of the aid or equipment when it is above the Victorian A&EP allocated subsidy limit.

## Application and Supply Process

### Application

1. The potential client, carer, therapist or agency makes referral to the Victorian A&EP service provider. Information regarding the applicant's situation should also be provided to assist in determining the eligibility of the person.
2. The Victorian A&EP service provider establishes if the applicant is within the Victorian A&EP target population. If this is likely, the Victorian A&EP service provider explains the application and supply process. An application form is forwarded to the potential client or referring therapist for completion. It is the responsibility of the client to collect all documentation required and forward it to the Victorian A&EP service provider. *(For home modifications over \$1000 the Home*

*Renovation Service (Archicentre) must be involved and an itemised Disability specific quote obtained from the builder.)*

3. A Medical Practitioner is required to certify the diagnosis of a permanent or long-term Disability at the time of the first application to the Victorian A&EP. The certification should be specified as being for the Victorian A&EP. *(Ongoing prescription of aids and equipment can be provided by a variety of assessors)*
4. Applications should be returned to the local Victorian A&EP service provider for consideration. Applications may be transferred and processed by another Victorian A&EP service provider when funds have been depleted at the applicant's nearest service provider.
5. The Victorian A&EP service provider must acknowledge in writing to the client within 10 working days, the receipt of their application.

### Assessment and Prescription

1. The Victorian A&EP does not fund the cost of conducting the assessment of the client's needs and prescribing the aids and equipment. It is the responsibility of the client to organise and when necessary pay for the assessment which forms part of the application for the Victorian A&EP. *(For home modifications, the Home Renovation Service (Archicentre) is free).*
2. The prescribing therapist or assessor, in conducting the assessment, should ensure that the most appropriate and cost effective aid, equipment or home modification is recommended to meet the client's need.
3. The Victorian A&EP service provider confirms eligibility, reviews the appropriateness of the requested aid, equipment or home modification, and where necessary, liaises with the referring assessor to clarify the assessment or make alternative recommendations regarding appropriate and cost effective items. *(In the case of home modifications, the Victorian A&EP service provider must ensure the following four forms are completed:*
  - a) *AGREEMENT BETWEEN OWNER AND SERVICE PROVIDER*
  - b) *AGREEMENT BETWEEN OWNER AND BUILDER (SCHEDULE A)*
  - c) *DEED OF RELEASE (SCHEDULE B)**and*
  - d) *CERTIFICATE OF COMPLETION.*
4. If the client has private health insurance, the Victorian A&EP service provider must verify that they are unable to claim the aid through, or have the full cost of equipment covered by their insurance. *(The Victorian A&EP will fund the gap between cost of the equipment and private health insurance refund)*

### Supply and Monitoring

1. The Victorian A&EP service provider is required to manage its waiting list and prioritise applications based on assessed needs and urgency of applications. A framework has been developed to ensure consistency and equity in prioritisation and is provided below in **Priority of Access to Aids and Equipment**.
2. Once the application has been accepted, the Victorian A&EP service provider should first attempt to supply the aid/equipment from the re-issue list. A new aid or equipment should only be purchased when the item is not available from the re-issue list. No client should be placed on a waiting list for the supply of a new aid or equipment if it is available from the re-issue list.

3. If a new aid or equipment is required, the Victorian A&EP service provider should order the aid from an appropriate supplier taking into consideration quality, value for money and price of the product.
4. If an aid or equipment cannot be supplied immediately following application, the applicant's name will be placed on a waiting list and the Victorian A&EP service provider informs them in writing the likely time frame for supply.
5. The Department requires that all Victorian A&EP items that are reusable should have a DHS identification label attached prior to being issued on permanent loan. All reusable items should have a Victorian A&EP service provider label attached to them to assist the client in the return of the aid or equipment when it is no longer required.
6. A client is required to sign and return to the Victorian A&EP service provider Loan Agreement Form (*including acknowledgement of non-refundable contribution*).

And be provided with a copy of the following forms:

- Information for Clients
- Repairs and Maintenance.
- The Victorian A&EP service provider is required to organise the delivery of the aid or equipment to the clients nominated delivery address. (*In a small number of cases such as breast prostheses or orthotics it may not be appropriate for the item to be delivered, as a final fitting is required*).
- Monitoring of allocated aids and equipment by the Victorian A&EP service provider is required, as detailed in the review and follow-up section of the guidelines. (*Upon completion of home modifications an inspection must be conducted to ensure that approved modifications have been completed in compliance with the original quote and specifications*).

### Priority of Access to Aids and Equipment

To ensure clients most in need are assisted, once a person has been deemed eligible for the Victorian A&EP, their application should be prioritised based on the following three categories:

#### **1. "No Waiting" Category**

Aids and equipment will be issued immediately following the processing and approval of the application.

Criteria

- Clients who meet the clinical eligibility criteria of the Oxygen program.
- Wheelchair repairs.
- Ongoing supply of continence aids.
- Availability of re-issue aids and equipment.

#### **2. "High Urgency" Category**

Aids and equipment will be issued as soon as funds are available to purchase the item or appropriate re-issued equipment has been identified.

Criteria (not in priority order)

- The provision of aids and equipment is critical to the safety of the client or injury prevention in daily living activities;
- The non-availability of aids and equipment will lead to a deterioration of the clients health or functioning abilities which may result in premature admission to institutional care, hospitalisation or dependence on more costly services; and
- The non-availability of the aids and equipment will place excessive demand on carers in caring for the person who has a Disability or frail aged and seriously jeopardise the current care/living arrangements.

### **3. “Low Urgency” Category**

Aids and equipment will be issued subject to availability of funds and priority order of the requests considering:

Criteria (not in priority order)

- Clinical factors as indicated by prescribing therapist.
- Length of waiting period.

### **Grievance / Complaint Procedures and Dispute Resolution**

The right of a client to lodge a complaint about a service is fundamental to the promotion of individual rights. Written information regarding grievance / complaints or dispute resolution processes should be made available to applicants and clients.

If a client has a complaint about any aspect of the Victorian A&EP, he / she should raise the matter with the Victorian A&EP service provider in the first instance, and attempt to resolve the issue by mediation or negotiation.

If the matter cannot be resolved the client may wish to pursue the issue following the process as outlined in the auspice agency’s Grievance / Complaint procedures and Dispute resolution.

If the issue remains unresolved between the client and the A&EP service provider, it should be directed to the DHS Regional Director, via the DHS Agency Liaison Officer (ALO), for resolution.

### **Client Records and Privacy Principles**

The Public Records Office Victoria (PROV) advise that Victorian A&EP records can be treated as financial records and may be destroyed after 7 years (*refer to PROV: General Disposal Schedule for Common Administrative Records, 13 October 1997 under class number 4.2.1*).

The Health Records Act 2001 establishes privacy standards for the handling of health information (including Disability) and regulates the handling of health information including collection, use, disclosure and access. The Act will give individuals a legally enforceable right of access to their own health information, which is contained in records held in the private sector (public sector access continues via Freedom of Information). The Act, which commences on 1 July 2002, applies to all Victorian organisations - profit and non-profit, public and private sector - and people who handle health information. Under the Act, health information that is collected, held or used by organisations must be handled in accordance with the Health Privacy

Principles in Schedule 1. The Principles cover many different aspects of information handling. They are binding and a contravention of the principles is “an interference with the privacy of an individual”. (for further information refer to: [www.dhs.vic.gov.au/privacy](http://www.dhs.vic.gov.au/privacy) or [www.health.vic.gov.au/hsc](http://www.health.vic.gov.au/hsc))

## General Conditions of Supply of Aids and Equipment

Whilst a person may be eligible for assistance from the Victorian A&EP, it does not guarantee that a particular aid or equipment will be provided. This depends on the priority of the application, the availability of suitable re-issue aids and equipment and the availability of funds.

The Victorian A&EP will purchase and supply only those items listed in the "Victorian A&EP guidelines summary list of available aids" to applicants and/or their carers who have the cognitive, physical and psychological ability to operate the aid, equipment or home modification safely and effectively.

A DHS Aids and Equipment Committee meets on a regular basis and is responsible for reviewing the items available under the Victorian A&EP, including the inclusion of new items and changes to subsidy level allocations for approved items.

Maximum subsidies apply (ceiling price) to all items issued under the Victorian A&EP.

The Victorian A&EP will not reimburse the cost of any items of equipment that a person with a Disability may have purchased privately either before or after their application to the Victorian A&EP. Equipment must be approved by the Victorian A&EP service provider before purchase. The Victorian A&EP does not provide funds retrospectively.

***In exceptional circumstances Victorian A&EP service providers should consult with the regional DHS Agency Liaison Officer regarding interpretation of the Victorian A&EP guidelines, so as to ensure that the client's needs are adequately met. DHS Agency Liaison Officers may utilise a panel including representation of an independent A&EP service provider to assist in interpretation of the guidelines. Any action arising out of these requests should be formalised in writing.***

In purchasing equipment for issue under the Victorian A&EP, service providers should exercise care in their selection and show restraint with costs while having regard to the following:

- The quality (service and durability) of equipment should be balanced against cost. Although cost is a consideration, the primary consideration should be the safety of the equipment.
- Purchasing strategies should aim to maximise the purchasing power of the A&EP service provider within the supply market and to maintain commercial equilibrium in the equipment industry as far as is practicable (for example, quotes should be obtained from a variety of suppliers where possible).
- Equipment issued should conform to Australian Standards where possible.
- If an item of equipment exceeds the cost subsidy, the Victorian A&EP service provider should advise the supplier and the client that a separate invoice covering the difference must be issued to the client.
- Where possible, it is preferable for issuing centres to purchase Australian made aids and equipment.

Reusable equipment, when no longer needed by the client, is to be returned to the closest Victorian A&EP service provider.

