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Alberta Aids to Daily Living (AADL) Program

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This checklist is a tool for AADL authorizers/specialty assessors to determine whether a Quantity and Frequency Review (QFR) request meets basic eligibility criteria. If any of the listed criteria are not met, the request is not eligible for review through the QFR process.

Please DO NOT submit this checklist with QFR request forms.

QFR Eligibility Criteria		<input checked="" type="checkbox"/>
1	There is a significant change in the client's clinical need.	<input type="checkbox"/>
2	The client's change in clinical need is expected to last 6 months or longer.	<input type="checkbox"/>
3	The client's clinical need CANNOT be met by the quantity or frequency of equipment specified in the AADL Approved Product List.	<input type="checkbox"/>
4	Current AADL equipment HAS NOT been lost, stolen or damaged.	<input type="checkbox"/>
5	Client has explored and exhausted all other funding sources for the needed equipment. (e.g., private insurance, work benefits, etc.)	<input type="checkbox"/>
6*	The original equipment IS NOT covered by manufacturer or vendor warranty. <i>*Only applies to requests for replacement with identical equipment.</i>	<input type="checkbox"/>
7	All required supplementary clinical documentation has been completed and evaluated. <i>Requirements vary depending on item requested - see instructions in the AADL Program Manual section specific to your benefit area.</i>	<input type="checkbox"/>
Notes:		

For more information about these criteria, please see the attached information sheet.

Information about the Quantity and Frequency Review Checklist

The *Quantity and Frequency Review Checklist* is a tool for AADL authorizers/specialty suppliers to determine whether a Quantity and Frequency Review (QFR) request meets basic eligibility criteria. It is based on policy listed in the QFR section of the AADL Program Manual. Please see details about each of the criteria below, with suggested next steps when they are not met.

	Reasons for QFR Eligibility Criteria	Suggestions if Criteria Not Met
1	AADL can only fund the minimum required to meet basic clinical need. If the client's needs have not changed, the equipment that was originally approved should be sufficient.	Clarify whether the client's requirement is based on clinical need or personal preference. If based on preference, advise the client that they must find an alternate funding source.
2	AADL provides equipment to meet clients' long-term clinical needs. 'Long-term' is defined as six months or longer.	For short-term need, recommend the client borrow equipment from community loan programs or rent equipment from vendors.
3	AADL's quantity and frequency limits are based on current research and best practices. Only exceptional cases should be referred to the QFR process.	If current equipment is being consumed or worn out more rapidly than expected, ensure that the equipment is appropriate for the client's need and is being used correctly.
4	AADL cannot replace equipment that has been lost, stolen or damaged. Clients are advised to purchase private insurance when they receive large equipment through AADL.	Advise the client to access their personal insurance coverage. If their equipment is not insured, they are responsible for the cost of repair or replacement.
5	AADL provides funding on a last-payer basis and does not fund equipment covered by other government programs or private insurance.	Assist the client to explore other funding sources.
6	If AADL equipment is in disrepair and it is covered by warranty, it should be repaired or replaced by the warranty issuer.	Assist the client to seek repair or replacement through the vendor or manufacturer who issued their warranty.
7	AADL requires authorizers/specialty assessors to re-assess clinical need before submitting a request. Supplemental documentation is required to support assessment for some benefits.	Ensure the change in the client's condition is clearly identified and complete all required supplementary clinical documentation before submitting the QFR request.

For more information about QFR policy, please contact the AADL Appeals Coordinator at 780-427-3866.