

The Disability and Health Supports Unit (DHSU) has assumed responsibility for receiving, assessing and procuring all disability and health-related supports, including Wheelchair Seating Component requests for participants of the Employment and Income Assistance (EIA), Community Living disAbility Services (CLDS), and Children's disAbility Services (CDS) programs.

Wheelchair seating components are provided for individuals for whom postural support is identified as a basic and essential need to enable safe and effective use of a wheelchair. Seating benefits are funded based on a client's basic need as assessed by an Occupational Therapist (OT) or Physiotherapist (PT) licensed to practice in Manitoba. In order to qualify for wheelchair seating, confirmation of a permanent mobility base is required.

A. PROCEDURE FOR REQUESTING WHEELCHAIR SEATING COMPONENTS

1. Prescriber assesses the client and formulates the prescription based on assessment results. It is essential that the prescription is the most economical option while meeting the basic and essential needs of the client.
2. Prescriber selects an authorized vendor from the Wheelchair Seating Component Equipment List and arranges for trial of wheelchair seating components.
3. Client completes trial of wheelchair seating components. Upon successful equipment trial the final prescription is determined by the prescriber. The selected authorized vendor will provide the prescriber with a quote for the final prescription and any applicable pre-authorized fees.
4. Prescriber completes and submits Wheelchair Seating Component Request and Justification (WSCRJ) form, along with the quote from the selected authorized vendor to DHSU for review.
5. DHSU reviews the WSCRJ form and notifies the client and the prescriber of outcome.

6. If request is approved, the equipment will be ordered through MDA.
7. MDA will issue a purchase order to the selected authorized vendor.
8. The selected authorized vendor will fulfill only what is approved and outlined in the purchase order.
9. The selected authorized vendor will issue MDA an invoice only after all work is satisfactorily completed and signed off by the prescriber. The MDA purchase order number must be referenced on each invoice.
10. MDA will pay the vendor within 30 days of invoice approval.

B. ROLES AND RESPONSIBILITIES OF THE PRESCRIBER

1. Undertakes the responsibility of wheelchair seating assessment.
2. Assumes the leadership role in the wheelchair seating assessment process.
3. Prescribes the wheelchair seating components based on wheelchair seating assessment results. It is essential that the prescription is the most economical option while meeting the basic and essential needs of the client.
4. Selects authorized vendor. Refer to the DHSU Wheelchair Seating Component Equipment List for list of authorized vendors.
5. Works with the selected authorized vendor to ensure appropriate assessment and trial wheelchair seating components are obtained.
6. Works cooperatively with the client and the selected authorized vendor to ensure that the selected wheelchair seating components are appropriate to meet the client's basic and essential need.
7. Completes the WSCRJ form and submits to the DHSU along with the quote from the selected authorized vendor.
8. Follows up with the client to ensure targeted outcomes have been met.
9. Signs off on the vendor invoice.

C. ROLES AND RESPONSIBILITIES OF THE AUTHORIZED VENDOR

1. Must be trained and knowledgeable about the wheelchair seating components they carry. Responsible for ensuring correct installation and adjustments to wheelchair seating components.
2. Provides a variety of assessment and trial equipment for a reasonable length of time as requested by the prescriber.
3. Works cooperatively with the client and the prescriber throughout the wheelchair seating process.
4. Provides itemized quote to the prescriber for submission to the DHSU.

D. AUTHORIZED SERVICE FEE STRUCTURE

1. Prescriber assumes the leadership role and undertakes the responsibility of the wheelchair seating assessment process. No fee for assessment from selected authorized vendor.
2. No fee for product consultation with the selected authorized vendor.
3. No fee for assessment / trial of wheelchair seating components.
4. No re-stocking fee for assessment and trial of stock wheelchair seating components.
5. No re-stocking fee for assessment and trial of non stock wheelchair seating components if purchased from the selected authorized vendor.
6. The DHSU may authorize re-stocking fee for non stock wheelchair seating components that were ordered for assessment / trial but not purchased.
7. No fee for set up of wheelchair seating components if purchased from the selected authorized vendor.
8. No fee for removal of old wheelchair seating components if new wheelchair seating components are purchased from the selected authorized vendor.
9. No fee for repair or parts replacement of wheelchair seating components under warranty. The DHSU may authorize fee for repair (not to exceed \$60.00 per hour) and parts replacement that are not covered by warranty.
10. No fee for delivery within the city during the selected authorized vendor normal scheduled route. With justification, the DHSU may authorize fee for delivery during non-scheduled route within the city.

11. If there is a need for custom modification to the mobility base or wheelchair seating component, the prescriber must provide clinical rationale to support this need in the WSCRJ form, and attach a quote that provides a breakdown of the cost of labor (not to exceed \$60.00 hour) and parts from the selected authorized vendor.
12. No fee for fitting and necessary adjustments within 4 weeks of installation of new standard or custom configured wheelchair seating components. Prescriber must make every effort to follow up with the client within this 4 week period. Pre-approval from the DHSU is required if additional adjustments are required after this time.
13. No fee for fitting and adjustments to custom fabricated wheelchair seating components within 12 weeks of installation. Prescriber must make every effort to follow up with the client within this 12 week period. Pre-approval from the DHSU is required if additional adjustments are required after this time.

E. QUANTITY AND FREQUENCY LIMITS

1. The DHSU provides funding only for one seating system per client.
2. Seating components may be replaced if:
 - a. Client's anatomical measurements support the size change.
 - b. There are significant changes to the functional, postural or medical status of the client.
 - c. Significant wear of the seating system puts client at risk.
3. Seating components will not be replaced:
 - a) If it is still deemed appropriate and continues to meet client's postural and functional need.
 - b) To accommodate client's preference.
 - c) If lost or stolen.

F. DEFINITION OF TERMS

1. **Prescriber** is an occupational therapist or physiotherapist licensed to practice in Manitoba.
2. **Authorized Vendor** is a vendor identified in the Wheelchair Seating Component Equipment List.
3. **Selected authorized vendor** is an authorized vendor that has been selected by the prescriber from the Wheelchair Seating Component Equipment List.
4. **Stock wheelchair seating components** are those that the vendor keeps physical stock in their store.
5. **Not in stock wheelchair seating components** are those that the vendor does not keep physical stock in their store.
6. **Standard wheelchair seating components** are commercially available. No modifications or adjustments required. Readily available off the shelf product.
7. **Custom configured wheelchair seating components** are commercially available components with the option to be modified or customized to meet individual's needs where assessment results demonstrate that the use of standard wheelchair seating component is not an adequate solution.
8. **Custom fabricated wheelchair seating components** are components specifically custom fabricated to meet the individual's needs where assessment results demonstrate that the use of standard wheelchair seating component and custom configured wheelchair seating component is not an adequate solution.