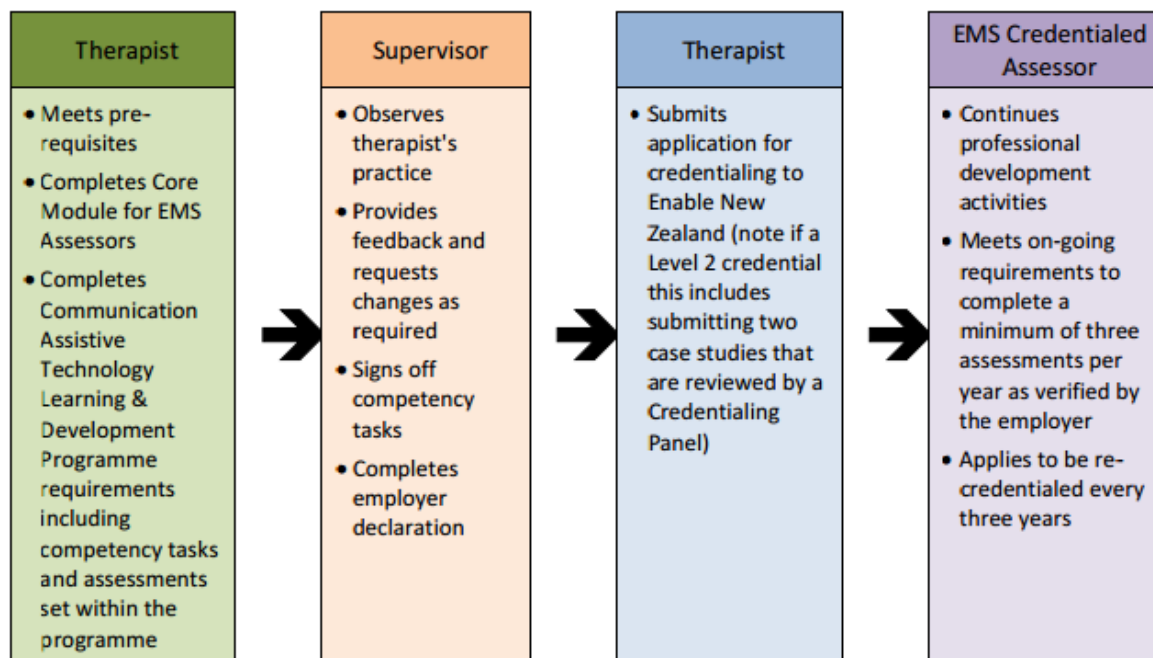


## Process for MoH Funded Communication Assistive Technology Equipment

### Pathway to achieve Communication Assistive Technology credentialing.

Supplementary guide to information found here:

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



1. Therapist meets [prerequisites](#): 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>
  - a. 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:

- a. Sign up for ATANZ Membership (this is a requirement to be credentialed) -  
<https://atanz.org.nz/membership>
- b. Select a supervisor and apply for provisional accreditation. You will be provided an assessor number (in the format of your initials followed by 7 numbers), 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](mailto: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, which is currently TalkLink Trust. There is no cost for signing off on reports for tablet devices.

c. Carry out an assessment, write a summary and rationale and send this to your supervisor.

- **How do I write the assessment 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](#) 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>. A member of the TalkLink team will then be in contact to advise regarding availability of the requested equipment and approximate trial timeframes.

4. Once you have completed the CAT Training Module and received feedback on your report from your supervisor, you then need to login to the Assessor Online section, and apply for CAT 1 Accreditation (please note that if you are completing the CAT 1 training course offered by TalkLink Trust, you will need to submit at least two applications under provisional accreditation before applying for full CAT 1 Accreditation). Following that, Enable New Zealand will email your supervisor to approve your accreditation application. Once that is completed, 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.