### Ownership of Equipment

Items of equipment issued under the Victorian A&EP are provided on a long-term loan except in the case of:

- Home modifications, which become the property of the owner of the premises;  
and
- Personal use items such as surgical corsets, shoes and callipers, which the client retains.

The Victorian A&EP retains ownership of reusable equipment when Victorian A&EP has contributed more than 50% towards the cost of the item. If the client contribution towards the cost of the item is more than 50%, the client can:

- Retain ownership of the item and is responsible for the cost of ongoing maintenance and repairs.

OR

- Transfer ownership of the item to the Victorian A&EP and the Victorian A&EP will cover the cost of ongoing repairs.

### Relinquishment / Disposal

Relinquishment of low cost items is at the discretion of the Victorian A&EP service provider taking into consideration the cost of retrieving the item; safety requirements for re-issue and cost of purchasing a new item.

Disposal of Victorian A&EP issued equipment is at the discretion of the Victorian A&EP service provider taking into account the cost of repairing the A&E to a safe and functional level. If it is more economical to issue a new item of equipment than to pay for repairs then the Victorian A&EP service provider should record on the Victorian A&EP data system that the item with its asset number has been disposed.

### Repair, Maintenance and Replacement of Aids and Equipment

The Victorian A&EP will meet the cost of necessary repairs and maintenance of aids and equipment issued under, and owned by the Victorian A&EP. A prescription for repairs is not required, but Victorian A&EP service providers should make enquiries if excessive repairs are requested. If ***neglect*** (*unusual wear and tear*) of an item is established, Victorian A&EP will not be responsible for repairs. After the equipment has been issued, all requests for modifications to aids and equipment must be directed to the Victorian A&EP service provider. Clients should not modify items issued through Victorian A&EP without the permission of the Victorian A&EP service provider.

Replacement items of equipment may be issued (*subject to any time limits specified in these guidelines*) upon reassessment when:

- Victorian A&EP issued equipment no longer meets the functional needs of the client and is no longer useable.
- It is more economical to issue a new item of equipment than to pay for repairs.

- A recipient's situation or condition has changed where the use of a replacement item is a medical or clinical requirement. A new request should then be submitted to the Victorian A&EP service provider.

### **Re-issue of Equipment**

Aids and equipment that is returned to the Victorian A&EP service provider is either re-issued immediately to clients on the service providers waiting list, or placed on the State-wide re-issue list if it is unlikely to be issued by the Victorian A&EP service provider within 1 month.

The re-issue list consists of returned aids and equipment. The purpose of the re-issue list is to ensure that the client identified with the highest need has access to re-issue equipment, regardless of their region.

Each Victorian A&EP service provider is required to email a list of aids and equipment available for re-issue, including asset numbers, to all Victorian A&EP service providers.

The Victorian A&EP service provider who re-issues equipment to a client is responsible for the costs of any required repairs and delivery costs.

### **Insurance of Equipment Funded by Victorian A&EP**

It is recommended that the client take out insurance for equipment where appropriate. For example, insurance for third party damage, fire and theft for a wheelchair / scooter.

### **If Equipment is Stolen or Damaged:**

A client with insurance would, subject to reassessment, be provided with a replacement piece of equipment utilising insurance funds.

A client without insurance would, subject to reassessment, be placed on the aids and equipment waiting list for the supply of the recommended equipment.

**Victorian Aids and Equipment Program  
(A&EP)  
Availability And Supply**

## Victorian Aids and Equipment Program (A&EP)

### Summary Availability List – General overview

#### PLEASE NOTE

This is a quick reference summary table; specific details are included under individual items in the following pages.

AIDS AVAILABLE	MAXIMUMSU BSIDY	AIDS NOT PURCHASED BY THE VICTORIAN A&EP
<b>Mobility Aids and Equipment</b>		
<b>Walking Aids</b> walking frames gutter crutches specialised walking aids standing frames	\$300   \$550	sticks and crutches.
<b>Wheelchairs</b> manual (basic chair) manual (lightweight) electric scooters customising	\$1000 \$1250 \$6000 \$4000 \$2500	accessories, eg carry baskets, canopies; carrier (external for car); clamps (for vans); seat belts (for vehicles); certain outdoor vehicles, eg. Batricars, disabled people transporters, Vessa Trekkers, Electrodrives, and Ortopaedias; wheelchairs for sporting purposes; tubes and tyres.
<b>Orthoses</b> orthosis callipers corsets (surgical) braces cervical collar (customised) shoes (specialised) custom moulded orthosis / build-ups	\$1200 per item     \$450 per year \$200	shoes (regular over counter); Jobst garments; foam band (tubular sponge protective device); insoles / build-ups (over the counter); wrist / ankle / knee braces / splints (over the counter); back / hernia support (over the counter); cervical collar (over the counter); <b>second skin garments.</b>
<b>Personal Aids and Equipment</b>		
<b>Continence Aids</b> anal plugs catheters connectors drainage bags and bottles	\$1200 per year	Disposable continence pants; disposable continence pads drip collectors; colostomy appliances; urinals

intra-vaginal bladder supports washable incontinence pants/pads tubes waterproof covers or mattress protectors, eg. kyliies, bluies, washable floor mats		
<b>Environmental Control Units</b>	\$3000	
<b>Lymphedema Compression Garment Program</b>	40 - 60% of cost of garment	
<b>Mammary Prostheses</b> mammary prostheses (one per mastectomy)	\$300 per prosthesis	not applicable
<b>Oxygen</b> concentrators oxygen gas	\$200 per month	medical pumps eg . flatus, suction, clinical air pumps; nebulisers, ventolin pumps; sleep apnoea units; resuscitators; ventilators.
<b>Personal Use Items</b> bath seats beds / mattresses (specialised) <ul style="list-style-type: none"> <li>• manual</li> <li>• electric</li> </ul> bed sticks, rails, cot sides blocks to raise height of bed / chair child car seat  commodes / shower / transporter: <ul style="list-style-type: none"> <li>• Mobile / self propelled</li> <li>• fixed commode</li> <li>• Customisation</li> </ul> electronic lounge chair  hoists: <ul style="list-style-type: none"> <li>• ceiling (not available for SAEAS)</li> <li>• subsidy installation</li> <li>• electric mobile</li> </ul> hydraulic adjustable height change table (SAEAS only) over toilet rails, raised seats portable ramps	\$80  \$1200 \$2000  \$200 \$200 \$850  \$200 \$1000 \$500  \$1000  \$3300 \$300 \$2600 \$2000 \$80 \$400	air conditioners; fans; alarm systems; standard armchairs; artificial eyes; artificial limbs; automatic feeders; communication boards; back brush; baseboards and bed boards; non slip bath mats; bed ladders; bed ropes; button hooks and dressing sticks; can openers; car hoists and fixed car ramps; combs; computers; disability -specific crockery; disability -specific cutlery; denture brushes; dosette boxes; dressing and undressing aids; dycem mats; elastic and anti-embolitic stockings; footstools; glucometers; stocking and sock aids; surgical supplies eg. sterile dressings, bandages, surgical gloves, syringes and needles; tap turners; TENS machines / nerve stimulators; teapot pourers; throat dilator; grips; hand controls for cars or other car modifications; handle grips; hearing aids; inversion frames; intravenous feeding equipment; jar openers; key turners; magnifying glasses; nail brushes or nail files; naso gastric tubes; page turners; pharmaceuticals, eg. medications, solutions, ointments; pick-up sticks; reaching aids; pillows; plate guards; pot and pan holders; scissors; seat belts (motor cars); sheepskin booties; sheepskin covers; shoe horns; spectacles; visual aids; tilt tables; toe cleaners; toothbrushes; traction kits; trolleys; urinals and bed pans; vegetable and chopping boards; vehicle modifications; washing and drying aids.  Car seats; ergo chairs; industrial seats.

pressure care equipment	\$800 per 2 years	
safety helmets	\$200	
seating (specialised)	\$500	
self help poles	\$200	
shower chairs / stools	\$90	
transfer equipment	\$200	
trolley - kitchen	\$135	
<b>Wigs</b>		not applicable
two basic synthetic wigs (or equivalent contribution towards human hair wig, or more expensive synthetic wig up to the subsidy cost)	\$240 per 2 years	
one human hair wig (child 16 years and under)	\$600 per wig	
<b>Communication Aids and Equipment</b>		
Electronic Voice Aids / Electrolarynx	\$1500 per 5 years	laryngectomy protector
Voice Prothesis	\$300 per year	
Electronic Communication Device Scheme (ECDS)	\$6000 for 6 years and over  \$4,500 for children 0-6 years.	
<b>Home Modifications – Not available under SAEAS</b>		
bathroom, toilet, kitchen and laundry modifications specifically related to the consumers Disability. bidet / bidet toilet attachment door fittings (special) door widening hand basins for WC access only and insulation of pipes to prevent burns. hand held showers and switchcocks hand rails and grips painting repairs which are needed due to other A&EP modifications. non-slip paint for ramps.	\$4400 per person per lifetime including GST	baths basin / sinks / toilets - plumbing can be altered or items repositioned to facilitate access for WC complete new bathrooms including plumbing. concrete pathways and driveways. construction of extensions. flooring. fittings such as mirrors, fans, soap holders, towel rails. hot water services. shower curtains / screens. toilets vanity units.

