

## **ALS SOCIETY OF PRINCE EDWARD ISLAND**

### **EQUIPMENT POLICY**

**(Revised and approved July 3, 2007 - Katie Denman, Darlene Harper, Maxine Holmes, Colleen MacLennan, Maureen MacNevin, Gayle Chiasson, Peggy Morrison, Betty McNab, Bridget McKinney-Palmer and Cindy Warren.)**

### **INTRODUCTION**

The ALS Society of Prince Edward Island is dedicated to assisting persons diagnosed with ALS to cope with the daily challenges of decreasing mobility and independence and to improve their quality of life by helping to provide basic and essential assistive equipment when ever possible. This assistance may be done through equipment loans, assistance with purchases or referral to an appropriate community agency.

### **POLICY**

The ALS Society will provide essential mobility, communication and daily living equipment to residents of Prince Edward Island with ALS, regardless of their ability to pay or geographical location. Equipment provided will vary according to need, availability of suitable loan equipment and funds available for purchasing new equipment. Equipment shall only be purchased when funding/Equipment is unavailable from other sources (e.g. government funding, DVA and Insurance Plans). The decision to loan or fund equipment will be made on case-by-case basis.

In order to receive equipment from the ALS Society the client must meet the following criteria:

- Have a diagnosis of ALS;
- Be registered with the ALS Society of Prince Edward Island;
- Have a valid Personal Health Number;
- Reside in Prince Edward Island.

Registration requires completion of Confidential Registration and Consent of Release of Information Forms, signed by client or representative with witness signature.

The ALS Society maintains ownership of equipment in the following circumstances:

- The ALS Society has contributed the largest portion of the cost towards the purchase of the equipment;
- The equipment was on loan from the ALS equipment pool;
- The previous owner donates the equipment to the ALS Society.

## ALS SOCIETY OF PRINCE EDWARD ISLAND

### EQUIPMENT PROCEEDURE

#### PROCEDURE

1. Equipment shall only be provided on the basis of a written and assessment by a registered health care professional who shall instruct the client in its use. The prescription/assessment must describe the equipment in detail. Wheelchair assessments must include measurements.

Trialing of some equipment may occur prior to decision-making.

2. Once the ALS Society receives a request for equipment, the Equipment Program Coordinator or assigned volunteer visitor will check the inventory of available ALS equipment. If an appropriate piece of equipment is available it will be dispensed.
3. The ALS Society will arrange delivery to the client's home of all equipment loans. The vendor or prescriber will ensure equipment is correctly set up.
4. NO FUNDING WILL BE PROVIDED FOR ITEMS PURCHASED WITHOUT PRIOR AUTHORIZATION FROM THE ALS SOCIETY.
5. The Equipment Program Coordinator or the Client Services Coordinator will obtain price quotations from vendors. For equipment costing more that \$500, it is recommended that at least 2 vendors be approached for price quotes.

The client is requested to research any personal insurance or other funding source that could contribute towards equipment costs. If the client has other funding available, the ALS Society may provide equipment funding in the following circumstances:

- The other funding agency cannot provide suitable equipment for the client.
  - The equipment will become the property of the ALS Society when the client no longer can use the equipment.
6. Funding will not be available for items costing less than \$100, although some items might be available for loan.
  7. If equipment or funding is available, the ALS Society will provide client with the following types of recyclable equipment. A set amount of funding will be available for each type of equipment.

EQUIPMENT	MAX FUNDING (when available)
Walker*	\$500.00
Manual wheelchair (except tilt-in-space)	\$2000.00
Wheelchair cushion*	\$600.00
Fully Electric Hospital Bed with mattress and rails	\$2000.00
Transfer disc	\$150.00
Power lift chair	\$1500.00
Commode	\$1300.00
Bath-lift or bath bench	\$1200.00
Portable ramping	\$600.00
Ceiling Patient Lift with sling	\$3100.00
Technical aids (BiPap, suction machine, communicator)	

- These items may be provided if other programs / loan cupboards cannot provide equipment that will meet the client's needs.
- Prices to be reviewed annually.

Other items (e.g. specialty mattresses, wheelchair tilt-in-space) may be provided under the following circumstances:

- The client has obvious (medical) need for the item and will be able to make good use of the equipment;
- ALS Society has the equipment in their pool or
- ALS has sufficient funds to purchase the item;
- The equipment will be reusable for other clients.

If the client requests an item that is more expensive than the maximum funding limit and there is no medical rationale for the added expense, the client will be expected to pay the price difference.

A Doctor's prescription will be requested to eliminate the GST on any medical equipment that is purchased.

8. The Equipment Program Coordinator (or in absence, a designate) approves all equipment purchases **prior** to purchase.
9. In the event that the ALS Society is unable to purchase a needed piece of equipment, efforts will be made to assist with the acquisition of alternative equipment.

10. If the ALS Society cannot provide equipment for a client due to lack of suitable equipment or lack of funds, the client or prescribing therapist will be asked if they wish to go on a wait list for the desired equipment, (See attached Equipment Waiting List Policy).
11. The client shall be informed of the terms and conditions stated in the Equipment Loan Policy. Equipment Waiver Form will be mailed to the client, must be signed, dated and returned to the provincial ALS office.
12. If an item is delivered to a client's home, and delivery is refused due to no fault of the Society, the client will be invoiced the shipping costs.
13. If the item is deemed acceptable by the prescribing health professional but the client declines to accept it, the item will be returned to the ALS Society inventory and no alternative will be offered.
14. The Equipment Program or Client Services Coordinator will contact the client after delivery to ensure the equipment is satisfactory.
15. When a client no longer needs a piece of loaned or purchased equipment, the ALS Society will issue a **written request** for pick-up to a vendor. The vendor will return the equipment to storage and invoice the ALS Society for pick-up services.

