Respiratory Equipment Policy and Administration Manual

Assistive Devices Program
Ministry of Health

ontario.ca/page/assistive-devices-program

Ontario

Table of Amendments

This page will list all substantive changes to policies and procedures listed in the Manual.

Section	Change	Date
115.02	Roles and Responsibilities of the Vendor.	December 18, 2013
225.01	Items Included in a Positive Airway Pressure System.	November 13, 2013
610	Funding for Positive Airway Pressure Systems (CPAP/APAP/BPAP).	November 13, 2013
600	Funding Amount for ADP Clients.	March 1, 2014
605	Funding for Ministry of Children, Community and Social Services (MCCSS) Benefits Recipients.	March 1, 2014
100.01	Updated to include Nurse Practitioners.	April 1, 2014
110	Added definition of Nurse Practitioner, Physician and Prescriber.	April 1, 2014
115.01, 115.02, 300, 400, 405, 410, 415, 425, 430	Updated based on new definition of Prescriber.	April 1, 2014
430	Updated based on new definition of Prescriber.	April 1, 2014
200.02	Added manufacturer warranty requirements.	October 1, 2014
220	Removed postural drainage boards from the list of approved airway clearance Devices.	October 1, 2014
110	Added definitions.	October 19, 2015
115	Added information to the Roles and Responsibilities of the Applicant/Client.	October 19, 2015

Section	Change	Date
620	Renamed the policy to Respiratory Equipment Supplies Grant and updated the policy statements.	October 19, 2015
625	Renamed the policy to Grant Amounts and Payments and added new policy statements.	October 19, 2015
630	Added a new policy entitled Ongoing Grant Payments for Supplies.	October 19, 2015
800	Added Contact Information.	October 19, 2015
350	Added Ineligible Applicants	April 1, 2018
335.01	Removed Medical Eligibility Criteria for Auto-Titrating Positive Airway Pressure (APAP) systems	October 1, 2021
110	Added/updated definitions	June 25, 2024
115.02/707	Removed the word “effective”	June 25, 2024
225.01	Edited Items included in a positive airway pressure system	June 25, 2024
305	Added responsibility cost for Applicant if application identified as ineligible	June 25, 2024
335	Provide role clarity in determining risk and symptoms	June 25, 2024
505.03	Added new section on requirements for repeat polysomnography.	June 25, 2024

Table of Contents

Introduction

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Part 1: Introduction to Respiratory Equipment Policy and Administration Manual

100 Purpose of the Manual

The purpose of the Policy and Administration Manual is to present in one document the policies and procedures for the funding of respiratory equipment.

The Assistive Devices Program (ADP) intends the Policy and Administration Manual to complement the Policies and Procedures Manual for the Assistive Devices Program (ADP Manual).

This Policy and Administration Manual forms part of the Vendor Agreement between the Ministry of Health and the Vendor. The Ministry reserves the right to revise the Policy and Administration Manual at any time.

100.01 Intended Target Audience

The ADP intends the following individuals to use the Policy and Administration Manual:

1. Physicians or Nurse Practitioners who prescribe respiratory Devices;
2. Health professionals involved in the assessment of individuals requiring respiratory Devices; and

3. Vendors who have a Vendor Agreement with the ADP to provide respiratory Devices and services.

105 Protecting Personal Health Information

Prescribers and Vendors must comply with all applicable privacy laws governing information regarding their Clients.

See the ADP Manual, Policy 700, Protection of Personal Information and Personal Health.

110 Definitions

Capitalized terms used in the Policy and Administration Manual shall have the meaning associated with them as set out in the ADP Manual or such meanings as described below:

110.01 **ADP** means the Ministry's Assistive Devices Program, also referred to as the Program.

110.02 **Application** means an application for funding assistance for respiratory Devices on the Application Form titled "Application for Funding Respiratory Equipment and Supplies".

110.03 **Grant** means the financial assistance provided directly to the Client and intended to cover some of the costs of purchasing Supplies.

110.04 **Infant** means a child under the age of one (1) year.