<p>power outlets and switches.</p> <p>shelving where it facilitates WC access.</p> <p>safety flooring (associated with home modifications).</p> <p>shower screen where it is part of the shower recess unit.</p> <p>taps (where a tap turner can not be used)</p> <p>ramps / step modifications</p> <p>thermostats</p>		
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## Victorian Aids and Equipment Program (A&EP)

### Continence Aids

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
anal plugs catheters tubes drainage bags and straps intra-vaginal bladder supports bottles and connectors washable continence pants and pads * waterproof covers or mattress protectors (kylies, bluies) washable floor mats	\$1200 per year	Initial assessment by a urologist, gynaecologist, continence clinic or continence trained State Registered Nurse (SRN).	No	No	12 monthly by: clinic Royal District Nursing Service (RDNS) continence adviser

- May be provided to persons who are incontinent as a result of their Disability.
- Victorian A&EP will continue to supply continence aids in an ongoing manner after the first episode of supply in compliance with followup procedures.
- Victorian A&EP will NOT fund disposable continence pants or pads, drip collectors, colostomy appliances or urinals.
- Up to 12 pairs of re-useable pants / pads per 12 months based on the recommendation of an appropriate professional / clinician. In exceptional circumstances, the provision of more than 12 pairs of re-useable pants / pads in a 12 months period may be provided.

#### PLEASE NOTE

**Continence products can be provided by the A&E program to eligible clients at the same time as funding from other DHS continence programs and the Commonwealth government's Continence Aids Assistance Scheme(CAAS).**

## Victorian Aids and Equipment Program (A&EP)

### Electronic Voice Aids

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
electronic voice aid	\$1,500 per 5 years	Speech Pathologist who specialises in the management of laryngectomies.	No	No	12 monthly
3 voice prostheses per year	\$300 per year	As above	No	No	12 monthly

- The replacement of an electronic voice aid will be as per stated limits.
- Victorian A&EP will not fund laryngectomy protectors.

## Victorian Aids and Equipment Program (A&EP)

### Environmental Control Units (ECU)

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
<p>ECU is a switching mechanism, which can enable a person with a disability to operate a variety of electrical appliances or devices.</p> <p>ECU work in these ways:</p> <ul style="list-style-type: none"> <li>• the appliances are plugged into the unit and a single switch is used to scan and select an appliance to be operated.</li> <li>• the appliances are plugged into a power module which then plugs into a regular power point. A message is sent via a computer through the wiring to operate an appliance.</li> <li>• messages can be sent by several methods:               <ul style="list-style-type: none"> <li>○ speaking the command</li> <li>○ using a keyboard</li> <li>○ using a mouse</li> <li>○ using a joystick</li> <li>○ single switch scanning</li> <li>○ using switches.</li> </ul> </li> </ul>	\$3000	Occupational therapist	Yes	Yes	12 monthly call

The replacement of environmental control units will be as required.

## Victorian Aids and Equipment Program (A&EP)

### Home Modifications – Not available under SAEAS

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
<p>Home modifications :</p> <ul style="list-style-type: none"> <li>Bathroom, toilet, kitchen, laundry modifications related to Disability.</li> <li>Bidet/bidet toilet attachment.</li> <li>Door fittings (specialised)</li> <li>Hand basins for W/C access.</li> <li>Hand showers &amp; switchcock</li> <li>Hand rails or grips</li> <li>Painting repairs related to modifications.</li> <li>Non-slip paint for ramps.</li> <li>Power outlets and switches.</li> <li>Plumbing relocated.</li> <li>Safety flooring.</li> <li>Taps (specialised)</li> <li>Ramps/step modifications</li> <li>Thermostats</li> </ul>	\$4400 including GST (applicants eligible for life time total).	<p>Occupational therapist (OT)</p> <p>For modifications in excess of \$1000 Home Renovation Service (Archicentre) must be involved.</p> <p>For modifications under \$1,000 The Home Renovation Service (Archicentre) can be used.</p>	Yes	Yes	12 month call (mandatory) visit desirable
Ramps under \$1000	Included in \$4,400 limit	OT. (All modifications should comply with the Australian Standards AS 1428.1 where possible)*	Yes	Yes	As above
Ramps over \$1000	Included in \$4,400 limit	OT in consultation with the Home Renovation Service (Archicentre) (All modifications should comply with the AS 1428.1 where possible)*	Yes	Yes	As above
<p>New dwellings or dwellings under construction:</p> <ul style="list-style-type: none"> <li>Special door fittings, taps, handles, power outlets, switches, internal and external hand rails.</li> </ul>	As above	OT.	Yes	No	As above

- \* If ramps do not comply with AS 1428.1, the therapist will be required to sign an acknowledgment and the client an acknowledgment and release from any claim, demand, action, proceeding, judgement, penalty, damage, loss, cost, expense or liability incurred in respect to the ramp not complying with AS1428.1.
- Victorian A&EP service provider must authorise commencement of building work, ensuring that all appropriate forms have been signed. ie. *agreement between owner and builder, deed of release, therapist acknowledgment if non standard modification and client acknowledgment and release.*
- Victorian A&EP service provider should ensure that the **owner and Occupational Therapist** sign the CERTIFICATE OF COMPLETION. Archicentre is available to undertake a final inspection for complex cases.
- Victorian A&EP does not fund normal household fittings, such as flooring, toilets, baths, showers with steps, vanity units, mirrors, fans, towel rails, or hot water services, however may fund the repositioning if related to Disability.
- Victorian A&EP will not fund concrete paths and driveways, structural alterations, (*however a doorway maybe widened in an existing brick or timber wall*) defined as any changes to existing base structure or footings.
- Victorian A&EP will not fund home modifications for dwellings being constructed. (except as detailed in above table).
- Tradespeople / contractors undertaking home modifications must comply with the Domestic Building Contracts and Tribunal Act 1995. In particular, compliance requirements relating to registration (for works over \$5,000) and insurance (for works over \$12,000) should be demonstrated.
- Home modifications are not available for people living in residential services and dwellings owned or operated by a non-profit organization, business, trust fund or any other type of organization.
- Final inspections of major works by the Home Renovation Service (Archicentre) are available..

## **PLEASE NOTE**

**The cost of removal of ASBESTOS is the responsibility of the owner of the property.**

## Victorian Aids And Equipment Program

### Lymphedema Compression Garment Program (LCGP)

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
<p>Lymphedema garments are available to people who meet all of the following:</p> <ul style="list-style-type: none"> <li>people who have been medically assessed as having either primary or secondary Lymphedema.</li> <li>meet the eligibility criteria for Victorian A&amp;EP.</li> <li><b>and</b> are currently receiving the pension or assessed as being a low income earner</li> </ul>	<p>6 garments per year. Subject to the completion of an:</p> <ul style="list-style-type: none"> <li>"Application for financial assistance".</li> <li>"Declaration of income for LCGP funding"</li> </ul> <p>Consumers contribute towards the cost of the garments:</p> <p>60% under \$200</p> <p>50% \$200 - \$400</p> <p>40% over \$400</p>	<p>Medical practitioner</p> <p>Lymphedema therapist eligible for membership with the Australasian Lymphology Association or the Victorian Lymphedema Practitioners Education Group</p>	NO	NO	12 monthly completion of the application for financial assistance.

- Replacement garments will be supplied at intervals of 2 garments per 3 - 4 months, as agreed by the Lymphedema clinician.

## Victorian Aids and Equipment Program (A&EP)

### Mammary / Breast Prostheses

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
One prosthesis (in the case of bilateral mastectomy, two prostheses may be issued)	\$300 per prosthesis	Medical practitioner	No	No	Not mandatory

- The replacement of a mammary prosthesis will be available subject to need.
- Private hospital patients may be eligible to apply to Victorian A&EP for their initial mammary prosthesis.
- Public hospital patients will be supplied with their initial mammary prosthesis by the hospital.

## Victorian Aids and Equipment Program (A&EP)

### Orthoses

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
Orthosis Callipers Corsets (surgical) Braces (customised) Cervical collar (customised) Wrist splints (customised)	\$1200 per item per year	Occupational therapist, Orthopaedic surgeon, Orthotist, Physiotherapist, Podiatrist, Prosthetist, Rehabilitation Physician, Rheumatologist	No	No	Not mandatory
Shoes (specially made shoes or extra wide or deep shoes required due to foot deformity)	\$450 (including insoles) per year	As above	No	No	Not mandatory
Custom moulded foot orthosis / build-ups	\$200 per year	As above			

- May be provided to persons with deformities of bones or muscles.
- One replacement of footwear will be supplied after a minimum of 12 months, or 6 months in the case of a person less than 18 years.
- Public hospitals will provide the first orthosis for public hospital patients.
- Victorian A&EP will NOT fund over the counter aids and equipment: shoes, foam band, (tubular sponge protective devices) Insoles/build-ups, wrist, ankle, knee braces/splints, back/hernia support, cervical collars or Jobst garments.
- Insoles = a prefabricated shoe insert for purposes of comfort and considered part of the shoe.
- Foot orthosis = a custom made device manufactured to modify the structural or functional characteristics of the foot.

## Victorian Aids and Equipment Program (A&EP)

### Personal Use Aids Available

- Only items listed below designed specifically for people with disabilities will be funded, based on need and cost of item. If the combined cost of Disability specific low cost items not listed below, exceeds \$40, the Victorian A&EP may provide funding; (*ie plate guards, cutlery mugs etc*) If the cost is below \$40, the person should purchase the items.

