



**DEPARTMENT OF HUMAN SERVICES**

**VICTORIAN AIDS AND EQUIPMENT  
PROGRAM GUIDELINES**

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# Victorian Aids and Equipment Program Guidelines

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## 1. Victorian Aids and Equipment Program

### 1.1 Purpose

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

### 1.2 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, vehicle 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.

## 2. 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&EP, which is currently funded through the Disability Services Division of the department, includes:

- 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 issuing centres for the general A&EP.

### 2.1 Aim

The Victorian A&EP provides people with a permanent or long-term disability with subsidised aids and equipment to enhance independence in their home, facilitate community participation and support families and carers in their role.

### 2.2 Principles

The key principles underpinning the A&EP are to improve outcomes for individuals and aim to achieve a customer focused service through:

- Streamlined and timely access to an integrated and coordinated service delivery system.
- Transparent processing, prioritisation and equitable access.
- Efficient and cost effective use of resources.

## **2.3 Objectives**

The objectives of the Victorian A&EP are to provide:

1. Subsidised aids and equipment that support goals and plans of an individual at key life stages.
2. Streamlined, single point of access for individuals irrespective of their place of residence.
3. Efficiently administered aids and equipment program that is targeted to individuals most in need and ensures equal access throughout Victoria for people with permanent or long-term disability.
4. A cost-effective aids and equipment program which maximises assistance to as many individuals as possible.
5. High quality aids and equipment that comply with relevant Australian standards (where applicable).

## **2.4 Target Population and Eligibility Criteria**

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

- Must be a permanent resident of Victoria

or hold a:

- Permanent Protection Visa - Resolution of Status (RoS) (subclass 851)
- Asylum seekers (may also be Protection Visa applicants)

**Note:** refugees are initially asylum seekers.

### **And**

- Have a permanent or long term disability and/or are frail aged, and
- Require aids and equipment or vehicle modifications from the aids availability list on a permanent or long-term basis.

### **The person is not eligible if:**

They are either already 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 Aged Care Facility\*.
- 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.
- 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.

**\*Note:** people who are residents of Commonwealth Government funded Residential Aged Care Facilities are eligible for the Victorian A&EP Electronic Communication Device Scheme.

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 the 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 the Victorian A&EP once eligibility under another program or entitlement is exhausted.

## **2.5 Change in Recipient Status**

When a client changes address or moves within Victoria they must inform their current local Victorian A&EP issuing centre.

When a client moves interstate, overseas or into a residential service they are not eligible for any further access to the Victorian A&EP, (excepting the *Electronic Communication Device Scheme*) and the client must inform their current local Victorian A&EP issuing centre.

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.

Clients that go onto either a Community Aged Care Package (CACP), Extended Age Care at Home (EACH), or Extended Age Care at Home Dementia (EACH D) package must inform their current local Victorian A&EP issuing centre.

For clients moving into a Commonwealth Government funded residential aged care service and therefore not eligible under the Victorian A&EP, except for the *Electronic Communication Device Scheme*, 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 issuing centre 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, Australian Department of Health and Aged Care*). Approved providers of Australian Residential Aged Care Services 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*)

## 2.6 What does the Victorian A&EP Provide?

Victorian A&EP provides:

- Subsidised aids, equipment, home and vehicle 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.

## 3. Australian Government Community Based Aged Care Packages

### 3.1 Background

Both Community Aged Care Packages (CACPs), Extended Aged Care at Home (EACH) and Extended Aged Care at Home Dementia (EACH D) packages are funded by the Australian Government and are designed to assist frail older people to remain in their homes. EACH and EACH D package care recipients would otherwise be eligible for high-level residential aged care whilst CACP care recipients would be eligible for low-level care.

### 3.2 Eligibility

People on a CACP, EACH or an EACH D package are eligible to access the A&EP for the following:

- CACP care recipients are eligible to apply to the Victorian A&EP for all items currently available.
- EACH and EACH D package care recipients are only able to apply to the Victorian A&EP for powered wheelchairs, scooters and home modifications.

In addition, applicants must meet the eligibility criteria as outlined in the A&EP Guidelines.

### 3.3 Change in Status

Clients in receipt of an EACH or EACH D package that were previously allocated an item/s through the Victorian A&EP, can continue to use the equipment provided to them until:

- It is no longer appropriate for the client, when it needs to be returned to their local issuing centre, or
- Where in the opinion of the issuing centre coordinator the repair or maintenance of the equipment is no longer a financially viable option, or
- Alternatively ownership of the item can be transferred to the client who will then have responsibility for ongoing maintenance and repairs of the item/s.

**Note:** EACH or EACH D package care recipients will not be reissued any additional items from the Victorian A&EP other than powered wheelchairs or scooters.



## **4. Supported Accommodation Equipment Assistance Scheme (SAEAS)**

### **4.1 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.

### **4.2 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:

- Disability Act 2006
- Children, Youth and Families Act 2005

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).

### **4.3 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 issuing centre.

*(Eligibility is determined by the Accommodation Services Manager, Manager Non-Government Organisation or the Manager Disability Client Services, Department of Human Services).*

### **4.4 Aids and Equipment Available**

Refer to the Victorian A&EP summary aids and equipment list.

**Note:** Home modifications are not available under SAEAS.

## **5. Roles and Responsibilities**

### **5.1 Department of Human Services (the department)**

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

- Promoting the principles and objectives of the Disability Act 2006.
- Managing the statewide budget and allocations to regional Victorian A&EP issuing centres.
- 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.

### **5.2 Victorian Aids and Equipment Program Issuing Centres**

The Victorian A&EP issuing centre 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 Act 2006.
- 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 goods likely to cause serious injury or death that are defective, unsafe or fail to meet prescribed construction, performance and design standards, to Consumer Affairs Victoria on 1300 558 181.
- 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 issuing centres 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, vehicle 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, vehicle 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, vehicle 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.

### **5.3 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 issuing centre 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, vehicle 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, vehicle modification, recommended supplier, and details of customisation to the Victorian A&EP issuing centre.

- 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 issuing centre 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 reissued aid or equipment.
- Ensure training is provided to clients' in the safe use of their aid/equipment.

#### **5.4 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 issuing centre 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 and vehicle 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.

