

# **Alberta Health**

## **Alberta Aids to Daily Living Seating and Wheelchair Accessories Benefits**

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### **Policy & Procedures Manual**

October 1, 2016



## Revision History

Description	Date
All policies updated. Policy V combined with Policy X.	October 1,2016

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# Policy X – 01

## Background

### **Policy Statement:**

This policy manual for AADL Seating Benefits replaces the previous Seating Benefit manual and Wheelchair Accessories manual effective October 1, 2016.

The policies, procedures and approved product list have been developed in close collaboration with clinical experts and informed by current research and best practice information.

# Policy X – 02

## Client Eligibility and Authorization Process

### Policy Statement:

All clients must meet general program eligibility requirements found in the AADL General Policy and Procedures manual.

### Seating Benefit Specific Eligibility

AADL Seating Benefits are provided for individuals for whom postural support is identified as an essential clinical need to enable safe and effective use of a wheelchair.

AADL only provides funding for one seating system per client, based on the limits described in Policy X-04.

Seating benefits are funded based on a client's clinically assessed, basic need.

A client is only eligible for AADL Seating Benefits if all the following conditions are met:

- The client's needs are assessed and equipment is authorized by an AADL Seating Authorizer (Policy X-05).
- The equipment is provided by an AADL approved Seating Vendor (Policy X-07).
- The assessment and provision of benefits is in compliance with AADL Seating Standards (Policy X-10).

Eligibility for specific seating benefits are determined by the client's assessed Seating Needs Level, as defined below.

- Occasional wheelchair users are only eligible for V990.
- Seating Needs Level A – Basic Seating clients are eligible for benefits listed as Level A in the Seating Benefits Approved Product List (APL).
- Seating Needs Level B – Specialized Seating clients are eligible for benefits listed as Level A or B in the Seating Benefits APL.
- Seating Needs Level C – Complex Seating clients are eligible for benefits listed as Level A, B or C in the Seating Benefits APL.

The maximum funding for equipment is listed in the AADL Seating Benefits Approved Product List.

## Seating Needs Level Eligibility

### **Occasional Wheelchair Users**

- Occasional wheelchair use is defined as less than daily use of a wheelchair (e.g., clients who do not require a wheelchair for daily mobility; who only requires a wheelchair for long distances or transportation).
- The client must have a permanent mobility base (e.g., wheelchair, power wheelchair, stroller, etc.). The mobility base can be privately owned or AADL-funded, but cannot be a temporary loaner or rental equipment.
  - Geriatric Chairs (“Geri chairs”) are not considered to be mobility bases.

### **Level A – Basic Seating**

To be eligible for seating needs Level A benefits, clients must meet the following:

- Must have clinically assessed need for postural support as assessed by an AADL Authorizer who has seating benefits as a product range.
- Must have a permanent mobility base (e.g., wheelchair, power wheelchair, stroller, etc.). The mobility base can be privately owned or AADL-funded, but cannot be a temporary loaner or rental equipment.
  - Geriatric Chairs (“Geri chairs”) are not considered to be mobility bases.
- Must be at least a part-time wheelchair user, defined as daily use of less than 6 continuous hours.

### **Level B – Specialized Seating**

To be eligible for seating needs Level B benefits, clients must meet all Level A criteria, and:

- Must have clinically assessed needs for postural support as assessed by an AADL recognized Level B Specialized Seating Team.
  - Must be one of the following:
    - Pediatric client (0-17 years of age)
- OR
- Adult (18+ years) full-time wheelchair user, defined as daily use of at least 6 continuous hours, who also has one of the following:
    - Inability to sit independently, defined as Level of Sitting Scale 1-4
    - Have a significant, documented postural deformity, defined as a deformity in at least 1 anatomic plane of  $\geq 20^\circ$  or  $\geq 2"$ (5cm).

### **Level C – Complex Seating**

To be eligible for Level C Seating Benefits, clients must meet all Level B criteria, and:

- Must have clinically assessed needs for postural support as assessed by an AADL recognized Level C Complex Seating Team.
- Must be one of the following:

- Pediatric client (0-17 years of age) who has significant, documented postural deformities, defined as a deformity in at least 2 anatomic planes of  $\geq 20^\circ$  or  $\geq 2"$ (5cm).

OR

- Adult (18+ years) full-time wheelchair user, who has documented, significant postural deformities, defined as a deformity in at least 2 anatomic planes of  $\geq 20^\circ$  or  $\geq 2"$ (5cm); combined with one of the following:
  - High risk of skin breakdown, defined as Braden score of  $\leq 12$
  - Inability to sit independently, defined as a Level of Sitting Scale 1-4

Refer to page 9 for the eligibility decision tree, including the specific clinical indicators.