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
bath seats	\$90	Occupational therapist	Yes	No	12 month call (mandatory) visit desirable
beds/mattresses (specialised)		Occupational therapist	Yes	No	12 month call (mandatory) visit desirable
manual	\$1200				
electric	\$2000				
bed sticks, rails, cot sides	\$200	Occupational therapist	Yes	No	Not mandatory
blocks to raise the height of beds and chairs	\$200	Occupational therapist	No	No	Not mandatory
child car seats (safety purposes only)	\$850	Occupational therapist	No	No	12 month call (mandatory)
commodes./ shower / transporter:		Occupational therapist	Yes	No	12 month call (mandatory) visit desirable
mobile/self propelled	\$1000	Physiotherapist			
customisation	\$500				
fixed	\$200				
Electrically operated lounge chair	\$1000	Occupational therapist	Yes	No	Not mandatory
hoists: includes 2 slings		Occupational therapist	Yes	Yes	12 month call (mandatory) visit desirable
ceiling	\$3300	Physiotherapist			
subsidy installation	\$300				

electric mobile	\$2600				
over toilet frame, raised seats etc	\$80	Occupational therapist	Yes	Yes	Not mandatory
portable ramps	\$400	Occupational therapist	Yes	No	12 month call (mandatory) visit desirable
pressure care equipment mattresses / cushions	\$800 per 2 years	Occupational therapist Physiotherapist	Yes	No	12 month call (mandatory) visit desirable
safety helmets (specialised / custom made)	\$200	Occupational therapist	No	No	Not mandatory
seating (specialised) includes : <ul style="list-style-type: none"> <li>• Kitchen / dining / lounge chairs and stools.</li> <li>• in bath seats</li> </ul>	\$500 per item	Occupational therapist Physiotherapist	No	No	Not mandatory
self help poles	\$200	Occupational therapist	Yes	Yes	Not mandatory
shower chairs / stools /	\$80	Occupational therapist	Yes	Yes	Not mandatory
transfer equipment <ul style="list-style-type: none"> <li>• including bath transfer equipment</li> </ul>	\$200	Occupational therapist Physiotherapist	No	No	Not mandatory
trolley (kitchen)	\$135	Occupational therapist	Yes	No	Not mandatory

- Only the aids specifically listed above are available under the Victorian A&EP.

## Victorian Aids and Equipment Program (A&EP)

### Provision Of Oxygen

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
<p>Oxygen gas and concentrators</p> <p>Provision of funding for oxygen gas and associated equipment for domiciliary oxygen therapy will be in accordance with the guidelines established by the Thoracic Society of Australia and New Zealand (TSANZ)</p> <p><i>-for further details on adults see Medical Journal of Australia 1998;168:21-25 at <a href="http://www.thoracic.org.au">http://www.thoracic.org.au</a></i></p> <p><i>- for further details on children see TSANZ Position Paper, Domiciliary oxygen therapy in children, J.Paediatr.Child Health (1993) 29, 259 - 262</i></p>	\$200 per month	<p>Consultant physician specialising in respiratory (thoracic) medicine, cardiology or oncology.</p> <p>and;</p> <p>approved by the consultant respiratory physician to the Department of Human Services on the provision of oxygen through A&amp;EP.</p>	No	No	<p>Clinical reassessment is required one month after the initial assessment to determine the continued need for oxygen.</p> <p>12 monthly clinical assessments with pulse oximetry desirable.</p>

- Children can be assessed via a pulse oximetry, rather than a full assessment.
- People who have been receiving assistance with funding for oxygen from public hospitals may apply to the A&EP.
- Victorian A&EP service providers should notify the consumer and physician one month before reassessment is required.
- Reassessment for repeat prescriptions is to be on a clinical basis. Once initial eligibility has been demonstrated, including lung function test and measurement of arterial blood gases, there is no requirement for repeats of these investigations for the purpose of continuation of domiciliary oxygen therapy, unless otherwise indicated for clinical management, however confirmation of continuing hypoxemia with a pulse oximetry is desirable. If the prescription is the same and there are no new tests, the service provider can approve the prescription.
- New prescriptions and all documentation are to be forwarded to the consultant respiratory physician for approval.
- It remains the legal responsibility of the prescribing consultant physician, not the service provider to ensure that correct use is being made by an individual patient of any oxygen supplies funded through the Victorian A&EP and to ensure adequate education has been given to the patient and care giver.
  - Oxygen usage will be monitored by the Victorian A&EP service provider and when it appears not to be in accordance with the prescription, will be investigated and referred to the referring physician (*see oxygen usage monitoring form*).
- Back up cylinders and portable oxygen will not be supplied to a person at the same time.
- Oxygen funding will NOT be supplied to any person who is a smoker.

## Victorian Aids and Equipment Program (A&EP)

### Walking Aids

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
Walking frames gutter crutches specialised walking aids	\$300	Occupational therapist or Physiotherapist	No	No	Not mandatory
Standing frames	\$550	As above	No	No	Not mandatory

- The replacement of the walking aid/standing frame will be as required following assessment.
- Victorian A&EP will NOT fund walking sticks and crutches.

## Victorian Aids and Equipment Program (A&EP)

### Wheelchairs And Scooters

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
manual (basic chair) (15 kilograms or more)	\$1000	Occupational therapist (OT) or Physiotherapist (PT)	Yes	Yes	2 yearly (mandatory)
manual (light weight) based on medical or assessed need. (less than 15 kilograms)	\$1250	OT or PT	Yes	Yes	2 yearly (mandatory)
electric	\$6000	OT or PT	Yes	Yes	Full service on battery replacement (mandatory)
scooters	\$4000	OT or PT	Yes	Yes	Full service on battery replacement (mandatory)
wheelchair customising :	\$2500	OT or PT	Yes	Yes	2 yearly (mandatory)
<ul style="list-style-type: none"> <li>non standardised items / features required because of the persons Disability or disabling condition.</li> </ul>		OT or PT	Yes	Yes	2 yearly (mandatory)
<ul style="list-style-type: none"> <li>trays (for postural reasons or for assisting communication)</li> </ul>		OT or PT and for trays for communication devices a speech pathologist in consultation with OT/PT.	N/A	N/A	N/A
maintenance *: A&EP will only maintain and repair equipment owned by the A&EP. It will not fund repairs related to misuse.		not applicable	No	No	No

- Wheelchairs (W/C) and scooters should only be issued to a client after it has been established that the client or carer has the cognitive, physical and psychological capacity to safely and effectively use the equipment.

- Additional specialist assessments may be required by the Victorian A&EP service provider to assist in establishing the capacity of the client to safely and effectively use the equipment. (ie. Visually impaired require a recent Ophthalmologist and an Optometrist assessment specifically relating to the ability to safely operate the wheelchair or scooter)
- The State speed limit for W/C and scooters is 10 kilometres per hour. The Victorian A&EP will only purchase items that do not exceed this limit.
- W/C customising includes additional specialised, necessary items, for Disability, which are not part of the standard item. Customisation may include adaptation of brakes, specialised forms of seating, ie tilt in space, moulded seats, lumbar supports, heel cups, elevating leg rests etc. The A&EP does not fund W/C accessories such as baskets and flags.
- One W/C will be issued per person (either manual or electric). A second hand manual W/C may be provided as a backup for an electric W/C /scooter if available from returned stock when need is defined. However, the second reissue chair should not be provided if it can be readily reissued. Second hand W/C for backup purposes will be repaired by the Victorian A&EP, but customisation will not be funded.
- The replacement of an electric or manual W/C will be considered after a minimum of 7 years or subject to reassessment.
- Sporting W/C are not funded by the Victorian A&EP.

\*Necessary repairs will be covered by Victorian A&EP however, general upkeep, care of chair, cleaning and replacement of tubes and tyres is the responsibility of the user.

## Victorian Aids and Equipment Program (A&EP)

### Wigs

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOWUP
One human hair wig (child 16 years and under)	\$600 per 2 years	Dermatologist, Medical oncologist, Radiation oncologist	No	No	Not mandatory
Two basic synthetic wigs (adults)	\$240 per 2 years	As above	No	No	Not mandatory

- May be provided to persons suffering from permanent loss of hair as a result of disease or Disability.
- The replacement of a wig will be available after a minimum of 2 years, subject to reassessment by a general practitioner.
- Victorian A&EP will contribute a sum up to \$240/2 years if a more expensive wig is requested.

# **Victorian Aids and Equipment Program (A&EP)**

## **A&EP Forms**

# Victorian Aids and Equipment Program. (A&EP)

## Application For Aids And Equipment (page 1-3)

Surname	Given Name	Male	Female
Address LGA (local Government Area, Council) Postcode		Date of Birth	
Telephone			
Next of Kin / Contact Person / Relationship to client			
Address		Telephone H W	
DISCIS Registration Number (if applicable)			

1. Are you applying for a breast prosthesis? Yes (go to Q 3) / No

2. Do you have a Disability of a permanent or indefinite nature? Yes/No

*If yes, diagnosis.....*

3. Are you a permanent resident of Victoria? Yes / No

4. Are you of Aboriginal or Torres Strait Islander origin? Yes / No

*If yes, please indicate.....*

5. Are you receiving a pension / Child Disability Allowance? Yes / No

6. Are you in receipt of a Health Care card? Yes / No

7. Are you in receipt of a Medicare Card? Yes / No

*If yes, please specify*

Pension Number	
Health Care Card	
Medicare Number	

8. What is your preferred language? .....

9. Have you received/are you eligible or currently receiving assistance through:

*(Please specify date and cover received if the answer is Yes to any of the questions below)*

a) Department of Veteran Affairs? *(specify card type)* Yes / No

b) Victorian WorkCover Authority Yes / No

c) Transport Accident Commission / Legal claim Yes / No

d) HomeFirst Yes / No

e) Commonwealth Rehabilitation Service Yes / No

f) Commonwealth Aged Care Package (CACP) Yes / No

g) Program for students with disabilities and impairments or Strategic Assistance for Improving Student Outcomes (SAISO) Yes / No

h) Private health insurance with extras (*name*) Yes / No

i) Continence Aids Assistance Scheme (CAAS) Yes / No


10. Have you been treated as a public hospital in-patient within the past 30 days? Yes/ No  
If Yes, please specify:

Date of discharge:	
Name of Hospital:	
Reason for admission:	

11. Are you currently a resident of, or in receipt of?

a) Private nursing home or Extended Aged Care at Home Package (EACH) Yes / No

b) Hostel / Community Aged Care Package (CACP) (Commonwealth Funded) Yes / No

c) Supported residential accommodation service (*specify*) Yes / No

d) Private / Public hospital (*specify*) Yes / No

e) Unit providing subsidised care (*specify*) Yes / No  
(eg. CRU, group home, Training Centre)

If yes please specify.