All returns will be handled in as timely a matter as possible.

## **ALS SOCIETY OF PRINCE EDWARD ISLAND**

### **EQUIPMENT WAIT LIST POLICY**

The Equipment Program Coordinator will maintain a wait list for requests from the equipment inventory.

## **ALS SOCIETY OF PRINCE EDWARD ISLAND**

### **EQUIPMENT WAIT LIST PROCEDURE**

#### **PROCEDURE**

1. Equipment requests from ALS clients/health professionals that are not currently available will be placed on the waiting list and dated according to the day the request was received by the ALS Society.
2. Requests will be categorized by 'level of need' as determined by the prescribing Health care professional:
  - **URGENT:** Individual requires equipment as soon as possible
  - **NECESSARY:** Individual requires equipment, but can function adequately until it is received.
  - **OPTIONAL:** Equipment is not yet necessary to the individual's ability to function but will become necessary in the foreseeable future.
3. Clients requesting equipment will be informed that the request has been placed on the wait list.
4. When a piece of equipment is returned to the inventory, the Equipment Program Coordinator will check if any clients are waiting for it. If more than one client is requesting it, the Equipment Program Coordinator will update the wait list with respect to client's levels of need, then offer the equipment to the client with the greatest need for the equipment. If two or more clients with equal need are waiting for the equipment, the client who has been waiting the longest will be offered the item.
5. Prior to shipping, the client or prescribing therapist will be contacted to verify that the equipment is still needed, appropriate and to confirm the delivery procedure.

**ALS SOCIETY OF PRINCE EDWARD ISLAND**

**EQUIPMENT RECORD KEEPING POLICY**

A record will be kept on each piece of equipment owned by the ALS Society. This record will include the model and serial numbers, repair and maintenance records, current location of the item, who the equipment has been loaned to, with the delivery and return dates of such loans, estimated current value and cost for each piece of equipment.

A record will be kept on all clients who have equipment on loan from the ALS Society of Prince Edward Island. This record will include such information as the name, current address, and telephone number for each client and other contact persons. Every piece of equipment loaned to the client will also be documented along with the name of the prescribing therapist.

A record of waiver forms sent and received will also be kept; these will be stored in the client file. All client files are confidential and will be stored in a locked filing system.

**ALS SOCIETY OF PRINCE EDWARD ISLAND**

**EQUIPMENT RECORD KEEPING PROCEDURE**

To be developed

## **ALS SOCIETY OF PRINCE EDWARD ISLAND**

### **EQUIPMENT REPAIR AND MAINTENANCE POLICY**

The ALS Society will be responsible for all repairs and maintenance of equipment on loan from the Society. A vendor, who is qualified to do the work and has been approved by the ALS Society, will do all installations, repairs, maintenance or modifications to ALS Society equipment.

## **ALS SOCIETY OF PRINCE EDWARD ISLAND**

### **EQUIPMENT REPAIR AND MAINTENANCE PROCEDURE**

1. The client will ensure the equipment remains in good working condition while in their possession and will return it to the Society in clean condition and good working order.
2. Any repair/ maintenance costs of equipment on loan from the ALS Society will be paid by the Society, unless the repair is due to neglect/abuse, in which case the client will pay for the repairs.
3. The client must apply to the ALS Society to repair or modify the equipment while on loan. A written estimate describing the repairs, or modifications needed on the equipment must be sent to the ALS Society prior to the work being done.
4. The cost of major modifications to equipment may be made on a cost-sharing basis as per Society guidelines.
5. The person and/or agency undertaking any equipment maintenance or repair for the ALS Society of Prince Edward Island must be qualified for this work.
6. Once approval for the repairs or modifications is received, the ALS Society approved vendor will contact the client to set up a service call.
7. Maintenance and/or repairs will be done by the ALS Society approved vendor prior to loaning out the equipment again. This action will be documented in the equipment files.

## **ALS SOCIETY OF PRINCE EDWARD ISLAND**

### **EQUIPMENT DONATION POLICY**

All equipment donated to the ALS Society requiring a tax receipt, will be appraised in writing or verbally by a qualified vendor to determine the fair market value of the equipment. Receipts will be issued according to Revenue Canada regulations.

## **ALS SOCIETY OF PRINCE EDWARD ISLAND**

### **EQUIPMENT DONATION PROCEDURE**

1. The Equipment Program Coordinator will be responsible for approving or rejecting the equipment being offered as a donation.
2. The ALS Society will arrange for donated equipment to be picked up and stored in an appropriate location.
2. The Equipment Program Coordinator, working with an approved vendor, will ensure that donated equipment is in safe working order before lending out.
3. The Equipment Program Coordinator will ensure that all ALS equipment is assigned an inventory number and labeled accordingly.
4. The Equipment Program Coordinator will enter all pertinent information on the donation into the database.
5. The ALS Society will arrange for a qualified vendor to provide a written or verbal appraisal of the equipment's value. If the estimate is verbal the Equipment Program Coordinator will document the name of the vendor, the company and the verbal recommendation and have the Executive Director cosign on the memo, prior to issuing a receipt.
6. Donations will be receipted as per the appraisal value according to the Income Tax Act. Please refer to Income Tax Interpretation Bulletin IT-110R3 dated June 20, 1997 and Income Interpretation Bulletin IT-297R2 dated March 21, 1990 (Gifts in Kind to Charity and Others) or go to [www.ccra-adrc.gc.ca](http://www.ccra-adrc.gc.ca).