**Process for MoH Funded Communication Assistive Technology Equipment**

**Pathway to achieve Communication Assistive Technology credentialing.**

Supplementary guide to information found here:

<http://www.disabilityfunding.co.nz/ems-assessors/credentialled-categories-of-accreditation/communication-assistive-technology-level-1>



1. Therapist meets [prerequisites](http://www.disabilityfunding.co.nz/ems-assessors/credentialled-categories-of-accreditation/communication-assistive-technology-level-1): OT, SLT, VNT
2. Log in and/or register on EMS Assessor Online and complete the EMS Core Module <http://www.disabilityfunding.co.nz/ems-assessors>
	1. Create a username and password. This password is unique to EMS Assessor online and managed by Enable New Zealand. Any questions please contact EMS Assessor Helpline on **0800 171 981**
3. Complete online Communication Assistive Technology Level 1 Learning and Development Programme (CAT Training Modules).

During this process you need to complete the following processes:

* 1. ATANZ Membership (this is a requirement to be credentialed)
	2. Select a supervisor and apply for provisional accreditation. You will be provided an assessor number, which allows you to submit applications that have been reviewed by your supervisor. The supervisors assessor number is also required as part of the application.
* How do I find someone to supervise me?

When you register as an EMS assessor, you are required to nominate a supervisor/employer. Your supervisor must be a CATL1 or CATL2 credentialed assessor.

Your supervisor will be registered at EMS Assessor Online [www.disabilityfunding.co.nz](http://www.disabilityfunding.co.nz) and they will be able to complete the employer declaration for this credentialed category.

If you are unable to access a supervisor in your workplace you can contact support@talklink.org.nz to request a supervisor to support you with your CATL1 credentialing process, or to discuss the various support packages available through TalkLink.

* Tablet devices:

One consideration when choosing a supervisor is whether or not you anticipate requesting tablet devices. In order to apply for tablet devices as a CATL1 therapist you will need to have the application signed off by a CATL2 therapist employed by the MoH contracted specialist assessment service (TalkLink Trust).

* 1. Complete an assessment summary and rationale and send this to your supervisor.
		+ How do I write the Service Request report required for accreditation?

To become accredited as a CATL1 therapist, you will need to provide evidence to your employer/supervisor that you have the necessary competencies. We suggest completing a written report to justify the equipment you wish to apply for against the EMS funding criteria, which your supervisor can then review. We recommend you use [this template](https://talklinktrust-my.sharepoint.com/%3Aw%3A/g/personal/paula_shennan_talklink_org_nz/EffWIZ4fQudLgKM3jvAqmRAB5r9m-eGLBVAZxF6xYy0qNQ?e=pj68xm) for your report. This will support you with structuring the report and help you to demonstrate to your supervisor how the person meets the eligibility and access criteria and that you have considered other equipment options and the rationale behind the equipment choices you have made.

* How do I find out about the different types of equipment?

You can find out about the different types of equipment through TalkLink. TalkLink offer regular Tools Workshops, which are advertised here: <https://talklink.org.nz/tools-workshop> . You can also source information from suppliers such as DTSL <http://assistive.dtsl.co.nz/default.aspx>

* How do I access trial equipment?

Along with re-issuable EMS equipment, ATANZ has a pool of trial equipment that is available to ATANZ members for trial. To request equipment please complete the CAT Support Request form found here <https://talklink.org.nz/support>

1. Once you have completed the CAT Training Module and your supervisor has approved your accreditation application, Enable New Zealand will email your registered email address as per the details you have recorded in EMS, and confirm your EMS assessor number to Assessor Online. Remember you need to keep these details up to date.