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12. Have you previously received assistance under any

VICTORIAN AIDS & EQUIPMENT PROGRAM (A&EP)? ie PADP Yes / No

If Yes:

Type of aid/equipment	Date received	A&EP Service Provider

## Declaration

I confirm that my signature below represents:

My agreement to enquiries being made by the Department of Human Services or it's agent, to other individuals and organisations, for the purpose of obtaining information about eligibility and assessment for the requested aids and equipment.

- My understanding that all the information I have supplied on this application is true and correct to the best of my knowledge.
- My understanding that this application is not a formal approval or guarantee of A&EP services.
- My understanding that the Victorian A&EP is not available to people who have received compensation or damages in respect of their Disability. But if the prospective recipient has made, or is intending to make such a claim, the Victorian A&EP service provider shall serve on the recipient notice of liability on the part of the recipient to pay the Victorian A&EP service provider a sum equal to the cost of the equipment, and the Victorian A&EP service provider will seek to arrange for those liabilities to be included in recipient's claim for damages.

Client Signature/ Parent / Guardian ..... Date.....

AND

### **CONFIRMATION OF DISABILITY (Signature of one of the following required)**

DOCTOR: ..... Phone: ..... Date:.....

*(initial confirmation of Disability only, state diagnosis, or attach doctors letter)*

ASSESSOR: ..... Phone: ..... Date: .....

*(ongoing confirmation of Disability)*

DISABILITY SERVICES: ..... Phone: ..... Date: .....

*(confirmation of Disability for people with an intellectual Disability, signed by Manager Accommodation Services or Manager, Disability Client Services)*

Disability Services is committed to protecting the confidentiality of your personal information. There are provisions in the Disability legislation that protect the confidentiality of your information. The *Health Records Act 2001* provides additional safeguards and protections for your information. Information that you have provided will only be used to provide services that you request and will not be used for any other purposes without your express consent. You have the right to request access to your information and to have it corrected where it is inaccurate, out of date, incomplete or misleading. For more information about your privacy rights, you can visit the DHS website at [www.dhs.vic.gov.au/privacy](http://www.dhs.vic.gov.au/privacy) or the Office of the Health Services Commissioner at [www.health.vic.gov.au/hsc](http://www.health.vic.gov.au/hsc)

Please complete and return to the Victorian A&EP service provider at:

# Victorian Aids and Equipment Program (A&EP)

## Lymphedema Compression Garment Program

### Application for financial assistance

**Surname** \_\_\_\_\_ **Given names** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Sex** M \ F

**Address** \_\_\_\_\_

\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Country of birth** \_\_\_\_\_ **Preferred language** \_\_\_\_\_

**Aboriginal/ Torres Strait Islander origin?**

1. Have you been diagnosed with Lymphedema.....Yes \ No

*If yes, please tick*  Primary  Secondary

2. Are you a permanent resident of Victoria?..... Yes \ No

3. Are you currently a resident of (*please tick*):

Residential Aged Care Services (Commonwealth)

Supported residential accommodation services

Private hospital

Unit providing subsidised care (e.g. group home CRU)

4. Are you receiving the pension?

Pension details \_\_\_\_\_ Number \_\_\_\_\_

Healthcare Card \_\_\_\_\_ Number \_\_\_\_\_

Veteran Affairs \_\_\_\_\_ Number \_\_\_\_\_

5. Do you have a carer?..... Yes \ No

If yes, what is the nature of the care they provide?

\_\_\_\_\_

6. Please indicate any community services you are currently receiving? (e.g. home help)

\_\_\_\_\_

\_\_\_\_\_

7. Do you have private health insurance?..... Yes \ No  
 Fund \_\_\_\_\_ Extras \_\_\_\_\_

8. Have you received or are you eligible to receive assistance through:
- Workcover  Legal Claim
  - Transport Accident Commission  Commonwealth Rehabilitation Program
  - Other government funded scheme (*please specify*) \_\_\_\_\_

9. Please list any hospital or clinic you have attended for the treatment of your lymphedema

Name hospital/ clinic	Date of last visit	Inpatient/ Outpatient

**Declaration**

I confirm that my signature below represents:

- My agreement to enquiries to be made to the Department of Human Services or their agent, or other individuals and organizations for the purpose of obtaining information about eligibility.
- My understanding that all information I have supplied on this application is true and correct to the best of my knowledge.
- My understanding that this application is not a formal approval or guarantee of service
- My understanding that assistance with compression garments is not available to people who have received compensation or damages in respect to their lymphedema.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Lymphedema Compression Garment Program

## Compression garment assessment

Referring Doctor (attach certification)

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Treating Therapist

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Assessment information

Diagnosis \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessment results

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Compression garment requirements

\_\_\_\_\_

\_\_\_\_\_

Cost \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Lymphedema Compression Garment Program

### Declaration of income for compression garment funding

Your income level (please indicate your income level by ticking the appropriate box)

Low Level

*Single* – before tax income of less than \$20,841.60

*Couple* – before tax income of less than \$34,798.40

*Family* – with one child with a before tax income of less than \$37,987.40

Plus an additional \$3,189 for each extra dependent child.

Medium Level

*Single* – before tax income of more than \$20,841.60 but less than \$45, 440

*Couple* – before tax income of more that \$34,798.40 but less than \$60,587

*Family* – with one child with a before tax income of more than \$37,987.40 but less than \$63,776

Plus an additional \$3,189 for each extra dependent child at both the lower and upper incomes.

• Are there extenuating circumstances which inhibit your ability to pay for garments?

Yes

No

• Are these costs short term or ongoing? *Please tick the relevant response*

Short term

Ongoing

I agree that this information can be used to assess eligibility for the Compression Garment Program.  
I acknowledge that the program may require more information or a review of information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Victorian Aids and Equipment Program (A&EP)

## Loan Agreement

To be completed by recipients of all articles issued on a permanent loan basis.

Victorian Aids and Equipment Program (A&EP) Service Provider
I  <i>(full name of applicant)</i>  of  <i>(address of applicant)</i>  in the State of Victoria undertake to keep in good order and repair,  <i>(description of article/s)</i>  which has or will be provided for my use on permanent loan by the Victorian A&EP.
I acknowledge that the Victorian A&EP does not abandon any rights to the equipment by lending it to me and that I have no right to re-lend the equipment or give or sell it to anyone else.  I acknowledge that by signing the below I have agreed to pay a <b>non-refundable contribution</b> of \$ <i>(cost difference)</i> towards the supply of the above <i>(item)</i> .  I will inform the Victorian A&EP service provider of any change in my residential address within 14 days of such change.
Signed.....  Witness.....  Date.....

## Victorian Aids And Equipment Program

### Undertaking Insurance Claim

To be completed by applicants for Victorian A&EP assistance for injuries which are the subject of any form of legal claim, such as WorkCover, workers' compensation, third party motor vehicle insurance or public risk insurance.

Victorian A&EP Service Provider	
I	<i>(full name of applicant)</i>
of	<i>(address)</i>
Undertake to repay the Victorian A&EP the cost of any assistance supplied to me by the program should I obtain damages for my injuries from any claim I have made, or intend to make or may take against any insurance company, scheme or organisation.	
I have/have not engaged a solicitor to act for me in the matter of my claim for damages.	
The name of the solicitor is:	
I will ensure that the above Victorian A&EP service provider is advised of any progress in my claim and of any change in my residential address within 14 days of such change.	
Signed:	Name:
Witness:	Signature:
Date:	

## Victorian Aids And Equipment Program

### Information For Clients

<b>Aids and Equipment Service Provider details</b>
Address
Contact
Telephone

If repairs are required you should immediately contact the Victorian Aids and Equipment Service Provider on the above number for prior approval (please refer to information over the page).

Description of article
------------------------

Asset number
Ensure you have an asset label or use attached sticker

<b>Supplier or repairer details</b>	
Supplier details	Repairer details

***Remember that if you undertake to get repairs done without prior approval from the above Victorian Aids and Equipment service provider, you will have to pay the supplier and no reimbursement will be made from the A&EP service provider.***

## Victorian Aids And Equipment Program

### Repair and Maintenance of A&EP Equipment

#### **Repairs**

The Victorian A&EP will organise and pay for any necessary repairs to equipment purchased under the program. Tyre and tube replacement, however, is the responsibility of the client.

Clients must contact the Victorian A&EP service provider at the issuing centre, which originally provided the item of equipment, unless the client has moved to a different area of residence.

*The Victorian A&EP will not pay for unauthorised repairs.* If the client does not first obtain approval for the repairs, the client must pay for them.

If it is established that negligence of an item has occurred, the Victorian A&EP will not pay for the repairs.

#### **Care of Equipment**

General upkeep and care of the Victorian A&EP equipment, including cleaning, is the responsibility of the client.

#### **Use of Equipment**

Victorian A&EP equipment is provided for the exclusive use of the person to whom it is issued.

#### **Replacement of Equipment**

If an item no longer fulfils the need of the client, it should be returned to the client's Victorian A&EP service provider. Replacements will only be provided if the previously issued equipment is presented or returned for assessment and an appropriate assessment is completed for the requested item.

#### **Unsafe Equipment**

If a dangerous situation has occurred because of faulty equipment, clients should contact their Victorian A&EP service provider, who may in turn notify the supplier, Office of Fair Trading and Business Affairs or refer the matter to Standards Australia if appropriate.

#### **Insurance**

Insurance cover for equipment provided through the Victorian A&EP is the responsibility of the client.

#### **Breakdowns of Wheelchairs and Scooters**

Contact RACV for information on coverage for roadside assistance.