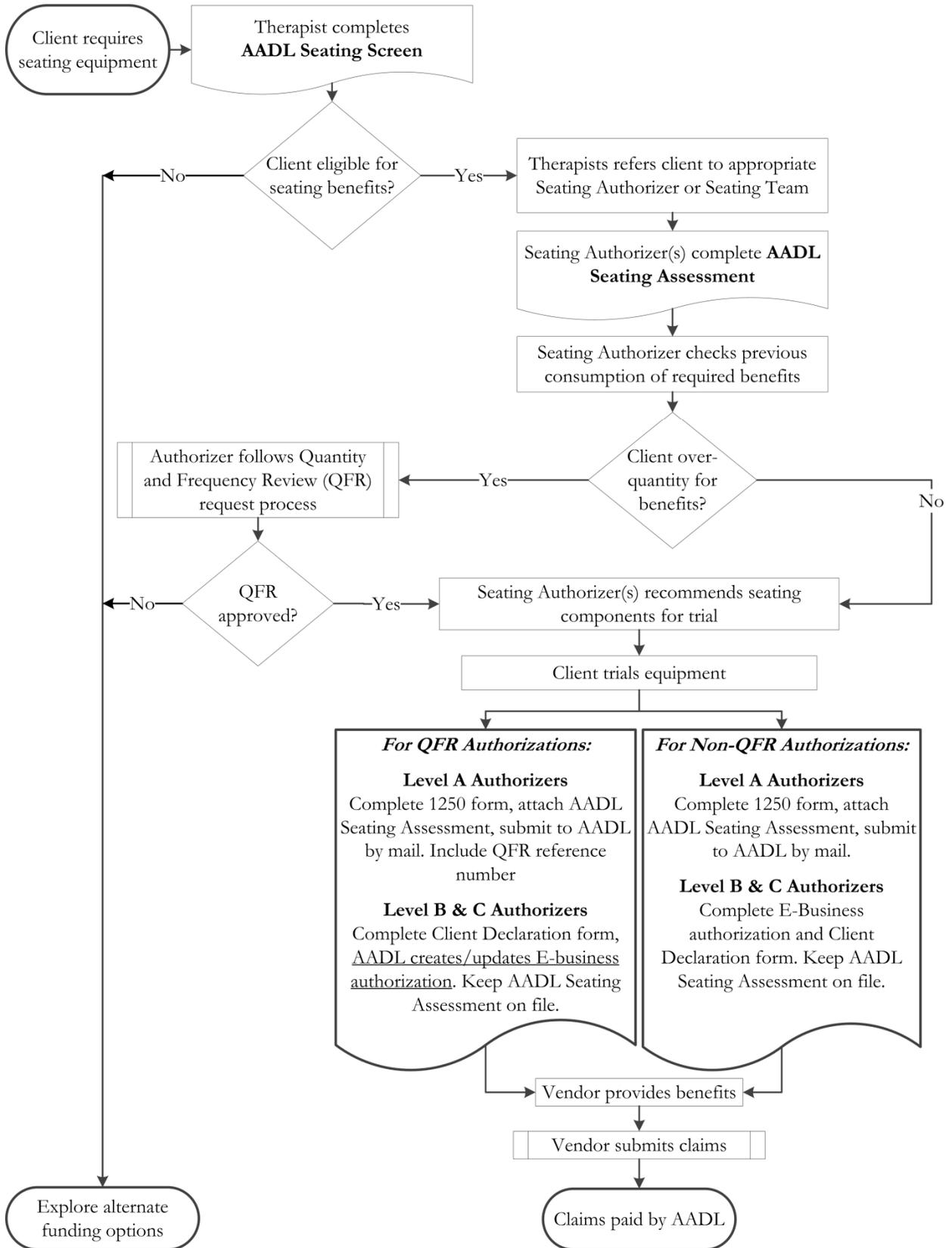
### **Procedure:**

Follow flow chart on page 8.

