

## IMPORTANT INFORMATION for EMS Assessors

The Ministry of Health (MOH) Equipment and Modifications Services (EMS) Portal replaced the Prioritisation Tool on the 25<sup>th</sup> February 2019. As informed by MOH this requires an EMS Portal clinical rationale document to be completed and sent to either Enable New Zealand or accessible (dependent on region).

### EMS Portal clinical rationale document

Enable New Zealand and the EMS Assessor have a responsibility to ensure that eligibility and access criteria are met and the proposed essential solution is a cost effective one. Once the EMS Portal document has been submitted, it may be reviewed by a member of the EMS Advisory team. Further clarification may be requested if there is not sufficient information – the EMS Assessor **must** ensure there is a clear clinical rationale to enable a timely funding decision.

If an assessor repeatedly provides Enable New Zealand with an EMS Portal document where concerns are highlighted; a subsequent and detailed initial review may occur. Please note any secondary reviews may include discussion with your line manager or the relevant person at the individual DHB or employer.

The assessor section clinical rationale document – this completed document **must be saved to your desktop and uploaded to RTL** – the EMS Portal does not do this automatically.

**Note: Until all required documentation are attached; Service Requests will only be put on hold for a fixed period before closure**

### Service Request via RTL

Your service requests should be submitted with all the relevant documentation and an EMS Portal document that includes clear, clinical information which demonstrates MOH eligibility and access criteria combined with an essential and cost effective solution, this will avoid unnecessary delays.

Documents attached to a service request using RTL can include:

#### For Equipment

- EMS Advisory outcome summary or EMS Portal assessor section clinical rationale document
- Equipment quotes
- If the equipment is a band 1, 2, 3 preferred supplier list item this will have a code as shown below – in this case a quote is not required

ORDERING CODE
P37
P22

However, if you need additional accessories to the preferred supplied list item (band list) on the same RTL, you will need a quote for those accessories.

- Accessories – you will still need a quote or a supplier catalogue code entered into RTL

- Trial approvals new purchase via supplier - do require a final quote if successful, regardless of preferred supplier list or non-list items
- Trial approval – successful trial of list items via preferred supplier that are reissued from our stock – do not require a final quote – this will be indicated on the trial approval form
- If your successful trial package subsequently comes over the \$5k MOH mandatory requirement for EMS advice – you will be asked to submit a completed EMS Advice document through ProWorkflow (PWF)
- PWC or MWC fully completed scripts
- Unsuccessful trials for wheelchairs – attach any amended or updated wheelchair scripts
- If you are not accredited for the solution you are requesting please add the AEA name and number of the person who does have the correct accreditation to the notes section of RTL

#### **For Basic housing:**

- EMS Advisory outcome summary or EMS Portal clinical rationale document
- Quotes
- Completed Scheduled summary
- Completed and signed Terms and Conditions
- Signed sketch (existing and proposed) - ensure the sketch is clear, readable and completed with measurements
- Photos

#### **For Complex housing:**

- EMS Advisory outcome summary or EMS Portal clinical rationale document
- Completed Scheduled summary
- Completed and signed Terms and Conditions
- Signed sketch (existing and proposed) - ensure the sketch is clear, readable and completed with measurements
- Photos
- ENZ approval form if applicable

#### **Funding Streams**

##### Disability Support Services (DSS)

- Equipment and Modification Services (EMS) are one of the many services funded by MOH through the DSS funding stream

##### Long Term Supports – Chronic Health Conditions funding (LTS-CHC)

- If your client meets the guidelines for LTS-CHC, please ensure LTS-CHC funding is indicated in the notes section of RTL
- Information on LTS-CHC funding can be found in section 7 of the equipment manual or section 10 of the housing manual

Further EMS information can be found at this link:

<https://www.health.govt.nz/our-work/disability-services/contracting-and-working-disability-support-services/equipment-and-modification-services>