## Victorian Aids and Equipment Program (A&EP)

### Oxygen Assessment Form

Client Name			
Gender: Male Female DOB:		Referring Doctor	
Address:		Doctors Address:	
Postcode:		Postcode:	
Telephone:		Doctors Telephone:	
Next of Kin:		Hospital:	
Address:		Hospital contact:	
Telephone:		Discharge date:	
Oxygen required on discharge: Yes No			
Supplied free for 30 days: Yes No		Company	
Blood gas tests dates: 1. 2.			
<b>CLINICAL INFORMATION</b>			
Diagnosis and reason for application for domiciliary oxygen			
Evidence of:	Cor pulmonale Pulmonary hypertension Exercise related hypoxia	Yes/No Yes/No Yes/No	Advanced non-pulmonary cardiac disease Nocturnal hypoxaemia Terminal malignancy
Is client:	Receiving maximal therapy Clinically stable	Yes/No Yes/No	Well motivated Current smoking history
<b>TEST RESULTS</b>	DATE	DATE	
Lung Function	FEVI (l)	FEVI (l)	
	FVC (l)	FVC (l)	
	FEVI/FVC%	FEVI/FVC%	
Blood gases	Rest/Exercise/Sleep		Rest/Exercise/Sleep
		Oxygen	Air
		Oxygen	Air
	Litres / minute		
	pH		
	Pa O2		
	Pa CO2		
	SaO2		
	COHb		
Haemoglobin	g/dl		

## Victorian Aids and Equipment Program (A&EP)

### Oxygen Assessment Form

Oxygen Requirements
---------------------

Oxygen via	Mask	Nasal cannula
Duration of therapy:	hours per day	
Flow rate:	Litres per minute	
<b>EQUIPMENT - NON PORTABLE</b>		
Oxygen concentrator	Backup oxygen cylinder	
Justification for backup cylinder:		
<b>EQUIPMENT - PORTABLE ( SUBJECT TO EXERCISE TOLERANCE INFORMATION)</b>		
D-size cylinder (1500 litres, with trolley)	Stroller kit (682 Litres, with trolley)	
Stroller kit (480 Litres)	Oxygen conservation device:	
Other (please specify below)		
Signature of prescribing physician:		
Specialist in :		
Date:		
<p>Please ensure that all test results are completed:  The completed form must be sent to the local Aids and Equipment service provider.  Please attach a photocopy of the laboratory results.  All Victorian A&amp;EP applications for domiciliary oxygen are assessed by a consultant respiratory physician who advises the DHS.  The consultant's assessment is final in domiciliary cases.</p>		
Signature of DHS consultant respiratory physician:		
Date:		

## Victorian Aids and Equipment Program (A&EP)

### Oxygen Usage Monitoring Form

Client's name
Referring physician
Actual pattern of oxygen usage as reported by oxygen supply company
Prescribed pattern of oxygen usage

Please contact your client and examine the reason for the above discrepancy and give all necessary usage instruction to the client.

Please fill in the space below indicating action taken
Is oxygen therapy to be continued?    Yes    No
Please confirm above prescription

Please return to Victorian A&EP service provider within two weeks.

Aids and Equipment service provider:

Address:

Phone Number:

## Victorian Aids and Equipment Program (A&EP)

### Information Re: Ramp Modifications

**The Department strongly recommends that all ramp modifications comply with Australian Standard 1428.1 - 1998 (AS1428.1) as there may be a safety risk associated with ramp modifications that do not comply with AS1428.1.**

**Although AS 1428.1 specifically excludes work to private residences, it is the most relevant standard in relation to the work carried out by the Victorian Aids and Equipment Program (A&EP) in the funding of home modifications for people with a Disability.**

**The purpose of the attached Acknowledgments and Release is to ensure that all parties are aware of a possible risk and to indicate why a non-compliant modification is required for your particular needs.**

#### Acknowledgment

**This Deed is made on the            day of**

**I, \_\_\_\_\_**

#### **(Therapist)**

1. Acknowledge to the Secretary to the Department of Human Services of 555 Collins Street, Melbourne, Victoria, 3000 being a body corporate established under the *Health Act 1958 (DHS)* that the ramp funded by DHS pursuant to the *Victorian Aids and Equipment Program* and to be installed at the address specified in Item 1 below (the Property) for the person detailed in Item 2 (the Client) is satisfactory to the needs of the client but does not comply with *Australian Standard 1428.1 - 1998 (AS 1428.1)* because **(tick 1 or more as appropriate)**

- (a) compliance with *AS 1428.1* means that the functional needs of the Client specified in Item 2 of the Schedule will not be met
- (b) compliance with *AS 1428.1* cannot be made because of the nature of and/or existing improvements at the Property
- (c) compliance with *AS 1428.1* would impose undue hardship on the Client

**Item 1:     Address:**

**Item 2:     Name of Client:**

SIGNED by \_\_\_\_\_ )

)

in the presence of: \_\_\_\_\_ )

# Victorian Aids and Equipment Program (A&EP)

## Acknowledgment and Release

This Deed is made on the \_\_\_\_\_ day of \_\_\_\_\_

I, \_\_\_\_\_

(Client)

1. Acknowledge to the Secretary to the Department of Human Services of 555 Collins Street, Melbourne, Victoria, 3000 being a body corporate established under the *Health Act 1958* (DHS) and the Aids and Equipment Program service provider being an agency funded by DHS specified in Item 1 that the ramp funded by DHS pursuant to the *Aids and Equipment Program* and to be installed at the address specified in Item 2 (the Property) for or on behalf of me being the person detailed in Item 3 (the Client) does not comply with *Australian Standard 1428.1 - 1998 (AS 1428.1)* because **(tick 1 or more as appropriate)**

- (a) compliance with *AS 1428.1* means that the functional needs of the Client specified in Item 2 of the Schedule will not be met
- (b) compliance with *AS 1428.1* cannot be made because of the nature of and/or existing improvements at the Property
- (c) compliance with *AS 1428.1* would impose undue hardship on the Client

2. Release DHS, its officers, employees and agents, the A&EP service provider to the extent permitted by the law of the State of Victoria from any claim, demand, action, proceeding, judgement, penalty, damage, loss, cost, expense or liability incurred in respect of

- (a) loss of, destruction or damage to real or personal property;
- (b) injury to or death of persons

because the ramp installed on the Property does not comply with *AS 1428.1*.

3. Agree that the ramp will either be modified to comply with *AS1428.1* or be removed from the Property when no longer required by the Client.

**Item 1: Name of A&EP service provider:**

**Item 2: Address:**

**Item 3: Name of Client:**

Executed as a deed on the date set out above.

SIGNED SEALED AND DELIVERED by \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )

in the presence of:

## Victorian Aids and Equipment Program (A&EP)

### Home Modifications : Agreement Between Owners and the A & EP Service Provider

This agreement is between :

*(name of owner)*

owners premises at :

*(address)*

and:

(Victorian A&EP service provider)

The premises are at the place where,

lives.

*(client)*

This agreement is made on :

*(date)*

#### **THE OWNER(S) AGREES**

- to enter into an agreement with the builder in the form or to the effect of the attached Schedule A for modification of the premises;
- to sign a deed in a form or to the effect of the attached Schedule B;
- that he / she does not now or in the foreseeable future intend terminating the use and habitation of the premises by

*(name of recipient)*

#### **THE VICTORIAN A&EP SERVICE PROVIDER AGREES**

- to assist the owner/s by advising generally about the A&EP home modifications guidelines;
- to pay the builder \$ *(amount)* provided to the service provider for the purpose by DHS.

Signed by :

The owner/s:

Date:

and on behalf of the Victorian A&EP service provider:

In the presence of:

Date:

## Aids and Equipment Program (A&EP)

### Home Modifications: Agreement Between Owner And Builder (Schedule A)

This agreement is between:

*(name of owner/s)*

owner/s of the premises at:

*(address)*

and

*(name of builder)*

This agreement is made on:

*(date)*

The owner/s agrees to enter into the attached agreement with the Victorian A&EP service provider, under which the service provider will pay \$ *(amount including GST)* to the builder.

The builder agrees to make to the premises the modifications detailed in the attached plan or other document which is signed by the owner/s and the builder.

Signed by :

The owner/s:

In the presence of:

*(witness)*

*(print name)*

Date:

And signed by:

The builder:

In the presence of:

*(witness)*

*(print name)*

Date:

## Victorian Aids and Equipment Program (A&EP)

### Home Modifications: Deed Of Release (Schedule B)

I / We

*(name of owner/s)*

Owner/s of the premises at :

*(address)*

In the State of Victoria in consideration of:

*(Victorian A&EP service provider)*

the service provider, paying the sum of \$ *(amount including GST)* for modifications to the premises and in consideration of the service provider advising about modifications and helping to arrange them hereby release the service provider, its servants, agents and employees jointly and severally from all actions, suits, causes of action, claims and demands which I / We may have in any way arising from or relating to or connected with the said modifications.

Signed at: \_\_\_\_\_ on the \_\_\_\_\_ day of

*(place where signed)*

Signed, sealed and delivered

by:

*(name of owner/s)*

at:

*(address)*

in the presence of:

*(witness)*

**NB: The Victorian A&EP service provider is contributing towards the cost of the modification necessitated by the person's Disability. Any cost resulting from the modifications which is a normal cost to a home owner will be paid by the owner.**

## Victorian Aids and Equipment Program (A&EP)

### Home Modifications : Certificate of Completion

This agreement is between \_\_\_\_\_ (name of owners)  
owner of the premises at : *(address)*  
and (Victorian A&EP service provider) \_\_\_\_\_, the issuing  
centre

---

I / We \_\_\_\_\_ (name of owners)  
*(please print)*  
agree that the work specified in quote  
has been completed satisfactorily by \_\_\_\_\_ (builder)  
and I / we agree that payment be made to \_\_\_\_\_ (builder)

SIGNED BY THE OWNER/S

DATE:

IN THE PRESENCE OF *(witness)*

DATE:

---

I, \_\_\_\_\_, Occupational Therapist have inspected the home  
modifications specified above and advise that they have been completed.