110.05 **Medical Eligibility Criteria** means medical conditions that determine eligibility for funding respiratory Devices.

110.06 **Nurse Practitioner** means a professional who holds a valid certificate of registration from the College of Nurses of Ontario (CNO) as a Registered Nurse in the Extended Class and entitled to practice in Ontario.

110.07 **Physician** means a member of the College of Physicians and Surgeons of Ontario who is qualified to practice medicine in Ontario under the *Medicine Act, 1991*, S.O. 1991, c. 30 or any successor legislation thereto.

110.08 **Policy and Administration Manual** means the Respiratory Equipment Policy and Administration Manual.

110.09 **Prescriber** means a Physician, a Physician who is a respirologist or internist with an expertise in respiratory medicine, or a Nurse Practitioner.

110.10 **Registered Sleep Laboratory** means a facility registered with the ADP as a centre that assesses individuals for obstructive sleep apnea syndrome.

110.11 **Renewal Date** means the date on which a Grant expires, and a new Grant period begins.

110.12 **Renewal Form** means the form with which a Client confirms their ongoing eligibility for a Grant.

110.13 **Supplies** means the supplies to which the Policy and Administration Manual applies, as set out in policy 620.

For more definitions, see the ADP Manual, Policy 110, Definitions.

115 Roles and Responsibilities

In the process of confirming eligibility for funding assistance, the Applicant/Client, and the Vendor have specific roles and certain rights and responsibilities.

The ADP Manual and the Vendor Agreement provide additional information.

115.01 Roles and Responsibilities of the Applicant/Client

- Using information from the Prescriber and the Vendor will decide whether to proceed with an application for funding, their choice of Vendor and their choice of make and model of respiratory Device.
- Should carefully review all the information on the Application Form, Section 3 “Applicant’s Consent and Signature” prior to signing Section 3.
- Is responsible for paying the Vendor directly for the Client portion (25 percent) of the Approved Price for the respiratory Device.
- Is responsible for paying for the Device or Supplies directly to the Vendor.
- Is responsible for completing and returning the Renewal Form to the ADP to enable the ADP to determine ongoing eligibility and payments.
- Is responsible for providing updated information to the ADP regarding their name, address and/or Health number.

- Is responsible for providing updated information to the Ministry of Health's Financial Management Branch in Kingston regarding their banking information at the contact information provided in policy 805 of this Manual.

- Is responsible for monitoring their Grant payments and for contacting the ADP at the contact information in Part 8 of this Manual, should an issue be identified.

- Is responsible for keeping any and all receipts related to the Device and Supplies for a period of two (2) years.

115.02 Roles and Responsibilities of the Vendor

- Prior to the purchase of a respiratory Device listed in the Product Manual, the Vendor must inform the individual of the existence of the ADP and the process for accessing funding.

- Will provide the Applicant with accurate information during the respiratory assessment and the ADP application process that will enable the individual to make an informed decision including but not limited to, whether or not to proceed with an application for ADP funding and the make and model of the Device.

- Is an essential resource for the Applicant/Client, and the Prescriber regarding the makes and models of respiratory Devices available and the amount of technical support that may be required.

- Will have employees trained in the use of respiratory Devices listed in the Product Manual and will provide instructions for the use, care, and maintenance of all respiratory Devices.

- Will work cooperatively with the Applicant/Client, and the Prescriber to ensure that the choice of respiratory Devices provided to the

Applicant/Client is appropriate to meet their basic respiratory requirements.

- Must maintain current knowledge of respiratory Devices listed by the ADP, keep an adequate stock of the respiratory Devices that the Program has authorized them to sell, honour manufacturer warranties, and provide after-sale service (see Part 7, Vendors).

- Must continue to meet all conditions specified in their executed Vendor Agreement and the Manuals.

Devices Covered

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Part 2: Devices Covered

200 Respiratory Devices Funded

200.01 The ADP only provides funding for respiratory Devices listed in the Product Manual. There are six types of Devices.