## **6. Application and Supply Process**

### **6.1 Application**

- The potential client, carer, therapist or agency contacts the Victorian A&EP issuing centre. Information regarding the applicant's situation should also be provided to assist in determining the eligibility of the person.
- The Victorian A&EP issuing centre establishes if the applicant is within the Victorian A&EP target population. If this is likely, the Victorian A&EP issuing centre 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 issuing centre.

*(For home modifications over \$1000 the Home Renovation Service (Archicentre) must be involved and an itemised disability specific quote obtained from the builder.)*

- 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)*

- Applications should be returned to the local Victorian A&EP issuing centre for consideration. Applications may be transferred and processed by another Victorian A&EP issuing centre when funds have been depleted at the applicant's nearest issuing centre.

- The Victorian A&EP issuing centre must acknowledge in writing to the client within 10 working days, the receipt of their application.

## 6.2 Assessment and Prescription

- 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)*

- The prescribing therapist or assessor, in conducting the assessment, should ensure that the most appropriate and cost effective aid, equipment, home or vehicle modification is recommended to meet the client's need.
- The Victorian A&EP issuing centre confirms eligibility, reviews the appropriateness of the requested aid, equipment, home or vehicle modification, and where necessary, liaises with the referring assessor to clarify the assessment or make alternative recommendations regarding appropriate and cost effective items.
- If the client has private health insurance, the Victorian A&EP issuing centre 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)*

## 6.3 Supply and Monitoring

- The Victorian A&EP issuing centre 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**.
- Once the application has been accepted, the Victorian A&EP issuing centre should first attempt to supply the aid/equipment from the reissue list. A new aid or equipment should only be purchased when the item is not available from the reissue 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 reissue list.
- If a new aid or equipment is required, the Victorian A&EP issuing centre should order the aid from an appropriate supplier taking into consideration quality, value for money and price of the product.
- 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 issuing centre informs them in writing the likely time frame for supply.
- The department requires that all Victorian A&EP items that are reusable should have the department's identification label attached prior to being issued on permanent loan. All reusable items should have a Victorian A&EP issuing centre label attached to them to assist the client in the return of the aid or equipment when it is no longer required.
- A client is required to sign and return the Victorian A&EP issuing centre Loan Agreement Form *(including acknowledgement of non-refundable contribution)* and be provided with a copy of the following forms:
  - a) Information for Clients.
  - b) Repairs and Maintenance.
- The Victorian A&EP issuing centre 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 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 issuing centre 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).*

#### **6.4 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 reissue 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 reissued 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 client's health or functioning abilities which may result in premature admission to institutional care, hospitalisation or dependence on more costly services.
- 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.

## **6.5 Grievance 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 issuing centre 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 issuing centre, it should be directed to the Department of Human Services Regional Director, via the department's Program and Service Advisor, for resolution.

## **6.6 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 commenced 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)*



## **7. 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 reissue 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, home or vehicle modification safely and effectively.

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

### **7.1 Retrospective or Reimbursement of Funding**

The Victorian A&EP will not reimburse or fund any costs associated with any items of aids or equipment that a person may have committed to, either before or after their application to the Victorian A&EP has been lodged, regardless of their eligibility to this program.

The Victorian A&EP issuing centre must approve all applications for aids and equipment prior to supply. The Victorian A&EP will not provide funds retrospectively.

**In exceptional circumstances Victorian A&EP issuing centres should consult with the regional Department of Human Services Program and Service Advisor regarding interpretation of the Victorian A&EP guidelines, so as to ensure that the client's needs are adequately met. The department Program and Service Advisors may utilise a panel including representation of an independent A&EP issuing centre 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, issuing centres 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 issuing centre 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 issuing centre 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 issuing centre.

## 7.2 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.
- Vehicle modifications, which become the property of the owner of the vehicle.
- 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.

## 7.3 Relinquishment / Disposal

Relinquishment of low cost items is at the discretion of the Victorian A&EP issuing centre taking into consideration the cost of retrieving the item; safety requirements for reissue and cost of purchasing a new item.

Disposal of Victorian A&EP issued equipment is at the discretion of the Victorian A&EP issuing centre 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 issuing centre should record on the Victorian A&EP data system that the item with its asset number has been disposed.

## 7.4 Repair, Maintenance and Replacement

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 issuing centres 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 issuing centre. Clients should not modify items issued through Victorian A&EP without the permission of the Victorian A&EP issuing centre.

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 issuing centre.

### **7.5 Reissue of Equipment**

Aids and equipment that is returned to the Victorian A&EP issuing centre is either reissued immediately to clients on the issuing centres waiting list, or placed on the statewide reissue list if it is unlikely to be issued by the Victorian A&EP issuing centre within one month.

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

Each Victorian A&EP issuing centre is required to email a list of aids and equipment available for reissue, including asset numbers, to all Victorian A&EP issuing centres.

The Victorian A&EP issuing centre that reissues equipment to a client is responsible for the costs of any required repairs and delivery costs.

### **7.6 Insurance of Equipment**

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.

## 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	MAXIMUM SUBSIDY	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) powered scooters customising	\$1000 \$1250 \$6000 \$4000 \$2750	accessories, e.g. carry baskets, canopies; carrier (external for car); clamps (for vans); seat belts (for vehicles); certain outdoor vehicles, e.g. Batricars, disabled people transporters, Vessa Trekkers, Electrodrives, and Ortopaedias; wheelchairs for sporting purposes; tubes and tyres.
<b>Orthoses</b> knee ankle foot orthosis (KAFO) orthosis callipers corsets (surgical) braces cervical collar (customised) shoes (specialised) custom moulded orthoses / build-ups	\$2200  \$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); second skin garments.
<b>Personal Aids and Equipment</b>		
<b>Continence Aids</b> anal plugs catheters and condom drainage connectors drainage bags and bottles intra-vaginal bladder supports	\$1200 per year     \$1200 per year	disposable continence pants; disposable continence pads; drip collectors; colostomy appliances; urinals