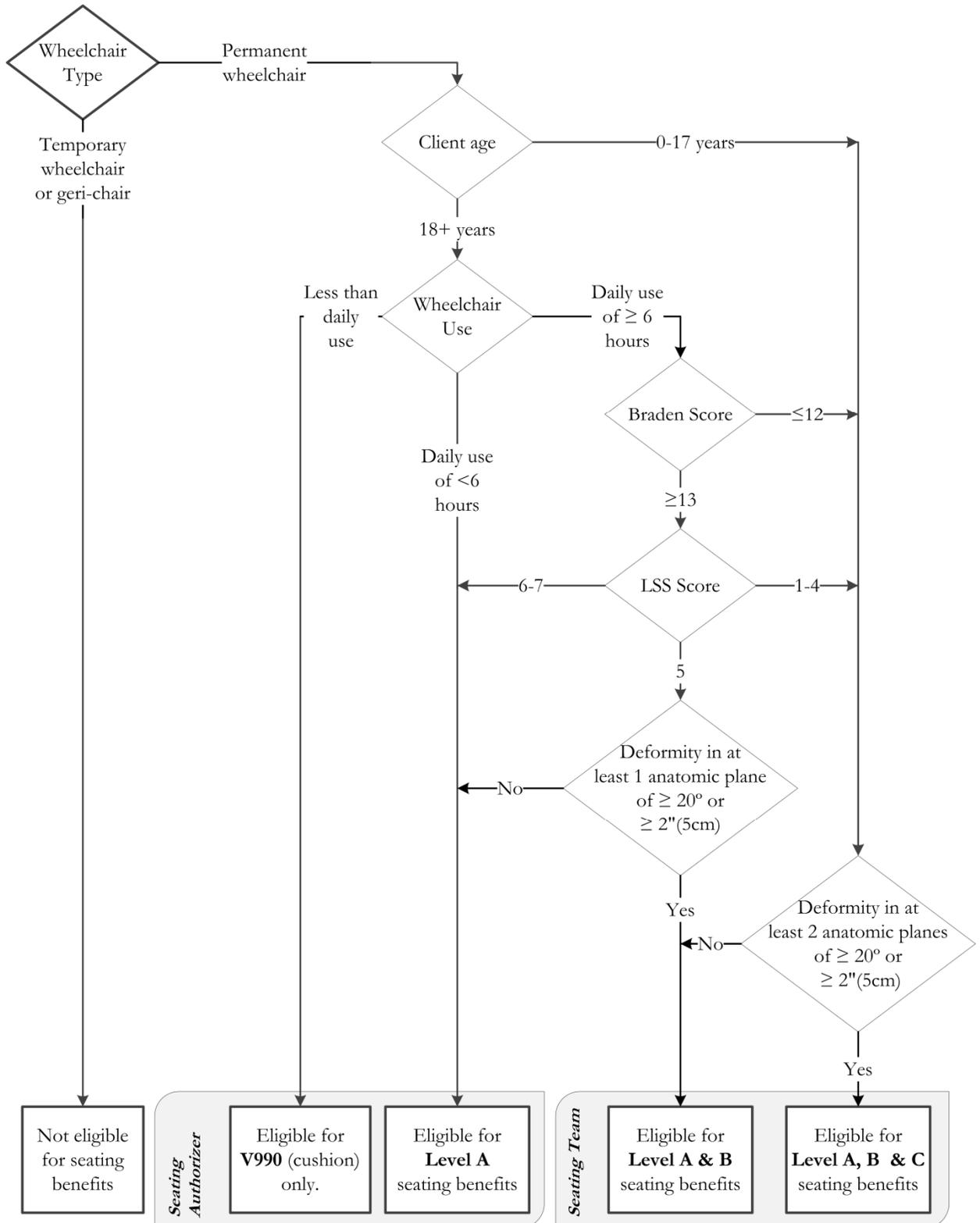
1. AADL Seating Screen is used by referring therapist or Seating Authorizer to determine the client's seating needs level.
2. If client is eligible for seating benefits, refer to appropriate level of Seating Authorizer or Seating Team.
3. Seating Authorizer completes AADL Seating Assessment form (which includes a MAT assessment and any other appropriate clinical assessments).
  - a) Level A Authorizers: Must complete the AADL Seating Assessment form, which is published on the AADL website. This form will be submitted to AADL along with the 1250 authorization form.
  - b) Level B and C Authorizers: May complete the AADL Seating Assessment form or another equivalent document. The AADL Seating Assessment form should be used as a template and modified for the needs of the individual Seating Teams. Any seating assessment form that is used must clearly capture all eligibility criteria, MAT assessment and seating summary information. Forms must be approved by AADL prior to being used as part of an Authorization for Seating Benefits.
4. Seating Authorizer checks previous consumption of benefits via IVR or E-business to confirm the client is eligible to receive benefits.
  - a) If a client has previously received a specific benefit, the Authorizer should consult the AADL Seating Benefits Approved Product List for an Early Replacement catalogue number. If no Early Replacement catalogue number exists, then replacement will only be considered via the Quantity and Frequency Review request process (GN – 28).
5. The Seating Authorizer, in consultation with the Seating Vendor and the client, recommends the equipment for trial.
6. Client completes trial of equipment as per Policy X – 10.
7. Seating Authorizer informs the vendor of the specific equipment selected and completes an Authorization.