1. Apnea/Cardiorespiratory Monitors
2. Medication Compressors
3. High Output Air Compressors
4. Airway Clearance Devices
5. Positive Airway Pressure Systems
6. Suction Devices

200.02 In order to list a positive airway pressures system with the Program the manufacturers/distributor responsible for the product in the Ontario market must warranty the product for a minimum of 3 years from the date the Client purchased the Device.

In order to list a suction device with the Program the manufacturers/distributor responsible for the product in the Ontario market must warranty the product for a minimum of 2 years from the date the Client purchased the Device.

For all listed Devices funded by the Program, the Vendor may only provide Devices that have the following minimum warranty period:

- apnea/cardiorespiratory monitors must have a 1 year warranty period;
- medication compressors must have a 5 year warranty period;
- high output air compressors must have a 1 year warranty period; and
- percussors must have a 1 year warranty period.

The warranty period begins on the date the Client purchased the Device.

The Device listing package for manufacturers/distributors to apply for ADP approval of a new and/or updated product is available on the ADP Web site.

200.03 In order to be eligible for funding, Vendors may not sell previously used or rebuilt respiratory Devices to Clients.

205 Apnea/Cardiorespiratory Monitors

- apnea/cardiorespiratory monitors (rental)
- apnea/cardiorespiratory monitors (purchase)

210 Medication Compressors

- portable medication compressors
- stationary medication compressors

215 High Output Air Compressors

- high output air compressors

220 Airway Clearance Devices

- percussors

225 Positive Airway Pressure Systems

- continuous positive airway pressure systems (CPAP)
- auto-titrating positive airway pressure systems (APAP)
- bi-level positive airway pressure systems (BPAP)

225.01 Items Included in a Positive Airway Pressure System

A positive airway pressure system (CPAP/APAP/BPAP) includes all the following items:

- a positive airway pressure device;
- a heated humidifier;
- a basic mask and headgear;
- carrying case;
- 6 ft tubing;
- necessary caps/filters required for setup; and

- user instruction manual.

Upgraded mask and headgear is an item not included in the funding amount provided for a positive airway pressure system (see 610).

230 Suction Devices

- portable suction units
- stationary suction units

235 Repairs/Batteries

The ADP does not provide any funding towards the cost of repairs, maintenance and/or batteries for any Device.

Applicant Eligibility Criteria for Respiratory Equipment

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Part 3: Applicant Eligibility Criteria for Respiratory Equipment

300 Prescriber

300.01 The ADP will provide funding assistance to eligible applicants for the following respiratory Devices, when prescribed by a Physician or Nurse Practitioner.

- apnea/cardiorespiratory monitors
- medication compressors
- high output air compressors
- airway clearance devices
- suction devices
- tracheostomy equipment

The Prescriber must certify that the Applicant has a chronic respiratory illness or dysfunction requiring long-term use of respiratory Devices for a minimum of six months.

The ADP does not provide funding assistance for respiratory Devices for patients of an acute or chronic care hospital or residents of a long-term care home, except as described in Policy 350.02.

300.02 An exception to the requirement that the Applicant require the Device for a minimum of six months is the short-term rental of

apnea/cardiorespiratory monitors for Infants at risk of sudden infant death syndrome (see 315.01).

300.03 The ADP will only fund positive airway pressure systems prescribed by a Physician registered with the ADP as a Prescriber of positive airway pressure systems.

The Physician must certify that the Applicant has obstructive sleep apnea syndrome and meets all the Medical Eligibility Criteria for a positive airway pressure system.

305 Applicant Identified as Ineligible by ADP

An Applicant may be deemed ineligible if the criteria for the individual's access to the Program are not met or where information supplied in connection with an Application Form is insufficient, incomplete and/or inaccurate.

If the Application is not approved, the Vendor, the Applicant and the Prescriber will be advised of the reason.

In this case, the Applicant is responsible for the cost of the Device.

310 Medical Eligibility Criteria

There are specific Medical Eligibility Criteria for each of the following Devices.