**EMS Funding Processes:**

1. To be able to make EMS Service Requests you need to log onto the EMS Portal with your EMS User Name and Password, from this link: <https://www.health.govt.nz/our-work/disability-services/contracting-and-working-disability-support-services/equipment-and-modification-services/using-equipment-and-modification-services-portal> This link also provides a Getting Started Guide about the EMS Portal. <http://www.health.govt.nz/our-work/disability-services/about-disability-support-services/equipment-and-modification-services/prioritisation-tool-resources>. The questions asked in the EMS Portal Assessor Section require **brief** answers around the Essential Disability Related Need (refer to the Equipment Manual <https://www.disabilityfunding.co.nz/equipment/equipment-manual> if you are not sure.
* Please describe your client's functional abilities loss, and essential need(s) identified for this request: *e.g. Non-speaking, limited functional speech, cannot call for help etc. Needs to communicate needs and feelings effectively, develop communication competence, manage behaviours of concern (see page 50 of manual)*
* Proposed Solution: *brief list of equipment*
1. You will also need to find out when to seek mandatory EMS Advice via the Enable New Zealand or *access*able Advisory Service. <http://www.health.govt.nz/our-work/disability-services/about-disability-support-services/equipment-and-modification-services/prioritisation-tool-resources/consultation-decision-making-and-complaints-processes> The Enable Request for EMS advice form is located here: <http://www.disabilityfunding.co.nz/equipment/equipment>. The *access*able Request for EMS advice form is located here: <http://www.accessable.co.nz/manuals-forms#equipforms>
2. For CATL1 applications consultation with an EMS adviser is not usually required. This means answering “no” and completing the Equipment Rationale section:
* Please describe how the equipment (and any accessories) will meet the essential needs identified above: *Support face-to-face communication, provides a system to access technology, assists with being safe, remaining in own home, undertake study or work (adults) – page 51 of manual*
* Please explain the implications of the proposed solutions not being provided: *this could include risks, changes in funded or non-funded care, loss of independence*
* Reference to Band 1, 2 and 3 should be answered as “not applicable”, as all CAT equipment is non-list at the current time. We normally expect assistive technology equipment to last 2 – 5 years.

1. Once the EMS Assessor Section is completed – submit, to confirm eligibility and then proceed to either Enable or *access*able site to make your Service Request.
For Assessors in the Enable NZ Region:

Although the Assessor Section will be complete within the Portal, before you can successfully complete a Service Request within Enable NZ you are required to attach a pdf version of the Assessor Section, showing the rationale for the solution. To do this, click the **<Show Summary>** button at the bottom of the submitted form. This will display the summary of the Assessor Section. Using the pdf link at the top of the summary, export the summary as a pdf and save the document to your computer.

After you click the link through to Enable NZ as part of this process you will be asked to upload the pdf that you have just saved.

For Assessors in the *access*able Region, clicking on the link will take you directly into *access*able’s system; the relevant details including the rationale will be passed through in the Service Request automatically.

You must check with TalkLink on equipment@talklink.org.nz to determine if there is any suitable reissue equipment available before making your Service Request and if there is, please note on the Service Request form that it is reissue equipment and provide the relevant asset number. If no reissue equipment is available, you need to have a quote from a supplier.

TalkLink must be consulted before submitting a Service Request for tablet devices. Please use the TalkLink CAT Support Request form for this consultation. The form can be found here: <https://talklink.org.nz/support> (select the option for ‘support with client assessment and equipment trial’). Once the consultation is complete and approved this option should be checked off in the Service Request.

1. Once you have made a Service Request the equipment will be sent to your nominated delivery address. You need to have your equipment set up and labelled (Enable NZ region) before issuing it to the client. TalkLink will complete this role for both Enable NZ and *access*able for the following equipment;

– tablet devices and associated apps;

- any other equipment that the assessor needs assistance to asset label

If TalkLink is completing the set-up, please ensure you enter the TalkLink address in the Delivery Address details on your Service Request. Please also send a copy of the Service Request to equipment@talklink.org.nz

1. Issuing of Ministry of Health funded equipment requires you to provide documents to the client and their family

Enable Region: <http://www.disabilityfunding.co.nz/__data/assets/word_doc/0015/90600/ENAE212-Care-and-Use-of-Equipment-form.docx>

*access*able Region:

<http://www.accessable.co.nz/images/moh/equipment/care-and-use-of-equipment-form.pdf>

1. Complete equipment training – both technical and implementation with your client and their team.
* Who completes the training if I apply for equipment?

The CAT1 therapist is responsible and will need to complete the training for any equipment they have had funded from the Ministry of Health. It is therefore important that you are confident in operating the equipment you are applying for during the trialling, so you can ensure the person (and carers etc.) know how to care for and use the equipment to meet their communication goals, as well as where to go for repairs.

* Who manages repairs and returned equipment?

For repairs and equipment returns TalkLink are the Specialist Service managing all Ministry of Health funded communication equipment.

If the equipment is not working please contact repairs@talklink.org.nz or phone TalkLink on 0800 825 554

When equipment is no longer needed, please ensure the equipment is returned to TalkLink so they can make it available for reissue.

1. How do I maintain my accreditation?

Every 3 years, you will need to renew your accreditation through Enable. To maintain your accreditation, you are required to complete 3 assessments where you have considered assistive technology each year over the 3 year cycle. Each time you make an application, you need to write a report to show the rationale for the equipment you wish to apply for and retain this for your clinical records should you be audited.