<b>AIDS AVAILABLE</b>	<b>MAXIMUM SUBSIDY</b>	<b>AIDS NOT PURCHASED BY THE VICTORIAN A&amp;EP</b>
washable incontinence pants/pads tubes waterproof covers or mattress protectors, e.g. kylies, bluies, washable floor mats		
<b>Environmental Control Units (ECU)</b> When the ECU is included in the electronic communication device	\$3000 or \$2,300	
<b>Lymphoedema Compression Garment Program</b>	40 - 60% of cost of garment	
<b>Oxygen</b> concentrators oxygen gas	\$200 per month	medical pumps e.g.; flatus, suction, clinical air pumps; nebulisers, ventolin pumps; sleep apnoea units; resuscitators; ventilators.
<b>Personal Use Items</b>		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; regular single foam hospital mattresses with a mediflex cover; bed ropes; button hooks and dressing sticks; can openers; 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 e.g. sterile dressings; bandages; surgical gloves; syringes and needles; tap turners; TENS machines / nerve stimulators; teapot pourers; throat dilator; grips; 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, e.g. medications, solutions, ointments; pick-up sticks; reaching aids; pillows; plate guards; pot and pan holders; scissors; 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; washing and drying aids; ergo chairs; industrial seats.
bath seats	\$80	
beds / mattresses (specialised) <ul style="list-style-type: none"> <li>• manual</li> <li>• powered</li> </ul>	\$1200 \$2000	
bed sticks, rails, cot sides	\$200	
blocks to raise height of bed / chair	\$200	
child car seat	\$850	
<b>Commodes / Shower / Transporters</b>		
fixed commode	\$200	
mobile / self propelled	\$1000	
customisation	\$500	
electronic lounge chair	\$1000	
<b>Hoists</b>		
ceiling (not available for SAEAS)	\$3300	
subsidy installation	\$300	
electric mobile	\$2600	

AIDS AVAILABLE	MAXIMUM SUBSIDY	AIDS NOT PURCHASED BY THE VICTORIAN A&EP
<b>Personal Use Items (continued)</b>		
hydraulic adjustable height change table (SAEAS only)	\$2000	
over toilet frame, raised seats	\$90	
portable ramps	\$400	
pressure care equipment	\$1070 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>		
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	not applicable
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 prosthesis	\$450 per year	
Electronic Communication Device Scheme (ECDS)	\$7000 for 6 years and over \$4,500 for children 0-6 years	

AIDS AVAILABLE	MAXIMUM SUBSIDY	AIDS NOT PURCHASED BY THE VICTORIAN A&EP
<b>Home Modifications – Not available under SAEAS</b>		
<p>bathroom, toilet, kitchen and laundry modifications specifically related to the consumers disability.</p> <p>bidet / toilet attachment</p> <p>door fittings (special)</p> <p>door widening</p> <p>hand held showers and switchcocks</p> <p>hand rails and grips</p> <p>painting repairs which are needed due to other A&amp;EP modifications</p> <p>non-slip paint for ramps</p> <p>power outlets and switches</p> <p>shelving where it facilitates wheel chair 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>	<p>\$4,400 per person per lifetime including GST</p>	<p>baths</p> <p>basin / sinks / toilets – plumbing can be altered or items repositioned to facilitate access for WC</p> <p>complete new bathrooms including plumbing</p> <p>concrete pathways and driveways</p> <p>construction of extensions</p> <p>flooring</p> <p>fittings such as mirrors, fans, soap holders, towel rails</p> <p>hot water services</p> <p>shower curtains / screens</p> <p>toilets</p> <p>vanity units</p>
<b>Vehicle Modifications *</b>		
<p>conversion of vehicle for wheelchair access</p> <p>ramps fixed to vehicle</p> <p>specialised trailers, lifters and carriers for wheelchairs</p> <p>modified driving controls to enable a person with a disability to drive a vehicle</p> <p>specialised seats</p> <p>air conditioning for people with thermo regulatory conditions</p> <p>oxygen cylinder restraints systems</p>	<p>\$10,000 maximum subsidy, per person, over a seven year period</p>	<p>Modifications that do not comply with Australian Design Rules or would not comply with VicRoads Standards for Registration.</p> <p>Equipment already available under the general A&amp;EP (e.g. portable ramps, child car seats).</p> <p>Items generally available for purchase, including standard trailers, cameras and rear parking sensors, global positioning systems devices, mirrors cruise control, window tinting.</p> <p>Vehicle running costs, statutory charges or insurance premiums.</p> <p>The purchase of new or second hand vehicles.</p> <p>Modification of vehicles owned by organisations.</p> <p>Vehicle transmission conversions.</p>

\* Refer to Vehicle Modification Subsidy Scheme Guidelines for further information.

## Electronic Communication Devices Scheme (ECDS)

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
Communication and mounting devices for: <ul style="list-style-type: none"> <li>School aged students and Adults who have Complex Communication Needs (CCN) and meet the eligibility criteria of the Victorian A&amp;EP.</li> <li>Prior to school entry Children who meet the eligibility criteria of "Developmental Delay" as defined under the Intellectually Disabled Persons' Services Act 1986.</li> </ul>	\$7,000  \$4,500	Speech pathologist  Occupational therapist is also required if the communication aid user is unable to directly access the ECD or requires a mounting device.	Yes	Yes	12 monthly

- Residents of supported accommodation services, including nursing homes, hostels or community residential units are eligible to apply.
- Communication aid users with equipment that is five years old or no longer meeting their needs may apply for a review of their device.



## Continence Aids

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
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 an urologist, gynaecologist, continence clinic or continence trained State Registered Nurse (SRN).	No	No	12 monthly by: <ul style="list-style-type: none"> <li>• clinic</li> <li>• Royal District Nursing Service (RDNS) continence adviser</li> </ul>

- 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 follow up 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 Victorian A&EP to eligible clients at the same time as funding from other Department of Human Services continence programs and the Commonwealth Government's Continence Aids Assistance Scheme (CAAS).**

## Electronic Voice Aids

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
electronic voice aid	\$1,500 per 5 years	Speech Pathologist who specialises in the management of laryngectomies.	No	No	12 monthly
voice prostheses	\$450 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.

## Environmental Control Units (ECU)

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
<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>	<p>\$3000 or \$2,300 when the ECU is included in the Electronic Communication Device</p>	<p>Occupational therapist</p>	<p>Yes</p>	<p>Yes</p>	<p>12 monthly call</p>

- The replacement of environmental control units will be as required.