- apnea/cardiorespiratory monitors (see 315)
- medication compressors (see 320)

- high output air compressors (see 325)
- airway clearance devices (see 330)
- positive airway pressure systems (see 335)
- suction devices (see 340)
- tracheostomy equipment (see 345)

315 Medical Eligibility Criteria for Cardiorespiratory Monitors

315.01 Apnea/Cardiorespiratory Monitor (Rental)

The ADP provides funding for the rental of an apnea/cardiorespiratory monitor.

The following describes who is eligible:

- siblings of Infants with sudden infant death syndrome;
- Infants experiencing an apparent life-threatening episode (ALTE); or

  (An ALTE is characterized by an episode of lifelessness requiring stimulation or resuscitation. There may be an absence of breathing for at least 20 seconds, a skin colour change of cyanosis or extreme paleness, and/or generalized hypotonia or limpness)
- premature Infants in whom apnea persists beyond 37 weeks corrected gestational age.

315.02 Apnea/Cardiorespiratory Monitor (Purchase)

The ADP provides funding for the purchase of an apnea/cardiorespiratory monitor if the monitor is required for long-term use (9 months or longer) for an Infant with a permanent or long-term tracheostomy.

320 Medical Eligibility Criteria for Medication Compressors

The ADP provides funding for medication compressors for individuals with a chronic respiratory illness or dysfunction that requires regular, long-term treatment for a period of six months or longer with inhaled aerosolized medications, and who are unable to use a powdered delivery or metered-dose form of medication.

The following describes who is eligible:

- individuals with cystic fibrosis;
- individuals receiving inhaled antibiotics;
- individuals with a permanent tracheotomy who require inhaled aerosolized medications; or
- individuals who have a physical disability (e.g. arthritis in the hands, quadriplegia) that prevents them from using a powdered delivery or metered-dose form of medication, or individuals who have not yet developed the co-ordination required to operate powdered delivery or metered-dose devices.

325 Medical Eligibility Criteria for High Output Air Compressors

The ADP provides funding for high output air compressors for individuals with a chronic respiratory illness or dysfunction that require regular, long-term treatment for a period six months or longer.

The following describes who is eligible:

- individuals with a permanent or long-term tracheostomy and require high humidification of inspired air; or
- individuals who require the delivery of certain aerosolized antibiotics.

NOTE: The ADP does not provide funding towards the purchase of room humidifiers, air filtration units and air conditioning systems.

330 Medical Eligibility Criteria for Airway Clearance Devices

The ADP provides funding for percussors only for individuals with a diagnosis of cystic fibrosis.

335 Medical Eligibility Criteria for Positive Airway Pressure Systems (CPAP/APAP/BPAP)

The ADP provides funding for positive airway pressure systems for individuals with a diagnosis of obstructive sleep apnea syndrome (OSAS) and the presence of significant symptoms or medical risks without treatment. The Prescriber determines the absence of symptoms or risks with treatment.

The ADP has additional Medical Eligibility Criteria for BPAP systems (see 335.01).

335.01 Bi-Level Positive Airway Pressure Systems (BPAP)

Individuals requiring BPAP systems without timers must meet the Medical Eligibility Criteria for a positive airway pressures system (see 335) and the Medical Eligibility Criteria outlined below.

The following describes who is eligible:

i. individuals with polysomnographically documented OSAS who, despite continuous positive airway pressure (CPAP) of 15 cmH2O or greater, exhibit one of the following:

    1. nocturnal hypoxemia (O2 saturation <88%);

    2. nocturnal hypercapnia (PaCO2 >50mmHg) despite three or more months of sustained CPAP therapy, and in the absence of significant underlying chronic obstructive pulmonary disease which could account for the persistent hypercapnia; or

    3. apnea/hypopnea index >10;

ii. individuals with polysomnographically documented OSAS in whom CPAP > 15 cmH2O resolves the physiological abnormalities listed under (i) but who are unable to tolerate this pressure; or

iii. individuals with polysomnographically documented OSAS who exhibit one of the following:

    1. unable to tolerate any level of CPAP; or

2. continue to complain of excessive daytime sleepiness despite resolution of physiological abnormalities when treated with CPAP, and the exclusion of other conditions that could cause daytime sleepiness (e.g. narcolepsy); will be considered on an individual basis.