- a) Level A Authorizers: Complete a 1250 form and submit to AADL by mail. AADL Seating Assessment form must be attached.
  - i. If a QFR was approved, include the QFR reference number on the 1250 form.
- b) Level B and C Authorizers: Complete E-business Authorization and a Client Declaration form. AADL Assessment form is retained on the client's clinical file. Do not submit any documentation to AADL unless requested.
  - i. If a QFR was approved, AADL will create the authorization, or update the existing authorization on E-business.
8. Once a valid authorization is in place, the vendor may provide the authorized benefits to the client.
9. Vendor submits claims after client receives benefits. Refer to Policy GN – 11 for claims procedures.

### Authorization Process



## Seating Benefits Eligibility



## **Level of Sitting Scale (LSS)**

### **Level 1 Unplaceable**

Individual cannot be placed or held by one person in sitting position.

### **Level 2 Supported from Head Downward**

Individual requires support of head, trunk and pelvis to maintain the sitting position.

### **Level 3 Supported from Shoulders or Trunk Downwards**

Individual requires support of trunk and pelvis to maintain sitting.

### **Level 4 Supported at Pelvis**

Individual requires support only at the pelvis to maintain sitting.

### **Level 5 Maintains Position, Does Not Move**

Individual maintains the sitting position independently if he/she does not move limbs or trunk.

### **Level 6 Shifts Trunk Forward, Re-erects**

Individual, without using hands for support, can incline the trunk at least 20° anterior to the vertical plane and return to the neutral (vertical) position.

### **Level 7 Shifts Trunk Laterally, Re-erects**

Individual, without using hands for support, can incline the trunk at least 20° to one or both sides of midline and return to the neutral position.

#### **Notes:**

- The client must be able to maintain the posture for at least 30 seconds.
- The assessment should take into consideration the fluctuations in the client's ability to sit throughout the day. The final score should be based on the client's average level throughout the day.

## Policy X – 03

### Prior Approval for Seating Benefits

#### Policy Statement:

In limited circumstances, AADL will consider requests from a Level B or C Seating Authorizer for a client to be eligible for Seating Needs Level B or Level C benefits in absence of significant, documented postural deformities of less than 20° or 2”(5cm).

Consideration is only given on a prior approval basis, if all the following conditions are met:

- There is a documented advanced progressive neuromuscular condition with anticipated significant postural changes within a 2-3 year period. Examples include, but are not limited to: amyotrophic lateral sclerosis, Huntington’s, multiple sclerosis, muscular dystrophy, and Parkinson’s.
- The client is otherwise eligible for Seating Needs Level A or Level B seating benefits.

#### Procedure:

1. The Seating Authorizer determines the clients Seating Needs Level, per Policy X-02.
2. If the client is eligible for Seating Needs Level A, but there is strong clinical justification for Level B or C benefits, the Seating Authorizer must submit evidence of documented advanced progressive neuromuscular condition with anticipated significant postural changes within a 2-3 year period.
3. Submit the request to the AADL Program Manager for Seating Benefits. Include the AADL Seating Assessment form.
4. AADL approves or denies the request.
5. If approved, the Seating Authorizer may authorize seating benefits per Policy X-02

# Policy X – 04

## Quantity and Frequency Limits for Seating Benefits

### Policy Statement:

Client eligibility for seating benefits is subject to the quantity and frequency limits listed in the Seating Approved Product List.

Clients are responsible for the costs of duplicate seating components if the components cannot be transferred between mobility bases (e.g., between a manual and power wheelchair).

Replacement of benefits only occurs after the frequency period if the previous seating equipment is no longer suitable to meet the client's needs due to a change in clinical condition, or the equipment cannot be cost effectively repaired.

AADL will not fund replacement of equipment for the following reasons:

- Client is provided with a second mobility base.
- Client preference.
- Client refuses to explore alternate funding for early replacement.
- Change of mobility base.
  - Replacement due to size change must be directly related to a change of the client's anatomic measurements.
- The previous equipment has been lost, stolen or damaged.