SIGNED \_\_\_\_\_ (Occupational Therapist)

DATE

# **Victorian Aids and Equipment Program (A&EP)**

## **Appendix**

## Victorian A&EP Service Provider Details including Local Government Areas

	A&EP Contact	Telephone	Fax	E-mail Address	Address	Local Government Area
<b>Metropolitan</b>						
Austin & Repatriation Medical Centre	Alison Ratcliffe	9496 4094	9496 4365	<a href="mailto:Alison.Ratcliffe@armc.org.au">Alison.Ratcliffe@armc.org.au</a>	Austin & Repatriation Medical Centre Repat Campus Banksia Street West Heidelberg 3081	Banyule, Boroondara
Box Hill Hospital	Simone Cumming Ruth Dann	9895 3459	9895 4816	<a href="mailto:Simone.Cumming@boxhill.org.au">Simone.Cumming@boxhill.org.au</a>	Box Hill Hospital PO Box 94 Box Hill 3128	Manningham, Whitehorse
<b>SAEAS CONTACT</b>						
Caulfield General Medical Centre	Gael Kelly	9276 6316	9276 6726	<a href="mailto:g.kelly@cgmc.org.au">g.kelly@cgmc.org.au</a>	Caulfield General Medical Centre 260 Kooyong Road Caulfield 3162	Port Phillip, Stonnington Glen Eira,
<b>SAEAS CONTACT</b>						
Dandenong Hospital	Margaret Macdonald	9554 8238	9554 8568	<a href="mailto:m.macdonald@southernhealth.org.au">m.macdonald@southernhealth.org.au</a>	Dandenong Hospital PO Box 478 Dandenong 3175	Greater Dandenong, Cardinia, Casey (East)
<b>SAEAS CONTACT</b>						
Kingston Centre	Krishen Pandita	9265 1318	9265 1061	<a href="mailto:k.pandita@southernhealth.org.au">k.pandita@southernhealth.org.au</a>	Kingston Centre Warrigal Road Cheltenham 3192	Bayside, Kingston
Maroondah Hospital	Sandra Black	9871 3506	9871 3210	<a href="mailto:Sandra.Black@maroondah.org.au">Sandra.Black@maroondah.org.au</a>	Maroondah Hospital PO Box 135 Ringwood 3135	Maroondah, Yarra Ranges
Melbourne Extended Care & Rehabilitation Service	Lucy Hardman	8387 2251	8387 2191	<a href="mailto:Lucy.Hardman@mh.org.au">Lucy.Hardman@mh.org.au</a>	Melbourne Extended Care & Rehabilitation Service PO Box 7000 Carlton South 3053	Hume, Moreland

Monash Medical Centre	Jane Clements	9928 8185	9928 8113	<a href="mailto:j.clements@southernhealth.org.au">j.clements@southernhealth.org.au</a>	Monash Medical Centre Centre Road Bentleigh East 3165	Knox, Monash
Mount Eliza Centre	Tony van den Blink	9788 1261	9788 1212	<a href="mailto:tvandenblink@phcn.vic.gov.au">tvandenblink@phcn.vic.gov.au</a>	Mt Eliza Centre PO Box 192 Mt Eliza 3930	Mornington Peninsula, Kingston (Chelsea), Casey (West), Frankston
Northern Hospital <b>SAEAS CONTACT</b>	Sharon Corr	9219 8594	9219 8734	<a href="mailto:sharon.corr@nh.org.au">sharon.corr@nh.org.au</a>	The Northern Hospital 185 Cooper Street Epping 3076	Nilumbik, Whittlesea, Darebin (North)
St Vincent's Hospital <b>SAEAS CONTACT</b>	Annette King	9288 3858	9288 3914	<a href="mailto:kingam@svhm.org.au">kingam@svhm.org.au</a>	St Vincent's Hospital 41 Victoria Parade Fitzroy 3065	Darebin (South), Melbourne, Yarra
Western Hospital - Footscray	Ray Hodgson	8345 6666 Pager 140	8345 6376	<a href="mailto:Ray.Hodgson@wh.org.au">Ray.Hodgson@wh.org.au</a>	Western Hospital – Footscray Private Bag Footscray 3011	Maribyrnong, Moonee Valley
Western Hospital – Sunshine <b>SAEAS CONTACT</b>	Kerry Johnston-Doyle	8345 1267	8345 1806	<a href="mailto:Kerry.Johnston-Doyle@wh.org.au">Kerry.Johnston-Doyle@wh.org.au</a>	Western Hospital - Sunshine PO Box 294 St Albans 3021	Brimbank, Melton
Williamstown Hospital	Vilma Keenan	9393 0130	9393 0186	<a href="mailto:Vilma.keenan@wh.org.au">Vilma.keenan@wh.org.au</a>	Williamstown Hospital PO Box 125 Williamstown 3016	Wyndham, Hobsons Bay
<b>Non Metropolitan</b>						
Bairnsdale Regional Health Service <b>SAEAS CONTACT</b>	Andrew Franke	5150 3391	5150 3365	<a href="mailto:Andrew.Franke@brhs.com.au">Andrew.Franke@brhs.com.au</a>	Bairnsdale Regional Health Service PO Box 474 Day Street Bairnsdale 3875	East Gippsland, Latrobe Wellington, Baw Baw
Ballarat Health Services – Queen Elizabeth Centre	Jeni Burton	5320 3715	5320 3800	<a href="mailto:JeniB@bhs.grampianshealth.org.au">JeniB@bhs.grampianshealth.org.au</a>	Ballarat Health Services PO Box 557	Ararat, Pyrenees, Ballarat, Northern Grampians, Hepburn, Golden Plains, Moorabool

<b>SAEAS CONTACT</b>					102 Ascot Street South Ballarat 3350	
Barwon Health Grace McKellar Centre Geelong	Judy Irvin	5279 2281	5279 2368	<a href="mailto:judithi@barwonhealth.org.au">judithi@barwonhealth.org.au</a>	Grace McKellar Centre 45-95 Ballarat Road North Geelong 3215	Colac Otways, Surf Coast, Greater Geelong, Queenscliff
<b>SAEAS CONTACT</b>						
Bendigo Health Care Group Anne Caudle Centre	Darren Tonkin	5454 8750	5444 5320	<a href="mailto:dtonkin@bendigohealth.org.au">dtonkin@bendigohealth.org.au</a>	Bendigo Health Care Group Anne Caudle Centre Campus Lucan Street Bendigo 3550 PO Box 126 Bendigo 3552	Campaspe(South), Mr Alexander, Greater Bendigo Loddon, Macedon Ranges, Central Goldfields
<b>SAEAS CONTACT</b>						
Gippsland Southern Health Services	Noelle Bowman	5654 2701	5654 2707	<a href="mailto:Noelle.Bowman@gshs.com.au">Noelle.Bowman@gshs.com.au</a>	Gippsland Southern Health Service PO Box 168 Leongatha 3953	South Gippsland
Goulburn Valley Health	Mohan Bodhankar	5832 2224	5832 2229	<a href="mailto:mohan.bodhankar@gvh.mehealth.org.au">mohan.bodhankar@gvh.mehealth.org.au</a>	Goulburn Valley Health Graham Street Shepparton 3630	Mitchell, Murrindindi, Strathbogie, Greater Shepparton, Moria, Campaspe (North)
South West Healthcare	Andrea Welsh	5563 1546	5563 1660	<a href="mailto:rehabshop@swh.net.au">rehabshop@swh.net.au</a>	South West Healthcare Warrnambool Campus Ryot Street Warrnambool 3280	Moyne, Corangamite, Warrnambool
Sunraysia Community Health Services	Kate Rudge	5023 7511	5023 7518	<a href="mailto:Krudge@schs.com.au">Krudge@schs.com.au</a>	Sunraysia Community Health Services PO Box 2803 Mildura 3502	Mildura
Swan Hill District Hospital	Janette Davison	5033 1450	5033 1663	<a href="mailto:Primary.care@swanhillhos.p.vic.gov.au">Primary.care@swanhillhos.p.vic.gov.au</a>	Swan Hill District Hospital A&EP 13 Pritchard Street	Buloke, Swan Hill, Gannawarra

					PO Box 483 Swan Hill 3585	
Wangaratta District Base Hospital <b>SAEAS CONTACT</b>	Maryann Bruinewoud	5722 0132	5722 0146	<a href="mailto:Maryann.Bruinewoud@wdbh.hume.org.au">Maryann.Bruinewoud@wdbh.hume.org.au</a>	Wangaratta District Base Hospital PO Box 386 Wangaratta 3677	Alpine, Delatite, Rural City of Wangaratta
Western District Health Service	Ellen Dix	5571 0206	5571 0351	<a href="mailto:ellen.dix@wdhs.net">ellen.dix@wdhs.net</a>	Western District Health Service PO Box 283 Hamilton 3300	Southern Grampians, Glenelg
Wimmera Health Care Group	Jill Jarred	5381 9112	5381 9333	<a href="mailto:Jill.Jarred@whcg.grampianhealth.org.au">Jill.Jarred@whcg.grampianhealth.org.au</a>	Wimmera Health Care Group Baillie Street Horsham 3400	Horsham, West Wimmera, Hindmarsh, Yarriambiack
Wodonga District Hospital	Darryl Price	(02) 6051 7459	(02) 6051 7456	<a href="mailto:Darryl.price@wrhs.org.au">Darryl.price@wrhs.org.au</a>	Wodonga District Hospital PO Box 156 Vermont Street Wodonga 3690	Indigo, Wodonga, Towonga
Wonthaggi and District Hospital	Margaret Langley	5671 3343	5671 3348	<a href="mailto:Deborah.welch@wdhs.com.au">Deborah.welch@wdhs.com.au</a>	Wonthaggi & District Hospital Graham Street Wonthaggi 3995	Bass Coast, French Island
<b>Statewide</b>						
Mercy Hospital for Women. Lymphedema Compression Garment Program (LCGP)	Penny Sanderson	9270 2754	9270 2256	<a href="mailto:Psanderson@mercy.com.au">Psanderson@mercy.com.au</a>	Mercy Hospital for Women Level 7, Clarendon Street EAST MELBOURNE 3002	Lymphedema Compression Garments Only.
Royal Children's Hospital	Jacque Harrison Sue Brown	9345 5964 9345 6410	9347 5046	<a href="mailto:harrisoj@cryptic.rch.unimelb.edu.au">harrisoj@cryptic.rch.unimelb.edu.au</a>	Royal Childrens Hospital Flemington Road Parkville 3052	Children Only
Yooralla Brooklyn – Electronic Communication Devices Scheme	Kathryn Finemore	9362 6111 9362 6155	9314 9759	<a href="mailto:a&amp;ep@yooralla.com.au">a&amp;ep@yooralla.com.au</a>	Electronic Communication Devices Scheme Yooralla Society of Victoria	Electronic communication devices only