340 Medical Eligibility Criteria for Suction Devices

The ADP provides funding for suction devices only for individuals with a chronic respiratory illness or disability requiring the long-term (six-months or more) use of a suction device.

345 Medical Eligibility Criteria for Tracheostomy Equipment

The ADP provides funding for tracheostomy equipment only for individuals with a chronic respiratory illness or disability if they have undergone a tracheostomy.

350 Ineligible Individuals

350.01 The ADP does not fund respiratory Devices for patients of an acute or chronic case hospital, or residents of a long-term care home.

350.02 The exception to this policy are positive airway pressure systems. The ADP will fund positive airway pressure systems for residents of long-term care homes, who meet the Medical Eligibility Criteria (see 335).

Confirmation of Eligibility for Device(s) Required

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Part 4: Confirmation of Eligibility for Device(s) Required

400 Acceptable Evidence of Medical Eligibility for Apnea/Cardiorespiratory Monitors

A Prescriber must assess each Applicant. The Prescriber must indicate a diagnosis; surgical procedure and/or information that confirm the Applicant meets the Medical Eligibility Criteria (see 315).

405 Acceptable Evidence of Medical Eligibility for Medication Compressors

A Prescriber must assess each Applicant. The Prescriber must indicate a diagnosis, surgical procedure and/or information that confirm the Applicant meets the Medical Eligibility Criteria (see 320).

410 Acceptable Evidence of Medical Eligibility for High Output Air Compressors

A Prescriber must assess each Applicant. The Prescriber must indicate a diagnosis, surgical procedure and/or information that confirm the Applicant meets the Medical Eligibility Criteria (see 325).

415 Acceptable Evidence of Medical Eligibility for Airway Clearance Device

A Prescriber must assess each Applicant. The Prescriber must indicate a diagnosis that confirms the Applicant meets the Medical Eligibility Criteria (see 330).

420 Acceptable Evidence of Medical Eligibility for Positive Airway Pressure System (CPAP/APAP/BPAP)

A Physician registered in a sleep clinic must assess each Applicant. The Physician must indicate a diagnosis of OSAS and confirm that the Applicant meets all the Medical Eligibility Criteria for a positive airway pressure system (see 335).

The assessment must include a level 1 polysomnography, performed at an ADP Registered Sleep Laboratory. The level 1 polysomnography must show evidence of OSAS during sleep.

The Physician determines the absence of symptoms or risks with treatment. The Registered Sleep Laboratory may be required to provide a written copy of the level 1 polysomnography.

425 Acceptable Evidence of Medical Eligibility for Suction Devices

A Prescriber must assess each Applicant. The Prescriber must indicate a diagnosis, surgical procedure and/or information that confirm the Applicant meets the Medical Eligibility Criteria (see 340).

A surgical procedure such as “tracheostomy” is not acceptable as a primary diagnosis.

425 Acceptable Evidence of Medical Eligibility for Tracheostomy Equipment

A Prescriber must assess each Applicant. The Prescriber must indicate a diagnosis, surgical procedure and/or information that confirm the Applicant meets the Medical Eligibility Criteria (see 345).

Device Eligibility

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Part 5: Device Eligibility

500 Funding Periods

The ADP expects the respiratory Devices to remain useful for a minimum period of time.