When seating equipment is replaced, the client is not permitted to retain the original equipment. If replacement occurred because of a change in the client's needs, and if the original equipment is still in good working order, it **MUST** be recycled into the community (replacement covers may be authorized for this purpose, if appropriate). If the equipment is replaced because it was not cost effective to repair, it should be appropriately discarded.

### Early Replacement

In certain, limited situations, a seating benefit may be provided prior to the frequency listed in the Seating Approved Product List; this is referred to an "early replacement". The process for requesting early replacement of benefits is called the Quantity and Frequency Review (QFR) process (Policy GN – 28).

Some wheelchair cushions and backrests have corresponding Early Replacement Catalogue Numbers, which are listed in the Seating Approved Product List.

Early Replacement Catalogue Numbers are intended to provide early replacement of a cushion or backrest without a QFR for commonly occurring or predictable client needs, such as pediatric growth or skin integrity issues. A client is eligible for Early Replacement Catalogue Numbers based on the quantity and frequency limits listed in the Seating Approved Product List.

Early replacement of benefits that do not have an Early Replacement Catalogue Number is only considered via the Quantity and Frequency Review Process (Policy GN – 28).

**Please note: AADL does not fund duplicate equipment. A client is only eligible for one seating system at a time, and is responsible for the cost of duplicate equipment. An Early Replacement Catalogue Number cannot be used to provide a duplicate benefit.**

## **Procedure**

### **Authorizers:**

1. Advise clients of quantity and frequency limits, and only authorize benefits within the limits of the Seating Approved Product List.
2. If there is a clinically justifiable reason to seek early replacement of a benefit, the authorizer must:
  - a) Confirm request is not for duplicate benefits.
  - b) Confirm if replacement is not possible under warranty.
  - c) Confirm alternate funding has been explored.
3. If there is no alternate funding available, confirm if there is an Early Replacement Catalogue Number.
4. If there is no Early Replacement Catalogue Number, follow the Quantity and Frequency Review (QFR) process.

### **Clients:**

1. Are responsible for costs of equipment outside of AADL's quantity and frequency limits.

### **AADL:**

1. Determines quantity and frequency limits of seating benefits.
2. Reviews QFR requests.

# Policy X – 05

## Authorizers for Seating Benefits

### Policy Statement:

Occupational Therapists (OTs) and Physical Therapists (PTs) who apply to be AADL Seating Authorizers must meet the following requirements:

- Registration with appropriate Alberta regulatory college.
- Experienced in seating and mobility. Experience is defined as active participation in the assessment and fitting in collaboration with a current seating authorizer or team. The seating experience is not limited to AADL clients.
- Familiar with seating assessment protocols that include:
  - Medical, social and functional history.
  - MAT assessment.
  - Client-centered goal setting.
- Familiar with current, evidence-based practice for seating assessment and interventions as demonstrated by ongoing participation in annual continuing competency activities related to seating assessment and recommendations.
- Familiar with the equipment on the Approved Product List (APL) applicable for the Seating Needs Level.
- Meet the requirements listed for the corresponding Seating Needs Level.
- Approved as an AADL Authorizer for wheelchair benefits.
- Complete the following training modules:
  - Introduction to AADL.
  - Seating Benefit Overview.

AADL reserves the right to deny or revoke Seating Authorizer status at any time.

### Requirements by Seating Needs Level

#### **Level A – Basic Seating**

- Have a minimum experience of five Level A seating assessments and fittings.

#### **Level B – Specialized Seating**

- Be employed by an AADL recognized Level B Seating Team.

- Have a minimum experience of participating in 10 Level B seating assessments and fittings.
- Be approved by AADL Seating Benefit Panel to authorize Level B Seating Benefits (Policy X-11).

#### **Level C – Complex Seating**

- Be employed by an AADL recognized Level C Seating Team.
- Have a minimum experience of participating in 20 Level C seating assessments and fittings.
- Be approved by AADL Seating Benefit Panel to authorize Level C Seating Benefits (Policy X-11).

#### **Procedure:**

##### **Authorizers:**

1. Attain and maintain compliance with the requirements.
2. Complete Seating Authorizer Application form and submit to AADL.
3. Notify AADL of any changes that may affect authorizer status.

##### **AADL**

1. Applications will be review by the AADL Seating Benefit Panel.
2. Approved Authorizers will be provided with the appropriate seating benefits product range.