					705 Geelong Road	Brooklyn 3025	
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## **Other Aids And Equipment Programs**

## Victorian Aids and Equipment Program (A&EP)

### Home First

HomeFirst is a new DHS funded program which is amalgamating the In-Home Accommodation Support Program (IHAS) and some components of accommodation outreach.

The objective of HomeFirst is to provide home and community based support services, essential goods and equipment to enable individuals with a Disability who require support to :

- live outside Disability funded staffed residential accommodation
- remain living in their own homes
- maintain maximum independence
- increase independence
- move to more independent living arrangement
- access community activities and facilities

#### **Aids and Equipment**

In relation to aids and equipment, HomeFirst should fund the initial supply of specialised in-home aids and equipment to approved HomeFirst clients to enable them to continue to live independently in the community.

Once the HomeFirst support package is established, any future specialised aids and equipment required by an individual, which are available through the Victorian Aids and Equipment Program (A&EP) will be funded through A&EP.

The A&EP will also provide ongoing repairs and maintenance for specialised aids and equipment that has been purchased through HomeFirst and is on the A&EP available list.

### Supply Of Aids And Equipment

**Contact the Department of Human Services, Agency Liaison Officer for further information.**

## Aids And Equipment Program (A&EP) Directory

**Aids and Equipment Program, DHS :** Provides a range of functional aids and equipment for daily living (wheelchairs, commodes) to people with disabilities who are not eligible for assistance through any other government funded scheme. For further information contact your local DHS regional office.

**Australian Hearing Service:** Hearing aids, batteries and associated items for eligible clients, full pension beneficiaries, DVA clients and children under 21 years.

**Colostomy Association of Victoria :** Stoma appliance scheme. Health Insurance Commission reimburses authorised centre for supply of items and related pharmaceuticals to people with colostomies and ileostomies. Membership required.

**Commonwealth Rehabilitation Services:** For people with disabilities between 14 - 65 years who have potential for full or part time work, sheltered employment, household work, independent or semi-independent living. Items provided include any piece of equipment or home modification that is necessary for the rehabilitation process. When costs are excessive, provision may be refused.

**Continence Aids Assistance Scheme (CAAS) :** Continence aids for Disability Service pensioners and Mobility Allowance beneficiaries. Age range 16-65 years.

**Cystic Fibrosis Association of Victoria :** Equipment hire service.

**Department of Veterans' Affairs:** Assistance provided as compensation for war service and defence caused injury or disease. Available to veterans, war widows and dependents.

Items available include aids for Disability living and self help aids.

**Disability Services Division, DHS :** Provides funds to agencies to conduct equipment services.

**Early Choices DHS :** Provides flexible respite and support packages to families of children under school age with severe disabilities and high support needs. For further information contact your local DHS regional office.

**Equipment Recycling Network Inc :** Holds an extensive list of items of equipment for sale and required.

**Free Eye Care :** For people who require eye care due to an eye condition or disease, contact the Victorian Eye and Ear Hospital. For people requiring low cost glasses and eye examinations, contact the Victorian Eye Care Service for an application form and booklet listing approved eye specialists in the country.

**Hearing Education and Aural Rehabilitation (HEAR) (Victorian Deaf Society) :** Provides information about hearing and hearing loss, a display of assistive devices, hearing assessment, hearing aid fitting for people on low incomes, consumer advice on hearing aids and aural rehabilitation both in groups and individually. Also provides tinnitus counselling and community education programs.

**Home and Community Care (HACC) :** Provide some aids, equipment and minor home modifications for frail aged and other people with disabilities. For further information contact your local council.

**HomeFirst** : Is a new DHS funded program which is amalgamating the In-Home Accommodation Support Scheme (IHAS) and some components of accommodation outreach. In relation to aids and equipment, HomeFirst should fund the initial supply of specialised in-home aids and equipment to approved HomeFirst clients to enable them to continue to live independently in the community.

**In-Home Accommodation Support (IHAS) DHS** : Provides people with disabilities with an attendant to give support with daily activities for up to thirty four hours per week. Also includes provision for aids and equipment. Approved IHAS consumers are eligible for assistance under the Victorian A&EP.

**Linkages HACC / DHS** : Provides assistance to older people and people with disabilities to remain at home supported by a range of flexible coordinated services. For further information contact your local DHS regional office.

**Low Cost Dental Care** : Provided by some Community Health Centres, the Royal Dental Hospital of Melbourne and some Country hospitals.

**Making A Difference (MAD)** : A program that provides support for families caring for a family member with a Disability, (*aged between 5 - 18 years and 18 years plus*) with very high support needs. For further information contact your local DHS regional office.

**Motor Neurone Disease Association** : Equipment loan scheme.

**Multi-Purpose Taxi Program, Victorian Taxi Directorate** : Provides a 50 % discount on taxi fares, up to a maximum of \$25 per trip, for permanently and severely disabled people.

**Noah's Ark Toy Library** : Provides wedges, standing frames and switches for communication equipment. Equipment provided on short term.

**Personal Alert Victoria** : Provides a 24 hour personal response service meeting the needs of the frail aged and disabled, those at risk and their families. For further information contact Mt Eliza Personal Response Service or Safety Link Personal Response Service, or for general information contact the Independent Living Centre.

**Public Hospitals** : Provide items required for in-patients and items required for discharge. For further information contact your nearest public hospital.

**Regional Disability Support Initiative (RDSI)** : Aims to provide flexible, short term resources to increase service responsiveness to the needs of people with disabilities who are under sixty-five years old and whose primary Disability is physical, sensory and / or acquired brain injury who are unable to be supported within the existing service system such as the A&EP.

**Royal District Nursing Service (RDNS)** : For further information contact your local RDNS.

**Royal Guide Dogs Association of Australia** : Provides aids including long canes, electronic aids, low vision aids and seeing dogs for people who are blind or have a visual impairment.

**Royal Victorian Institute for the Blind (RVIB)** : Provides subsidies to people with vision impairment to purchase expensive items.

**Special Education Program - Directorate of School Education** : Provides supplementary funding to enable school aged children with disabilities to integrate into primary and secondary schools. For further information contact your local school.

**Technical Aids for the Disabled (TADVIC)** : Designs and manufactures specialised, customised equipment for people with disabilities.

**The Rehabilitation Equipment Centre (TREC) :** A service of the Spastic Society of Victoria. Provides customised seating and other items of equipment. Repairs to wheelchairs.

**Transport Accident Commission (TAC) :** Provides equipment required for effective rehabilitation following transport accidents.

**Yooralla Society of Victoria :** Independent Living Centre (ILC) provides an information and hiring service of specialised equipment for short term need or trial before purchase.

**Vision Australia Foundation :** Subsidises equipment.

## **Aids And Equipment Program (A&EP) Australia**

**Victoria :** Disability Services Division, Department of Human Services, Level 18, 555 Collins Street Melbourne VIC 3000.

**New South Wales :** New South Wales Health, Policy Division, 73 Miller Street North Sydney NSW 2059.

**Australian Capital Territory :** ACT Equipment Scheme, ACT Community Services, Level One, Building 3 WODEN 2606.

**Tasmania :** Southern Community Equipment Scheme, Lower Statton Building, 90 Davey St Hobart, 7000

**Queensland :** Medical Aids Subsidy Scheme, Department of Health, 184 St Paul's Terrace Fortitude Valley 4006.

**Northern Territory :** Territory Independence and Mobility Equipment Scheme, Department of Health and Community Services, PO Box 40596 Causarina 0811.

**Western Australia :** Community Aids and Equipment Program, Disability Services Commission, 53 Ord Street, West Perth 6005.

**South Australia :** Independent Living Equipment Contractor, 11 Blacks Road Gilles Plains 5086.

## Aids And Equipment Program (A&EP)

### A&EP Guidelines Abbreviations

A&EP	Aids and Equipment Program
CAAS	Continence Aids Assistance Scheme
CRU	Community Residential Unit
DHS	Victorian Government Department of Human Services
DS	Disability Services
DVA	Department of Veterans' Affairs
ECU	Environmental Control Unit
ECDS	Electronic Communication Device Scheme
HACC	Home and Community Care
HRS	Home Renovation Service
IHAS	In-Home Accommodation Support Program
ILC	Independent Living Centre
LGA	Local Government Area
LCGP	Lymphedema Compression Garment Program
PADP	Program of Aids for Disabled People
SAEAS	Supported Accommodation Equipment Assistance Scheme
TAC	Transport Accident Commission
TPV	Temporary Protection Visa = Permanent resident of Victoria.
TSANZ	Thoracic Society of Australia and New Zealand