Designated Minimum Funding Periods

- apnea/cardiorespiratory monitor rental - 6 months
- medication compressors - 5 years
- high output air compressor - 5 years
- percussors - 2 years
- drainage boards - 5 years
- positive airway pressure systems - 5 years
- suction devices - 3 years

505 Requests for a Replacement Device

505.01 Clients who have received ADP-funded respiratory Devices and continue to meet the general (see the ADP Manual, Policy 300, Eligibility Criteria for Program Benefits) and Medical Eligibility Criteria (see Part 3, Applicant Eligibility Criteria for Respiratory Equipment), are eligible to re-apply for

funding either during or after the designated minimum funding period has expired, if there is:

- a documented change in the Client's medical/respiratory status and the ADP funded respiratory Device no longer meets the Client's basic respiratory needs, as defined by the ADP; or
- damage due to normal use and wear, and the Client confirms that the respiratory Device is no longer under warranty and the cost of the repair is more than one third of the original purchase price.

505.02 Clients who have received an apnea/cardiorespiratory monitor rental will receive funding for six (6) months. The Program does not grant extensions beyond the six (6) months rental period.

505.03 For a positive airway pressure system replacement Device the ADP does not require a repeat polysomnography to be completed.

510 Warranty

If there is repeated Device failure during the life of the manufacturer's warranty, the issuer of the warranty should replace the Device.

Funding and Payment

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Part 6: Funding and Payment

600 Funding Amount for ADP clients

600.01 The Program utilizes a fixed price model for the following respiratory Devices:

- apnea/cardiorespiratory monitors (purchase);
- medication compressors;
- high output air compressors;
- airway clearance devices;
- positive airway pressure systems (CPAP/APAP/BPAP); and
- suction devices.

For more information on the fixed price model, see the ADP Manual, Policy 305, Funding Available to Clients.

600.02 For apnea/cardiorespiratory monitors (rental), the Program pays 75% of approved monthly rental charge listed in the Product Manual.

For information regarding the Respiratory Equipment Supplies Grant, see policy 620.

605 Funding for Ministry of Children, Community and Social Services (MCCSS) Benefits Recipients

For Clients receiving social assistance benefits through Ontario Works, Ontario Disability Support Program or Assistance for Children with Severe Disabilities as of the date reviewed and approved by the Prescriber, the ADP will pay 100% of the Approved Price (see 600.01) or the approved monthly rental charge (see 600.02).

See the ADP Manual, Policy 310, Funding Available for Clients Receiving Social Assistance.

For information regarding the Respiratory Equipment Supplies Grant, see policy 620.

610 Funding for Positive Airway Pressure Systems (CPAP/APAP/BPAP)

Vendors may bill the Client 100% of the cost for items not included in the positive airway pressure system (see 225.01).

Vendors may provide additional services to the Client, for example a service package. The Vendor may offer these services to the Client at a cost separate from the funding provided by the ADP.

Vendors who offer Clients additional services must provide the Client with the option to purchase the additional services separately and not as a mandatory service when purchasing a system.

615 Delivery of Device

The Vendor will provide the authorized Device together with a fully itemized invoice to the Client, advise the Client regarding the warranty and after-purchase services offered, and provide a copy of the manufacturer's warranty and user manual for the Device.

620 Respiratory Equipment Supplies Grant

620.01 The ADP provides a Grant for the following:

- Supplies used with a portable or stationary suction unit; and/or
- tracheostomy equipment, including tracheostomy tubes, speaking valves or other tracheostomy Supplies.

620.02 The Applicant may purchase their Supplies from any retailer that sells these products.

625 Grant Amounts and Payments

625.01 Grant amounts for Clients are as follows:

Suction Device Supplies	Tracheostomy Tubes	Speaking Valves	Other Tracheostomy Supplies
$180.00 per year, paid in 4 equal installments ($45 every 3 months)	$900 per year, paid in 4 equal installments ($225 every 3 months)	$420 per year, paid in 4 equal installments ($105 every 3 months)	$1500 per year, paid in 4 equal installments ($375 every 3 months)

625.02 Clients receiving social assistance benefits through Ontario Works (OW), Ontario Disability Support Program (ODSP) or Assistance for Children with Severe Disabilities (ACSD) as of the date of the Physician's or Nurse Practitioner's signature on the Application Form and on every payment date are eligible to receive Grants as follows:

Suction Device Supplies	Tracheostomy Tubes	Speaking Valves	Other Tracheostomy Supplies
$240 per year, paid in 4 equal installments ($60 every 3 months)	$1200 per year, paid in 4 equal installments ($300 every 3 months)	$560 per year, paid in 4 equal installments ($140 every 3 months)	$2000 per year, paid in 4 equal installments ($500 every 3 months)

625.03 Once an Application Form has been reviewed and approved by the ADP, the ADP will provide payments directly to the Client for the approved Grant amounts. The Client will receive one lump sum payment (cheque or direct deposit) for all approved Grant amounts every 3 months.