**You can then move on to submitting the funding application to Enable New Zealand or *accessible*. Please see the process below for a guide of the various steps involved.**

#### **EMS Funding Processes:**

1. Before submitting a Service Request, you need to first check with TalkLink Trust (via [equipment@talklink.org.nz](mailto:equipment@talklink.org.nz)) if the equipment you are requesting is available from reissuable stores. 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.
2. TalkLink must be consulted before submitting a Service Request for tablet devices. Please use the TalkLink CAT Support Request form for this consultation, if you do not already receive supervision through TalkLink. 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.
3. 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.  
[https://www.health.govt.nz/system/files/documents/pages/getting\\_started\\_guide\\_v2.3\\_february\\_2019\\_final.pdf](https://www.health.govt.nz/system/files/documents/pages/getting_started_guide_v2.3_february_2019_final.pdf) This link provides troubleshooting tips if you run into difficulties logging into this system  
<https://secure.ems.health.nz/ems/assets/resources/Help%20Logging%20In.pdf>

Please note: Enable NZ recommends that the latest version of Google Chrome be used as the browser for submitting Service Requests and Equipment Orders.

4. 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*
5. You will also need to find out when to seek mandatory EMS Advice via the Enable New Zealand or *accessible* 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

accessible Request for EMS advice form is located via the Advice Request tab within aSAP  
<https://accessablenz.microsoftcrmportals.com/>

6. 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: *e.g. 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: *e.g. this could include risks, changes in funded or non-funded care, loss of independence*
  - Reference to Band 1, 2 and 3 list equipment should be answered as “not applicable”, as all CAT equipment is non-list at the current time, so simply enter “non-list equipment” in to these fields
  - Sustainability - we normally expect assistive technology equipment to last 2 – 5 years.

Once the EMS Assessor Section is completed – submit, to confirm eligibility and then use the links provided at the bottom of the EMS Assessor Section page to proceed to either Enable or *accessible* sites to make your Service Request using the relevant equipment ordering system (Enable = Enable Ordering System, **accessible** = aSAP).

By clicking on the link you will be taken directly into Enable’s/*accessible*’s system; the relevant details including the rationale will be passed through in the Service Request automatically.

7. To submit an equipment order via Enable, please see the relevant User Guides found here <https://www.disabilityfunding.co.nz/equipment/Equipment-Service-Request-System> CAT 1 equipment falls within the Band 2 and 3 equipment category.

To Submit an equipment order via **accessible**, please see their “How to” video <https://vimeo.com/362478024> or see <https://www.accessable.co.nz/individual-pages-folder/asap-videos-and-supporting-documents/> for a full list of their support materials.

Please note: If applying for tablet devices that require an iTunes or Google Play Store account, you must enter the delivery address as your local TalkLink Trust office as TalkLink holds the contract for this process. Please also send a copy of the Service Request and equipment quotes to [equipment@talklink.org.nz](mailto:equipment@talklink.org.nz) or submit a support request form for “Ministry of Health funded equipment setup” via <https://talklink.org.nz/support>

You can also nominate TalkLink as the delivery address if you have any other equipment that you need assistance to asset label. If Enable equipment, please forward the asset number you are provided from Enable to [equipment@talklink.org.nz](mailto:equipment@talklink.org.nz)

8. Issuing of Ministry of Health funded equipment requires you to provide documents to the client and their family outlining the terms and conditions of the long-term loan.  
Enable Region: [http://www.disabilityfunding.co.nz/\\_data/assets/word\\_doc/0015/90600/ENAE212-Care-and-Use-of-Equipment-form.docx](http://www.disabilityfunding.co.nz/_data/assets/word_doc/0015/90600/ENAE212-Care-and-Use-of-Equipment-form.docx)  
*accessible* Region:  
<https://www.accessable.co.nz/resources-moh/>
9. Complete equipment training – both technical and implementation training 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, school staff 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](mailto: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.

#### 10. How do I maintain my accreditation?

Every 3 years, you will need to renew your accreditation through Enable New Zealand. 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. Please note however, that in considering assistive technology, if the outcome is that technology is not indicated for that client then this still counts as one of your assessments for that year. For auditing purposes, please ensure your clinical notes adequately reflect this assessment/consideration process in lieu of a full report.

Once you have gained accreditation, and if applying for tablet devices, you need to fill in the support request form here <https://talklink.org.nz/support> and then send your report to [cat1@talklink.org.nz](mailto:cat1@talklink.org.nz) for review by one of the TalkLink staff. Once reviewed, you are able to submit your application. Please note: If applying for tablet devices that require an iTunes or Google Play Store account, you must enter the delivery address as your local TalkLink Trust office as TalkLink holds the contract for this process. Please also send a copy of the Service Request and equipment quotes to [cat1@talklink.org.nz](mailto:cat1@talklink.org.nz).