## Home Modifications

AIDS AND EQUIPMENT AVAILABLE Home Modifications (Not Available Under SAEAS)	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
bathroom, toilet, kitchen, laundry modifications related to disability. bidet/bidet toilet attachment. door fittings (specialised) hand basins for wheel chair access. hand showers & switchcock hand rails or grips painting repairs related to modifications. non-slip paint for ramps. power outlets and switches. plumbing relocated. safety flooring. taps (specialised) ramps/step modifications thermostats	\$4400 including GST (applicants eligible for life time total).	Occupational Therapist  For modifications in excess of \$1000 Home Renovation Service (Archicentre) must be involved.  For modifications under \$1,000 The Home Renovation Service (Archicentre) can be used.	Yes	Yes	12 month call (mandatory) visit desirable
ramps under \$1000	Included in \$4,400 limit	Occupational Therapist (All modifications should comply with the Australian Standards AS 1428.1 where possible)*	Yes	Yes	As above

<b>AIDS AND EQUIPMENT AVAILABLE</b> <b>Home modifications :</b>	<b>MAXIMUM FUNDING AVAILABLE (SUBSIDY)</b>	<b>TYPE OF ASSESSMENT REQUIRED</b>	<b>HOME VISIT REQUIRED</b>	<b>HOME TRIAL REQUIRED</b>	<b>REVIEW AND FOLLOW UP</b>
ramps over \$1000	Included in \$4,400 limit	Occupation Therapists in consultation with the Home Renovation Service (Archicentre)  (All modifications should comply with the AS 1428.1 where possible)*	Yes	Yes	As above
New dwellings or dwellings under construction: <ul style="list-style-type: none"> <li>Special door fittings, taps, handles, power outlets, switches, internal and external hand rails.</li> </ul>	As above	Occupational Therapists	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 issuing centre must authorise commencement of building work, ensuring that all appropriate forms have been signed. i.e. *agreement between owner and builder, deed of release, therapist acknowledgment if non standard modification and client acknowledgment and release.*
- Victorian A&EP issuing centre should ensure that the **owner, Archicentre representative 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 organisation, business, trust fund or any other type of organisation.
- 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.

## Vehicle Modifications

AIDS AND EQUIPMENT AVAILABLE Vehicle Modifications*	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
Modified driving controls to enable a person with a disability to drive a vehicle. Conversion of vehicle for wheelchair access. Ramps fixed to vehicle. Specialised trailers, lifters and carriers for wheelchairs. Specialised seats. Air conditioning for people with thermo regulatory conditions.	\$10,000 (excluding GST) applicants eligible per seven year period).	VicRoads accredited Occupational Therapists Driver Assessor  Occupational Therapist	No	No	N/A

In certain circumstances, a VicRoads accredited specialist occupational therapists driver assessor will be required to assess a person with a disability need in respect to vehicle modifications.

### Second hand modified vehicles

- Funding may be approved as a partial subsidy towards the cost of any modification components of an already modified vehicle. A vehicle modification subsidy is not available as a contribution towards the purchase cost of second hand vehicles.

\* Refer to Vehicle Modification Subsidy Scheme Guidelines for further information.

Funding is not available under the vehicle modification subsidy scheme for the purchase of:

- Modifications that do not comply with Australian Design Rules or would not comply with VicRoads Standards for Registration (refer VicRoads, Vehicle Standards Information 8 'Guide to Modifications to Motor Vehicles)
- Second Hand Equipment
- Equipment already available under the general A&EP criteria including portable ramps, child car seats, wheelchair harnesses etc.
- Items generally available for purchase including rear vision cameras and rear parking sensors, global positioning system devices, mirrors, cruise control, window tinting, standard trailers etc.
- Vehicle running costs, statutory charges or insurance premiums
- New or second hand vehicles
- Modifications of vehicles owned by organisations.



## Lymphoedema Compression Garment Program

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
<p>Lymphoedema garments are available to people who meet <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li>• people who have been medically assessed as having either primary or secondary Lymphoedema.</li> <li>• meet the eligibility criteria for Victorian A&amp;EP.</li> <li>• are currently receiving the pension or assessed as being a low income earner.</li> </ul>	<p>6 garments per year.</p> <p>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> <ul style="list-style-type: none"> <li>• 60% under \$200</li> <li>• 50% \$200 - \$400</li> <li>• 40% over \$400</li> </ul>	<p>Medical practitioner</p> <p>Lymphoedema therapist eligible for membership with the Australasian Lymphology Association or the Victorian Lymphoedema 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 Lymphoedema clinician.

## Orthoses

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
knee ankle foot orthosis (KAFO) orthosis callipers corsets (surgical) braces (customised) cervical collar (customised) wrist splints (customised)	\$2200 \$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 orthoses / 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.

## Personal Use Aids and Equipment

- 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; (*i.e. 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 FOLLOW UP
bath seats	\$80	Occupational Therapist	Yes	No	12 month call (mandatory) visit desirable
beds/mattresses (specialised)	\$1200	Occupational Therapist	Yes	No	12 month call (mandatory) visit desirable
manual	\$2000				
electric					
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 Physiotherapist	Yes	No	12 month call (mandatory) visit desirable
• mobile/self propelled	\$1000				
• customisation	\$500				
• fixed	\$200				
electrically operated lounge chair	\$1000	Occupational Therapist	Yes	No	Not mandatory

<b>AIDS AND EQUIPMENT AVAILABLE</b>	<b>MAXIMUM FUNDING AVAILABLE (SUBSIDY)</b>	<b>TYPE OF ASSESSMENT REQUIRED</b>	<b>HOME VISIT REQUIRED</b>	<b>HOME TRIAL REQUIRED</b>	<b>REVIEW AND FOLLOW UP</b>
hoists: includes 2 slings <ul style="list-style-type: none"> <li>ceiling</li> <li>subsidy installation</li> <li>electric mobile</li> </ul>	\$3300 \$300 \$2600	Occupational Therapist Physiotherapist	Yes	Yes	12 month call (mandatory) visit desirable
hydraulic adjustable height change table (SAEAS only)	\$2000	Occupational Therapist	Yes	Yes	Not mandatory
over toilet frame, raised seats etc	\$90	Occupational Therapist	Yes	Yes	Not mandatory
portable ramps	\$400	Occupational Therapist	Yes	No	12 month call (mandatory) visit desirable
pressure care equipment mattresses / cushions	\$1070 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 /	\$90	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