# Policy X – 06

## AADL Recognized Seating Teams

### Policy Statement:

Dedicated seating and wheelchair services within health facilities/programs that meet AADL criteria are eligible to be recognized by AADL as a Level B – Specialized Seating Team or Level C - Complex Seating Team.

### Requirements by Seating Needs Level

#### **Level A - Basic Seating**

- Level A does not require the Seating Authorizer to be a member of a Seating Team.
- Assessment of Level A must be done by at least one Level A Seating Authorizer (Occupational Therapist or Physical Therapist) in consultation with a manufacturer-authorized technician.

#### **Level B – Specialized Seating**

- Assessment of Level B seating must be done by a multidisciplinary team, including at least:
  - One Level B Seating Authorizer (Occupational Therapist or Physical Therapist) in collaboration with other disciplines.
  - One Commercial Seating Technician (Policy X – 07).
- Must have appropriate operational support to meet the seating needs of Level B clients. This includes:
  - Staff, resources, clinical space and equipment necessary for assessments and interventions for seating clients.
  - Employing at least one Level B Seating Authorizer who has dedicated FTE to seating.
  - Established connections to interdisciplinary allied health services. These services must be accessible to the Seating Team.
  - Identifying one Seating Authorizer as the Seating Team Coordinator.
  - Established processes for managing referrals, managing seating clinics, managing equipment trials, managing authorizations, and providing timely follow-up.
  - Operate regular and ongoing seating clinic dates.

- Must be approved by the AADL Seating Panel.
- Must have established working relationships with more than one vendor (where more than one vendor is available) who meets the criteria for a Level B Seating Vendor.

### **Level C – Complex Seating**

- Assessment of Level C seating must be done by an interdisciplinary team, including at least:
  - One Level C Seating Authorizer (Occupational Therapist or Physical Therapist)
  - One additional therapist who must be a different discipline than the Seating Authorizer.
  - One Adaptive Seating Technician (Policy X – 07).
- Must meet all the criteria of Level B.
- Must employ at least one Level C Seating Authorizer who has dedicated FTE to seating.
- Must have established working relationships with more than one vendor (where more than one vendor is available) who meets the criteria for a Level C Seating Vendor.

### **Seating Team Coordinator**

AADL-recognized Seating Teams must designate one Seating Authorizer as the Seating Team Coordinator. The name and contact information of the Coordinator will be included on the list of AADL-recognized Seating Teams. The role of the Seating Coordination includes, but is not limited to:

- Acting as the main liaison between AADL and the Seating Team.
- Monitoring of ongoing education and training for members of the Seating Team.

### **Procedure:**

#### **Seating Teams:**

1. Develop a Seating Team.
2. Submit to AADL a proposal for a Seating Team.
3. Must maintain compliance with the above requirements.
4. Notify AADL to changes in staff.

#### **AADL:**

1. Proposals will be reviewed by the AADL Seating Benefit Panel.
2. If approved, the Seating Team will be listed as an AADL-recognized Seating Team.

# Policy X – 07

## AADL Approved Seating Vendors

### Policy Statement:

Vendors must meet the following requirements to be considered for approval as an AADL seating vendor.

### Requirements by Seating Needs Level

#### Level A – Basic Seating

In order to provide Level A commercial seating benefits, the vendor must:

- Meet AADL’s general vendor criteria (Policy GN – 11).
- Adhere to benchmark pricing (Policy GN-11).
- Offer a minimum of three different AADL approved manufacturer product lines for Level A benefits (Policy X-08).
  - Must provide AADL with a distribution agreement letter from the manufacturers.
- Employ at least one full-time manufacturer authorized technician.
- Provide equipment in compliance with Policy X-10: AADL Seating Standards.
- Only provide equipment that complies with Policy X-09: Seating Equipment Standards.

#### Level B – Specialized Seating

In order to provide Level B commercial seating benefits, the vendor must:

- Meet all requirements for Level A.
- Offer a minimum of five different AADL approved manufacturer product lines for Level A and B benefits (Policy X-08).
  - Must provide AADL with a distribution agreement letter from the manufactures.
- Employ at least one full-time Commercial Seating Technician with the following qualification:

- Must have a minimum seating experience of 15 client assessments and fitting of seating systems over a 12-month period<sup>1</sup>.
- Must attend manufacturers' training annually in all seating products.
- Must have a minimum of 50 hours per year of education in seating products.
- Applications for new Commercial Seating Technicians must be approved by the AADL Seating Benefit Panel.

In order to provide Level B custom-made seating equipment, the vendor must meet the criteria for Level C – Complex Seating.

