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## MEMORANDUM

**To:** ADP Registered Authorizers, Vendors and Regional Assessment Centres Visual Aids

**From:** The Assistive Devices Program (ADP)

**Date:** April 19, 2011

**Re:** *Application for Funding Visual Aids form (NEW)*

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On June 13, 2011, the Assistive Devices Program (ADP) will implement a new information technology system. The new system will provide a modern and efficient platform to document all client transactions, claims adjudication and vendor payments.

As a result of the transition to the new system and to facilitate both stakeholder access and claim processing of all requests for funding visual aids, a new application form has been created. The new form replaces the generic *Equipment Supply Authorization* (ESA) form that is currently used for submitting ADP funding requests for **visual aids**.

**Please note that no changes have been made to current policy, eligibility criteria, assessment requirements or pricing for visual aids as a result of the new ADP IT system.**

**Note: There is no longer the requirement to provide the ADP device code for each recommended item selected. The new format includes a check box alongside the description of each device/fee. The ADP Registered Authorizer checks the item(s) required.**

The new *Application for Funding Visual Aids* form includes the following features:

- The form has been structured to collect only the information required to process a request for ADP funding
- Decreased use of written information (use of check boxes) will expedite application submission and processing time
- Forms will no longer be pre-numbered; a claim specific ADP number will be created when the application is recorded at the ADP. A blank sample of the application form will be posted on the ADP website and can be downloaded in fill and print format
- **Device Codes/Catalogue Numbers** related to the recommendation of all visual aids required have been removed; the description of each device remains on the form. Although reference to device codes/catalogue numbers has been removed from the device recommendation part of the application form, the codes themselves will continue to be used on **vendor invoices**. Device codes and ADP prices are listed in Visual Aids product manual.

### **Application for Funding Visual Aids: overview of the new form structure:**

The new application form is divided into four sections; the flow of the form is intuitive in nature, that is, it takes the individual(s) completing the form through a logical progression of assessment and device recommendation leading to the submission of a completed application form. It will take less time for the form to be completed, the ADP will be able to process fully completed requests in a more timely fashion and payments to vendors will be faster.

#### **❖ Section 1 – Applicant’s Biographical Information**

- Captures mandatory client information (e.g. name, address, health card number)
- Collection of ‘Confirmation of Benefits’ information (e.g. social assistance)

#### **❖ Section 2 – Devices and Eligibility**

- Fields that relate to the applicant’s functional vision status, completed by the authorizer

- Fields that identify the devices, supplies or fees for which funding is being requested (check box format)
- Certain devices (flagged with \*\*) require the make, model and description to be provided
- **Reason for Application and Replacement Required Due to:** must be completed by the authorizer (check box format)

### ❖ **Section 3 – Applicant’s Consent and Signature**

- Agreement by the applicant re: release of personal health information to the ADP and its agents (Ministry requirement)
- In instances where the client is represented by an agent (e.g. Power of Attorney etc.) the agent’s contact information is required

### ❖ **Section 4 – Signatures**

- Capture of signatures and associated contact details for:
  - Prescriber (physician or optometrist) where applicable
  - Authorizer
  - Vendor (if applicable)
  - Clinic information, where applicable

**A chart is enclosed to support you in becoming familiar with the new form.**

Important Dates to Remember:

- **May 2, 2011:** visit the ADP website at:  
[http://www.health.gov.on.ca/english/providers/program/adp/adp\\_mn.html](http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html)  
 to view the:
  - Updated Policy and Procedures Manual for the Assistive Devices Program including:
    - Updated conflict of interest policy about which you were notified by memo in November 2010
    - A new policy section clarifying that ADP does not fund batteries
    - A new policy on rebates
  - Updated Policy and Administration Manual for Visual Aids

- New *Application for Funding Visual Aids* form (fill and print format)
- New Applicant Information Sheet (must be presented to every applicant at time of assessment)
- FAQ regarding the changes to the application form
- **May 15, 2011**: last authorizer signature date that the current application form may be used; forms with an authorizer signature date of May 15, 2011 and before must be received at the ADP no later than **June 30, 2011**
- **May 16, 2011**: new application form must be used for all authorizer signature dates initiated on this date and going forward
- **June 13, 2011**: new ADP IT system goes live

A draft of the new ***Application for Funding Visual Aids*** form has been enclosed for your careful review. Note that this copy is not to be used to submit applications for funding assistance. On **May 2, 2011** the **final version** of the new application form and the Applicant Information Sheet will be posted on the ADP website in fill and print format.

[http://www.health.gov.on.ca/english/providers/program/adp/adp\\_mn.html](http://www.health.gov.on.ca/english/providers/program/adp/adp_mn.html)

If you have any questions or should you require electronic copy of this memo, please contact George Smolinski at 416-326-6474 or 1-800-268-6021 or at [george.smolinski@ontario.ca](mailto:george.smolinski@ontario.ca)

original signed by

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Joan Stevens  
Program Manager

Enclosures: Draft *Application for Funding Visual Aids* form  
Chart outlining the structure of the *Application for Funding Visual Aids* form