## Provision of Oxygen

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
<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 position papers (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 2005; 182: 621: 626 at:</i>  <a href="http://www.mja.com.au/public/issues/182_12_200605/mcd10865_fm.html">http://www.mja.com.au/public/issues/182_12_200605/mcd10865_fm.html</a></p> <p><i>Or</i></p> <p><a href="http://www.thoracic.org.au/gloxygen.html">http://www.thoracic.org.au/gloxygen.html</a></p> <p><i>For further details on children see TSANZ Position Statement for Infants with chronic neonatal lung disease: recommendations for home oxygen therapy in children at:</i>  <a href="http://www.thoracic.org.au/oxygentherapydoc01.pdf">http://www.thoracic.org.au/oxygentherapydoc01.pdf</a></p> <p><i>Or</i></p> <p><a href="http://www.thoracic.org.au/gloxygen.html">http://www.thoracic.org.au/gloxygen.html</a></p>	\$200 per month	<p>Consultant physician specialising in respiratory (thoracic) medicine, cardiology or oncology.</p> <p><u>and</u></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>A full review with repeat blood gases as per the guidelines 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. More frequent clinical assessments may be indicated in some situations.</p>

- The above position papers are used as a guideline to review each separate application for domiciliary oxygen.
- Domiciliary oxygen is not available for occasional or intermittent use, or for use with nebulisers, suctioning equipment or for occasional exacerbations of asthma. These applications are purely the responsibility of the person or their carer.
- Children can be assessed using 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 issuing centres 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 issuing centre can approve the prescription.
- New prescriptions, fully completed, and all documentation including 'confirmation of disability certificate' are to be forwarded to the consultant respiratory physician for approval. Incomplete applications will be returned to the requesting physician for completion and re-submission for approval.
- It remains the legal responsibility of the prescribing consultant physician, not the issuing centre 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 issuing centre and when it does not appear to be in accordance with the prescription, it 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.
- The cost of complying with and the safe storage of free standing cylinders that must be secured to a wall fitting using a chain or a strap is the responsibility of the client. Free standing cylinders may need to be secured to a wall fitting to prevent a serious accident such as could occur for example, if the cylinder is knocked over onto a child.
- Oxygen funding will NOT be supplied for any person who is a current smoker or who has resumed active tobacco smoking once approved for domiciliary oxygen. The risk of incineration whilst smoking and simultaneously using oxygen is very high, and cannot be accepted by either the agency (issuing centre) or the supplier.
- In the event of a client who is currently receiving subsidised oxygen being identified as having resumed active tobacco smoking, then following notification of both client and prescribing physician, subsidised oxygen supplies will be immediately terminated by the issuing centre and the supplier will be instructed to withdraw equipment, notwithstanding the severity of the client's underlying medical condition.
- Resumption of funding and oxygen supplies will only recommence following demonstration of complete abstinence from tobacco smoking for a period of at least 6-8 weeks.
- Where oxygen use exceeds the maximum monthly subsidy the client is responsible to pay the difference directly to the supplier.

## Walking Aids

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
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.

## Wheelchairs and Scooters

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
manual (basic chair) (15 kilograms or more)	\$1000	Occupational Therapist or Physiotherapist	Yes	Yes	2 yearly (mandatory)
manual (light weight) based on medical or assessed need. (less than 15 kilograms)	\$1250	Occupational Therapist or Physiotherapist	Yes	Yes	2 yearly (mandatory)
Powered	\$6000	Occupational Therapist or Physiotherapist	Yes	Yes	Full service on battery replacement (mandatory)
Scooters	\$4000	Occupational Therapist or Physiotherapist	Yes	Yes	Full service on battery replacement (mandatory)
wheelchair customising :	\$2750	Occupational Therapist or Physiotherapist	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>		Occupational Therapist or Physiotherapist	Yes	Yes	2 yearly (mandatory)
<ul style="list-style-type: none"> <li>trays (for postural reasons or for assisting communication)</li> </ul>		Occupational Therapist or Physiotherapist and for trays for communication devices a speech pathologist in consultation with OT/PT.	N/A	N/A	N/A
<b>Maintenance*</b> : 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 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 issuing centre to assist in establishing the capacity of the client to safely and effectively use the equipment. (i.e. 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 wheel chairs and scooters is 10 kilometres per hour. The Victorian A&EP will only purchase items that do not exceed this limit.
  - Wheel chair customising includes additional specialised, necessary items, for disability, which is not part of the standard item. Customisation may include adaptation of brakes, specialised forms of seating, i.e. tilt in space, moulded seats, lumbar supports, heel cups, elevating leg rests etc. The A&EP does not fund wheel chair accessories such as baskets and flags.
  - One wheel chair will be issued per person (either manual or powered). A second hand (reissued) manual wheel chair may be provided as a backup for a powered wheel chair/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. The second hand (reissued) manual wheel chair for backup purposes will be repaired by the Victorian A&EP, but customisation will not be funded.
  - The replacement of a powered or manual wheel chair will be considered after a minimum of 7 years or subject to reassessment.
  - Sporting wheel chairs 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.

## Wigs

AIDS AND EQUIPMENT AVAILABLE	MAXIMUM FUNDING AVAILABLE (SUBSIDY)	TYPE OF ASSESSMENT REQUIRED	HOME VISIT REQUIRED	HOME TRIAL REQUIRED	REVIEW AND FOLLOW UP
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 per 2 years if a more expensive wig is requested.