### **Level C – Complex Seating**

In order to provide Level C seating benefits, the vendor must:

- Must employ an Adaptive Seating Technician with the following qualifications:
  - Must have a minimum of 600 hours (75 clients at 8 hours/client) of experience in the assessment and fitting of seating systems<sup>1</sup>.
  - Must be knowledgeable about working with various metals, wood, plastics, viscoelastic, gels and polyurethane foams.
  - Knowledge of commercial seating components and mobility bases.
  - Have a basic anatomy course and a basic biomechanics course.
  - Applications for new Adaptive Seating Technicians must be approved by the AADL Seating Benefit Panel.

In order to provide Level C **custom-made** seating benefits, the must meet the requirement of the Level C listed above and must:

- Meet AADL's general vendor criteria (Policy GN-11).
- Adhere to benchmark pricing (Policy GN-11).
- Provide equipment in compliance with Policy X-10:AADL Seating Standards.
- Only provide equipment that complies with Policy X-09: Seating Equipment Standards.

In order to provide Level C **commercial seating** benefits, the vendor must also meet all the criteria for Level B and Level C listed above, and must:

- Offer a minimum of five different AADL approved manufacturer product lines for Level A, B and C benefits.

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<sup>1</sup> "Experience" is defined as active participation in the assessment and fitting in collaboration with a current seating authorizer or team. The seating experience is not limited to AADL clients.

**Procedure:**

**Vendors:**

1. Complete vendor application and submit to AADL Agreements Coordinator. Ensure all requirements are met for the Seating Needs Level of benefits requested.
2. Maintains compliance with the above requirements.
3. Notify AADL of changes in staff.
4. Provide annual updates to AADL regarding the status of technicians.

**AADL:**

1. Reviews vendor applications. Refers applications for seating technicians to the AADL Seating Benefit Panel, as required.
2. Maintains a list of AADL Approved Seating Vendors.

## Policy X – 08

### AADL Approved Seating Manufacturers

#### Policy Statement:

Seating equipment authorized for AADL clients must be from AADL Approved Seating Manufacturers.

In order to be listed as an AADL Approved Seating Manufacturer, the manufacturer must:

- Offer products which conform to the Commercial Seating Product Minimum Standards (Policy X – 09).
- Provide annual in-servicing to AADL Seating Teams (including Seating Authorizers, Vendors and Seating Technicians).
  - AADL expects in-services to be provided across all regions of the province within reasonable travel distance for Seating Teams.
- Have a manufacturer representative available for Alberta. The manufacturer is responsible to notify AADL in a timely manner of changes to manufacturer representative's contact information.
  - Failure to do so will result in removal from the list of AADL Approved Seating Manufacturers.
- Permit all AADL Seating Vendors to be dealers.
- Facilitate reasonable access to demonstration/trial products when requested by a Seating Team.

#### Procedure:

##### Manufacturers:

1. Contact AADL Program Manager for Seating Benefits to request addition to AADL Approved Seating Manufacturers List.
2. Provide annual in-servicing to AADL Seating Teams.
3. Notify AADL of changes to manufacturer representative's contact information.

##### AADL:

1. Reviews manufacturer requests to be added to the AADL Seating Approved Product List as an AADL Approved Seating Manufacturer.

2. Maintains a list of AADL Approved Seating Manufacturers including contact information for the Alberta manufacturer representatives.

# Policy X – 09

## Seating Equipment Standards

### Policy Statement:

All seating equipment authorized for AADL clients must meet the minimum standards listed below.

Any seating equipment that is intended to be used as part of a restraint system for a motor vehicle must meet the standards in the *Motor Vehicle Safety Act (Canada)*.

### Product Minimum Standards for Commercial Seating Products

All commercially available seating products provided under the Seating Approved Product List (APL) must meet the following minimum standards:

1. Warranty – The manufacturer must warrant that the product will be free from defects in material and workmanship for the below noted minimum years from the service date of the equipment:

Product	Warranty
Bases, cushions	2 years
Lateral supports, headrests	2 years
Pommels, Straps, Belts, Hip Bolsters, Wedges, Adductors, Abductors, Foot/Leg Supports, Arm/Shoulder Supports, Trays	1 year
Backrests	2 years

2. Equipment Limitations – Equipment must have been available for a minimum of one year in the North American market.
3. Liability Insurance – Equipment provided must have a minimum two million dollars comprehensive general liability insurance provided by the manufacturer.
4. Fire Retardancy – Materials must meet at least the California 117 Fire Retardancy Standard.
5. Covers – Equipment for which a cover is required, the cover must be a standard, no-charge feature. The latex content of the cover must be indicated in the product information.