625.04 The Grant is paid in four (4) equal installments in each 12-month period.

625.05 Direct deposit is encouraged for provision of the payments of Grant funding. The Application for Direct Bank Payment form is available on the Central Forms Repository (CFR).

If the Client or the Client's Substitute Decision Maker has arranged direct deposit for a different ADP Grant, payments will automatically be made by direct deposit.

If arrangements are made for direct deposit, future Grant payments will be made in this way, unless the Ministry receives a request to change the authorization for direct deposit.

625.06 Where the Program has discontinued the provision of Grant payments to a Client and no payments have been made for a period of one (1) year, the Client must submit a new Application Form in order to re-apply for Grant payments.

625.07 In certain limited circumstance, the ADP will consider requests to provide retroactive Grant payments. These circumstances are:

- cancellations due to returned mail, declined direct deposits or OHIP database mismatches;
- incorrect social assistance benefit status on the date a payment was generated.

A maximum of one (1) year of retroactive Grant payments, from the date of request, may be made. The Client must have continued to meet the ADP eligibility criteria throughout the year.

For incorrect social assistance benefit status, the ADP will pay the difference between the regular grant level and the social assistance grant level for each specific payment.

The Client must submit written documentation outlining their specific situation to the ADP. The ADP will advise the Client of its decision.

625.08 The Client must retain a copy of any receipts related to the Supplies for a period of two (2) years.

630 Ongoing Grant Payments for Supplies

630.01 When assessing an Applicant's eligibility to receive the Grant, the ADP verifies that information on the Application Form matches the health card number, last name, and date of birth in the Ministry of Health's Registered Persons Data Base (OHIP database). As well, the system confirms that the Applicant/Client is not deceased and is entitled to the receipt of insured services in Ontario. If there is a mismatch of information or if the information is not confirmed, the Applicant will be deemed ineligible, and no payment will be made to the individual.

630.02 If a cheque or an electronic funds transfer (EFT, otherwise known as direct deposit) letter is returned to the ADP, or if an EFT is declined/returned, the Grant will be cancelled.

630.03 It is the responsibility of the Client to monitor the receipt of Grant payments. If a problem with payments is identified, the Client must

contact the ADP directly to provide the update/change in writing. See policy 800.01 of this Manual for contact details.

630.04 It is the responsibility of the Client to notify the ADP in writing of a change in name, address, health card number or any other relevant information.

630.05 It is the responsibility of the Client to notify the Financial Management Branch in Kingston, in writing, of a change in bank account information. See policy 800.02of this Manual for contact details.

630.06 The ADP will cancel a Grant when it receives written notification that a Client no longer requires the Grant, is no longer eligible for the Grant or that the Client is deceased. The Client or Agent must submit documentation that includes the Client's name, health card number or Grant number and a request to cancel the Grant. This information may be submitted by email at adp@ontario.ca. If the Client is deceased, a copy of the death certificate must also be submitted.

630.07 A Renewal Form will be mailed to the Client by the ADP every two (2) years. The Client must complete this form and return the original form to the ADP in order to confirm their continued eligibility to receive the Grant for the following two (2) year period.

630.08 Renewal Forms must be returned to the ADP prior to the Grant's Renewal Date in order to prevent payment delays. Renewal Forms received after the Renewal Date will result in delays in the processing of Grant payments.

630.09 If the submitted Renewal Form is fully and correctly completed and if the Client continues to meet the eligibility criteria, the ADP will process the Renewal Form and the Client will continue to receive the Grant payments.