## Appendix 1: Victorian A&EP Issuing Centre Details including Local Government Areas

Health Service	A&EP Contact	Telephone	Fax	E-mail Address	Address	Local Government Area
<b>Metropolitan</b>						
Austin Health – Heidelberg Repatriation Hospital	Alison Ratcliffe	9496 4094	9496 4365	<a href="mailto:alison.ratcliffe@austin.org.au">alison.ratcliffe@austin.org.au</a>	Austin Health Heidelberg Repatriation Hospital Banksia Street West Heidelberg 3081	Banyule, Boroondara
Eastern Health – Box Hill Hospital	Simone Cumming	8804 9984	9886 1855	<a href="mailto:simone.cumming@easternhealth.org.au">simone.cumming@easternhealth.org.au</a>	The Peter James Centre Mahoney's Road Burwood East 3151 (For postage Locked Bag No. 1, Forest Hill 3131)	Manningham, Whitehorse
<b>SAEAS CONTACT</b>	Ruth Dann					
Maroondah Hospital	Natalie Gourley	8804 9980	9886 1855	<a href="mailto:natalie.gourley@easternhealth.org.au">natalie.gourley@easternhealth.org.au</a>		Maroondah, Yarra Ranges
Alfred Health – Caulfield Hospital	Gael Kelly	9076 6316	9076 6726	<a href="mailto:g.kelly@cgmc.org.au">g.kelly@cgmc.org.au</a>	Caulfield Hospital 260 Kooyong Road Caulfield 3162	Port Phillip, Stonnington, Glen Eira,
<b>SAEAS CONTACT</b>						
Southern Health – Dandenong Hospital	Krishen Pandita	9709 7142	9709 7170	<a href="mailto:krishen.pandita@southernhealth.org.au">krishen.pandita@southernhealth.org.au</a>	1 Raymond McMahon Boulevard Endeavour Hills 3802	Greater Dandenong, Cardinia, Casey (East), Bayside, Kingston
<b>SAEAS CONTACT</b>						
Melbourne Health – Royal Park Campus	Sue Edwards	8387 2251	8387 2191	<a href="mailto:sue.edwards@mh.org.au">sue.edwards@mh.org.au</a>	Melbourne Health Royal Park Campus PO Box 7000 Carlton South 3053	Hume, Moreland
Health Service	A&EP	Telephone	Fax	E-mail Address	Address	Local Government

	Contact					Area
<b>Metropolitan</b>						
Southern Health – Monash Medical Centre	Jane Clements	9928 8185	9928 8113	<a href="mailto:jane.clements@southernhealth.org.au">jane.clements@southernhealth.org.au</a>	Monash Medical Centre Centre Road Bentleigh East 3165	Knox, Monash
Peninsula Health – 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 Williams	8405 8594	8405 8734	<a href="mailto:sharon.williams@nh.org.au">sharon.williams@nh.org.au</a>	The Northern Hospital 185 Cooper Street Epping 3076	Nillumbik, Whittlesea, Darebin (North)
St Vincent's Hospital <b>SAEAS CONTACT</b>	Monica Carroll	9288 3858	9288 3914	<a href="mailto:stva&amp;ep@svhm.org.au">stva&amp;ep@svhm.org.au</a>	St Vincent's Hospital 41 Victoria Parade Fitzroy 3065	Darebin (South), Melbourne, Yarra
Western Health – Sunshine Hospital	Janet McDonald	8345 1267 or 8345 1529	8345 1304	<a href="mailto:janet.mcdonald@wh.org.au">janet.mcdonald@wh.org.au</a>	Western Health Sunshine Hospital PO Box 294 Sunshine St Albans 3021	Maribyrnong, Moonee Valley, Brimbank, Melton, Hobsons Bay, Wyndham,
<b>Rural and Regional</b>						
Bairnsdale Regional Health Service <b>SAEAS CONTACT</b>	Debra Matthes	5150 3602	5150 3603	<a href="http://debra.matthes.com.au">debra.matthes.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 <b>SAEAS CONTACT</b>	Jeni Burton	5320 3715	5320 3800	<a href="mailto:jeniB@bhs.org.au">jeniB@bhs.org.au</a>	Ballarat Health Services PO Box 557 102 Ascot Street South Ballarat 3350	Ararat, Pyrenees, Ballarat, Northern Grampians, Hepburn, Golden Plains, Moorabool

Health Service	A&EP	Telephone	Fax	E-mail Address	Address	Local Government
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	Contact					Area
<b>Rural and Regional</b>						
Barwon Health – McKellar Centre Geelong <b>SAEAS CONTACT</b>	Judith Irvin	5279 2281	5279 2481	<a href="mailto:judith@barwonhealth.org.au">judith@barwonhealth.org.au</a>	McKellar Centre 45-95 Ballarat Road North Geelong 3215	Colac Otways, Surf Coast, Greater Geelong, Queenscliff
Bass Coast Regional Health	Allison Murray or Debbie Ellis	5671 3343	5671 3348	<a href="mailto:allison.murray@bcrh.com.au">allison.murray@bcrh.com.au</a> <a href="mailto:debbie.ellis@bcrh.com.au">debbie.ellis@bcrh.com.au</a>	Bass Coast Regional health Graham Street or PO Box 120 Wonthaggi 3995	Bass Coast, French Island
Bendigo Health Care Group <b>SAEAS CONTACT</b>	Annie Brereton or Sandra Hosking	5454 8750	5454 8759	<a href="mailto:abrereto@bendigohealth.org.au">abrereto@bendigohealth.org.au</a> <a href="mailto:shosking@bendigohealth.org.au">shosking@bendigohealth.org.au</a>	Bendigo Health Care Group PO Box 126 Bendigo 3552	Campaspe (South), Mt Alexander, Greater Bendigo, Loddon, Macedon Ranges, Central Goldfields
Gippsland Southern Health Services	Noelle Bowman	5654 2716	5654 2717	<a href="mailto:noelle.bowman@gshs.com.au">noelle.bowman@gshs.com.au</a> <a href="mailto:vivian.carroll@gshs.com.au">vivian.carroll@gshs.com.au</a>	Gippsland Southern Health Service Private Bag 13 Leongatha 3953	South Gippsland
Goulburn Valley Health	Mohan Bodhankar	5832 2200	5832 2229	<a href="mailto:mohan.bodhankar@gvh.humehealth.org.au">mohan.bodhankar@gvh.humehealth.org.au</a>	Goulburn Valley Health Graham Street Shepparton 3630	Mitchell, Murrindindi, Strathbogie, Greater Shepparton, Moira, Campaspe (North)
Northeast Health <b>SAEAS CONTACT</b>	Annalee Gardam	5722 5073	5722 0146	<a href="mailto:annalee.gardam@nhw.hume.org.au">annalee.gardam@nhw.hume.org.au</a>	Northeast Health PO Box 386 Wangaratta 3677	Alpine, Delatite, Rural City of Wangaratta
South West Healthcare	Beth McGinley	5564 4117 5564 4125	5564 4220	<a href="mailto:bmcinley@swh.net.au">bmcinley@swh.net.au</a>	South West Healthcare Warrnambool Campus Ryot Street Warrnambool 3280	Moyne, Corangamite, Warrnambool