### **Product Minimum Standards for Seating Products Custom-Made by an Adaptive Seating Technician**

All custom-made seating products, manufactured by an Adaptive seating technician and provided under the Seating Approved Product List (APL) must meet the following minimum standards:

1. Warranty – Minimum two year warranty against defects, materials and supplies in the fabrication of the seating system.
2. Fire Retardancy – Materials must meet at least the California 117 Fire Retardancy Standard.
3. Covers – Equipment for which a cover is required, the cover must be a standard, no-charge feature. The latex content of the cover must be indicated in the product information.

### **Procedure:**

#### **Seating Team/Vendors:**

1. Ensure that all seating products provided to AADL clients meet the standards listed above.

# Policy X – 10

## AADL Seating Standards

### **Policy Statement:**

AADL has minimum standards for all seating assessments and interventions. Standards are based on best practice and current research.

The process of wheelchair seating provision must include the following steps:

- Assessment and recommendations
- Trial and fitting
- Follow-up
- Ongoing care and reassessment

### **Assessment and Recommendations**

Assessment must occur in an environment with appropriate space and equipment for the assessment of seating clients. This is typically a clinical setting but clients may be assessed in their own homes or care facilities if appropriate.

Assessment of the client must be undertaken by a Seating Authorizer of an appropriate Seating Needs Level (Policy X – 05). Assessments must include a documented MAT assessment and client-centered goals. The goals must be “SMART” (Specific, Measurable, Attainable, Relevant, Time-related).

The Seating Authorizer is responsible for all seating equipment recommendations. Technicians provide technical guidance and consultation only. Recommendations must be made with consideration for any other postural management strategies, either current or planned (e.g. other postural equipment, medical or surgical interventions) that may affect the final outcome.

### **Trial and Fitting**

All seating equipment must be trialed by the client prior to the final fitting.

- Vendors are expected to provide trial equipment for no more than one week.
- Equipment that is at risk for soiling or contamination during trial must be protected.
- Trial equipment may or may not be the exact equipment that will be provided for the client.

Seating Authorizers, Seating Vendors and the client should be in close communication during the trial period to ensure the final equipment selection will meet the client's assessed long-term needs.

Seating Authorizers are responsible for final equipment selection and confirming appropriate fit of final equipment. It is recommended that the Seating Authorizer and the Seating Technician attend the final fitting appointment together.

The Seating Vendor, utilizing the appropriate technician, is responsible for ensuring correct installation and adjustment of all seating equipment.

Seating Authorizers must ensure appropriate written instructions are provided to the client and caregivers on the care and maintenance of the seating system.

### **Follow-Up**

Seating Authorizers must provide at least one follow-up evaluation within three months, to all clients who have received AADL seating benefits. This may be in-person, by phone or by mail.

### **Ongoing Care and Reassessment**

Seating Teams must have a defined process for maintaining and repairing the specialized wheelchair seating system in addition to the follow-up or reassessments.

Formal seating reassessment should occur if:

- The client is outgrowing their seating system.
- There are significant changes in functional status or medical condition (including surgery).
- There is significant failure to achieve outcomes.
- There is significant wear of the seating system, technical or safety concerns

# Policy X – 11

## AADL Seating Benefits Panel

### **Policy Statement:**

On an ad hoc basis, AADL will engage a group of Seating Authorizers from the AADL-recognized Seating Teams to provide oversight and guidance regarding a variety of seating topics. Topics may include, but are not limited to:

- Seating Authorizer applications
- Seating Team proposals
- Seating Technician applications
- Seating Benefits Approved Product List
- Other relevant topics as needed

### **Panel Membership**

The Panel will comprise Seating Authorizers from AADL recognized Seating Teams. Seating Authorizers will be invited by the Chair to attend meetings on a rotational basis.

Representation from AHS professional practice leads is encouraged.

A minimum of three panel members is required per meeting, with a maximum of five panel members.

AADL will act as the Chair of the AADL Seating Benefits Panel meetings.

At the discretion of the Chair, non-Seating Team Authorizers may be invited to attend as panel members.

### **Meetings**

Meetings will be held at the discretion of the Chair.

Simple majority voting will be used to make panel recommendations. The Chair will not vote except in the case of a tie.

Meetings may be conducted via teleconference to facilitate participation across the province.