630.10 If the submitted Renewal Form is incomplete, a copy of the incomplete Renewal Form will be mailed to the Client, highlighting the required missing information. If the Client is not eligible to receive the Grant based on the information provided on the form, the ADP will advise the Client in writing.

630.11 Individuals will not continue to be eligible to receive Grant payments where a Renewal Form has not been received by the ADP within one (1) year after the expiry of the Renewal Date. A new Application Form must be submitted to the Program if the Client wishes to re-apply for the Grant.

Vendors

7

Part 7: Vendors

700 Vendor Status

Vendors wishing to submit a request for funding to the Ministry for respiratory Devices must be registered as Vendors in the Device category.

A person or entity applying for registration status for respiratory Devices must provide a letter from each of the manufacturers, confirming that they are an authorized dealer for the Devices they intend to sell. Vendors must be authorized dealers for at least two product lines for each Device category.

Vendors who do not provide repair services on their premises must submit a copy of all service agreements.

705 Device Care and Maintenance/Repairs

The Vendor must have employees trained in the use of respiratory Devices and will provide instructions for the use, care, and maintenance of all respiratory Devices.

The ADP does not pay or contribute towards the cost of repairs or maintenance for respiratory Devices. The cost of repairs during the warranty period will depend on the terms of the warranty. The cost of repairs after the warranty period expires is the responsibility of the Client.

The Vendor will provide or arrange for the provision of repair and maintenance services for all respiratory Devices it supplies.

710 General Vendor Policies

Detailed information about Vendor registration and policies and procedures is found in the ADP Manual in the following areas:

- Part 4, General Authorizer and Vendor Policies;
- Part 6, Vendors;
- Part 7, Personal Health Information, and
- Part 9, Invoice Processing and Payment.

Note in Particular:

i. Policy 405, Conflict of Interest

ii. Policy 415, Advertising

iii. Policy 420, Referrals

iv. Policy 600, Applying for Registration – New Vendor

v. Policy 601, Applying for Registration – Additional Vendor Location or Additional Category of Devices

vi. Policy 602, Maintaining Registration as a Vendor

vii. Policy 615, Relationships of Hospitals and Vendors

viii. Policy 602, Vendors Sharing Proceeds with Long-Term Care Homes

ix. Policy 640, Informing Persons of the Program

x. Policy 660, Refusal to Supply for Safety Reasons

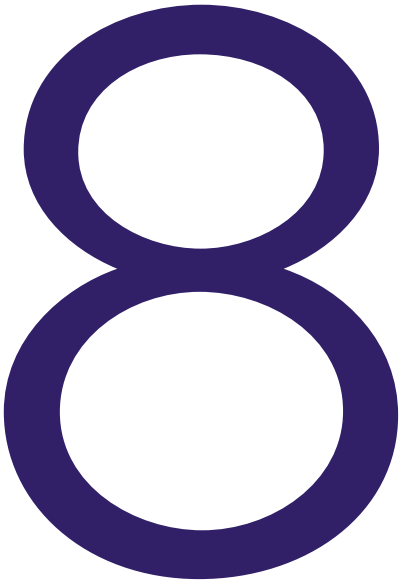
xi. Policy 665, Warranties of Purchased Devices

xii. Policy 670, Repairs of Purchased Devices

xiii. Policy 700, Protection of Personal and Personal Health Information

xiv. Policy 905, Rebates

Contact Information



Part 8: Contact Information

800 Program Addresses

800.01 Assistive Devices Program

Assistive Devices Program
Ministry of Health
5700 Yonge Street, 7th Floor
Toronto, Ontario M2M 4K5

Email: adp@ontario.ca

Telephone: Toronto area (416) 327-8804
Toll free: 1-800-268-6021
TTY: 1-800-387-5559

Public Website:
Assistive Devices Program | ontario.ca

Health Professionals Website:
Assistive Devices Program for health care professionals | ontario.ca

800.02 Financial Management Branch

Ministry of Health
Financial Management Branch, Program Payments Unit
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