Health Service	A&EP	Telephone	Fax	E-mail Address	Address	Local Government
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	Contact					Area
<b>Rural and Regional</b>						
Sunraysia Community Health Services	Tom Rau Ginett Argiro	5022 5444	5022 5445	<a href="mailto:trau@schs.com.au">trau@schs.com.au</a>	Sunraysia Community Health Services PO Box 2803 Mildura 3502	Mildura
Swan Hill District Health	Janette Davison	5033 1450	5033 1663	<a href="mailto:counsellingreception@shdh.org.au">counsellingreception@shdh.org.au</a>	Swan Hill District Health A&EP 13 Pritchard Street PO Box 483 Swan Hill 3585	Buloke, Swan Hill, Gannawarra
Western District Health Service	Naomi Hill	5551 8206	5551 8548	<a href="mailto:naomi.hill@wdhs.net">naomi.hill@wdhs.net</a>	Western District Health Service PO Box 283 Hamilton 3300	Southern Grampians, Glenelg
Wimmera Health Care Group	Jill Jarred	5381 9112	5381 9330	<a href="mailto:jill.jarred@whcg.org.au">jill.jarred@whcg.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

Health Service	A&EP Contact	Telephone	Fax	E-mail Address	Address	Local Government Area
<b>Statewide</b>						
Mercy Hospital for Women Lymphoedema Compression Garment Program (LCGP)	Penny Sanderson	8458 4988	8458 4987	<a href="mailto:psanderson@mercy.com.au">psanderson@mercy.com.au</a>	Lymphoedema Compression Garment Program Level 1, 232 Victoria Pde East Melbourne, 3002	Statewide Lymphoedema Compression Garments only.
Royal Children's Hospital	Melanie Gibbs Sandra Licciardo	9345 5964 9345 6894	9347 5046	<a href="mailto:melanie.gibbs@rch.org.au">melanie.gibbs@rch.org.au</a> <a href="mailto:sandra.licciardo@rch.org.au">sandra.licciardo@rch.org.au</a>	Royal Childrens Hospital Flemington Road Parkville 3052	Statewide Children only
Yooralla Brooklyn – Electronic Communication Devices Scheme	Kim Magee Angela Klaniscek	9362 6154 9362 6155	9314 9759	<a href="mailto:kim.magee@yooralla.com.au">kim.magee@yooralla.com.au</a> <a href="mailto:a&amp;ep@yooralla.com.au">a&amp;ep@yooralla.com.au</a>	Electronic Communication Devices Scheme Yooralla Society of Victoria 705 Geelong Road Brooklyn 3025	Statewide Electronic Communication Devices only
Vehicle Modification Subsidy Scheme	Jeni Burton	5320 3715	5320 3800	<a href="mailto:jeniB@bhs.org.au">jeniB@bhs.org.au</a>	Ballarat Health Services PO Box 557 102 Ascot Street South Ballarat 3350	Statewide Vehicle Modifications only



Non Government							
Non Government Organisation	Contact	Telephone	Fax	E-mail Address	Address	Target group	Service
Motor Neurone Disease Association Victoria	Julie McConnell	9830 2122 or 1800 806 632	9830 2228	<a href="mailto:jmccconnell@mnd.asn.au">jmccconnell@mnd.asn.au</a>	Motor Neurone Disease Association Victoria PO Box 23 Canterbury 3126	People with Motor Neurone Disease	Equipment library for temporary loan range of appropriate items.

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## Appendix 2: Victorian Aids and Equipment Program (A&EP) and Other Programs

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### Individual Support Packages

HomeFirst, Support and Choice and Community Options/Futures for Young Adults Years 1-8 were combined in July 2008 to create Individual Support Packages.

#### Aids and Equipment for Individual Support Package (ISP) clients

ISP Clients may be required to contribute (where this applies) towards the cost of the item of aid or equipment. This is commonly referred to as top-up or gap funding. Where initial planning with a person on an ISP indicates a need for an item of aid or equipment, or vehicle or home modification as part of a person's overall support needs, this should be sought through the A&EP wherever possible.

ISP funding may be used for either a part contribution or for the whole cost of the top-up/gap for an item of aid or equipment provided through the A&EP as long as it is consistent with the ISP funding guidelines.

ISP funding may be used to fund the gap amount for aids, equipment, vehicle modifications and home modifications that are specified in the Victorian A&EP Guidelines summary list.

### My Future My Choice

My future my choice aims to provide better living options for younger people in, or at risk of entry to, Residential Aged Care (RAC). This will be achieved through the development of innovative support models that respond to complex clinical and health care needs, whilst also providing lifestyle and social opportunities that younger people can identify with.

The 'My future My Choice' initiative has three strategic objectives:

- **To provide alternative supports**

*Provide better living options for younger people with a disability in residential aged care settings, where it can be made available and where this is what the younger person chooses.*

- **To enhance disability supports within RAC**

*Promote a more age appropriate response to those younger people with a disability who choose to remain in residential aged care, or for whom residential aged care remains the most suitable supported accommodation option available.*

- **To minimise future admissions to RAC**

*Provide alternative responses, where possible, for younger people with a disability who are at risk of admission to residential aged care*

*The initial priority is to achieve this for people aged less than 50 years.*

#### Aids and Equipment for My Future My Choice clients

Participants of the initiative who reside in RAC are not eligible to access the Victorian Aids and Equipment program (Victorian A&EP), administered by the Department of Human Services.

My future my choice acknowledges that access to suitable aids and equipment is important in maximising the independence and wellbeing of younger people living in RAC. It is agreed that the initiative will provide aids and equipment where appropriate. It is important to note that my future my choice will not fund items that are the responsibility of RAC providers (e.g. continence aids).

## **Transition Care Program**

The Transition Care Program (TCP) is an Australian Government and State Government funded program. The TCP targets older people at the conclusion of a hospital admission who require more time and support in a non hospital environment to complete their restorative process to optimise their functional capacity and finalise their access to longer-term care arrangements.

TCP is delivered in an older person's home or within a facility that are able to provide bed based services such as a residential aged care facility or supported residential service. In some instances TCP will be delivered in a specified unit on a hospital site. However wherever TCP is delivered it is not an admitted service.

### **Aids and Equipment for Transition Care Program clients**

People exiting TCP may do so to a variety of settings including Commonwealth funded Residential Aged Care Service, Supported Residential Services (SRSs), home with a CACP or EACH package, home with HACC services, or home with no services.

All clients being discharged from a TCP, except for those that will be admitted directly into an RACF, will be eligible immediately for all items of aids and equipment available within the current A&EP range. EACH package care recipients are only eligible to apply for powered wheelchairs, scooters and home modifications from the A&EP.

#### ***Therefore:***

- A&EP can accept applications for long-term equipment provision for older people currently receiving TCP
- At the conclusion of a TCP episode the person is immediately eligible for A&EP (unless they do not meet the usual A&EP eligibility criteria)
- A&EP can use their discretion to supply equipment for an ongoing need prior to completion of TCP if equipment is available
- TCP will supply to A&EP information regarding the person's long-term care plans
- If a person is on a waiting list for an aged care service (e.g. CACP or EACH) at the conclusion of TCP then they are eligible for A&EP (as with all others on waiting lists).
- Usual priority criteria will be applied by A&EP to applications from TCP clients
- TCP does not have funding for the provision of ongoing equipment needs.

### **Supply of Aids and Equipment**

Contact your regional Department of Human Services, Program and Service Advisor for further information.

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## **Appendix 3: Aids and Equipment Program Directory**

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### **Aids and Equipment Program – Department of Human Services**

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 Department of Human Services 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 for people aged 5 years and over.

#### **Cystic Fibrosis Association of Victoria**

Equipment hire service.

#### **Department of Veterans' Affairs (DVA)**

Assistance provided as compensation for war service and defence caused injury or disease for veterans, war widows, and dependents. Items available include aids for disability living and self help aids.

#### **Disability Services Division – Department of Human Services**

Provides funds to agencies to conduct equipment services.

#### **Early Choices - Department of Human Services**

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 Department of Human Services regional office.

#### **Equipment Recycling Network Inc**

Holds an extensive list of items of equipment for sale and required.

#### **Free Eye Care**

People who have an eye condition or disease and require eye care please 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.

### **In-Home Accommodation Support (IHAS) – Department of Human Services**

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.

### **Individual Support Packages (ISPs)**

Disability Services funds that are allocated to a person to meet their disability related support needs. The funds may be used to buy a range of disability-related supports chosen by the person to assist them to achieve their goals. Disability Services funding may complement existing informal support arrangements from family and friends and/or generally available community services.

People can receive help from a facilitator to bring together the important people in their life, such as family, friends or advocates, to think about and document the supports that are needed and how they should be provided.

### **Linkages HACC – Department of Human Services**

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 Department of Human Services 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 Department of Human Services regional office.

### **Motor Neurone Disease Association Victoria**

Provides assistance to people with Motor Neurone Disease.

### **My Future My Choice**

Provides better living options for younger people in, or at risk of entry to a residential aged care service.

### **Multi-Purpose Taxi Program, Victorian Taxi Directorate**

Provides a 50 % discount on taxi fares, up to a maximum of \$60 per trip, for permanently and severely disabled people. Some people may have a yearly limit.

### **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.

### **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. TREC provides customised seating and other items of equipment and repairs to wheelchairs.

### **Transition Care Program (TCP)**

Is a Commonwealth/State funded program that targets older people at the conclusion of a hospital admission. TCP is delivered in an older person's home or within a facility able to provide bed based services such as a residential aged care facility or supported residential service. In some instances TCP will be delivered in a specified unit on a hospital site. However wherever TCP is delivered it is not an admitted service.

### **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.

### **Vicdeaf**

Administers the Aids and Equipment Program's Fire Alarm Subsidy Scheme and provides support for people with a hearing impairment.

### **Vision Australia Foundation**

Provides subsidies on a range of equipment for people with a vision impairment.



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## Appendix 4: Aids and Equipment Programs in Australia

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### Victoria

Disability Services Division, Department of Human Services, Level 7 50 Lonsdale Street Melbourne VIC 3000. Phone: 1800 783 783 Internet: [www.dhs.vic.gov.au/ds/aep](http://www.dhs.vic.gov.au/ds/aep)

### New South Wales

EnableNSW, Enable NSW Health Support PO Box 1770 Chatswood NSW 2057. Phone: 1800 362 253 or SMS 1800enable

### Australian Capital Territory

ACT Equipment Scheme, ACT Community Services, Level One, Building 3 Woden ACT 2606. Phone: 02 6244 2580 Internet: <http://www.health.act.gov.au/c/health?a=sp&pid=1059610195>

### Tasmania

Southern Community Equipment Scheme, Lower Statton Building, 90 Davey St Hobart TAS 7000 Phone: 03 6222 7280 Internet: <http://www.dhhs.tas.gov.au>

### Queensland

Medical Aids Subsidy Scheme, Department of Health, Queensland Health, PO Box 1507 Fortitude Valley QLD 4006. Phone: 07 3250 8555. Internet: <http://www.health.gov.au/mass.default.asp>

### Northern Territory

Territory Independence and Mobility Equipment Scheme, Department of Health and Community Services, PO Box 40596 Causarina NT 0811. Phone: 08 8999 2400 Internet: [www.health.nt.gov.au](http://www.health.nt.gov.au)

### Western Australia

Community Aids and Equipment Program, Disability Services Commission, 53 Ord Street, West Perth WA 6005. Phone: 08 9426 9200 Free call 1800 998 214 Internet: <http://www.disability.wa.gov.au/DSC:STANDARD:760717947:pc=PC90385>

### South Australia

Domiciliary Equipment Service Building 4, 300 Richmond Road, Netley SA 5037 Phone: 08 8193 1244 Internet: [www.domcare.sa.gov.au](http://www.domcare.sa.gov.au)





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## Appendix 5: Guideline Abbreviations

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

