

Online Training

Alberta Aids to Daily Living (AADL)




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Module 2.4

Seating


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Overview

- Background and overview of AADL seating benefits
- Eligibility criteria
- Assessment and authorization process
- AADL Seating Assessment form
- Review of the Seating Approved Product List

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Background

- AADL seating benefits are categorized based on the basis of AADL “Seating Needs Level.”
 - Level A: Basic Seating
 - Level B: Specialized Seating
 - Level C: Complex Seating
- AADL wheelchair and seating benefit authorizations and claims are processed via the Alberta Blue Cross Online Health Portal.

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AADL Seating Needs Level



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Level A – Basic Seating

Client Needs	Service Requirements
<ul style="list-style-type: none"> • Individuals who utilize a wheelchair less than 6 hours/day • Full-time wheelchair users who require postural support to improve comfort and positioning • Low risk for secondary complications • Relatively simple needs • No need for custom components 	<ul style="list-style-type: none"> • Basic clinical skills and competencies in the field of wheelchairs, tissue viability and posture management • “One-off” seating recommendations and general advice • Primary/Community provider


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Level B – Specialized Seating

Client Needs	Service Requirements
<ul style="list-style-type: none"> • Full-time wheelchair user who requires postural support to safely and effectively use the wheelchair • Medium risk for secondary complications • Multi-dimensional needs • Require regular follow-up • Low likelihood of need for custom components 	<ul style="list-style-type: none"> • Specialized clinical skills and competencies in the field of wheelchairs, tissue viability and posture management • Assessment may link with other disciplines, including Commercial Seating Technicians • Recommendations extend beyond equipment • Care pathway approach • Primary/Community team


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Level C – Complex Seating

Client Needs	Service Requirements
<ul style="list-style-type: none"> • Full-time wheelchair user who requires equipment to accommodate significant postural issues • Highest risk for secondary complications (skin breakdown, respiratory, etc.) • Clients with advanced neuromuscular conditions, life-threatening conditions, or who require adaptive technology mounted to their wheelchair • Multi-dimensional needs • Require ongoing monitoring and follow-up • High likelihood of need for custom components 	<ul style="list-style-type: none"> • Expert clinical skills and competencies in the field of wheelchairs, tissue viability and posture management • Interdisciplinary team assessment, including Adaptive Seating Technicians • Recommendations based on comprehensive goals setting with various stakeholders • Case management approach • Regional/Tertiary Team

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Authorization Process

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Level A – Basic Seating

Client
Authorizer Level A
Seating Technician (in collaboration) Level A

Client Declaration and AADL Seating Assessment forms [or equivalent] required, and to be maintained on clinical file.
Authorization/claims via the Alberta Blue Cross Online Health Portal.

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Level B – Specialized Seating

Client
Authorizer Level B
Second OT/PT (in collaboration)
Commercial Seating Technician Level B

Client Declaration and AADL Seating Assessment [or an equivalent] forms required, and to be maintained on clinical file.
Authorization/claims via the Alberta Blue Cross Online Health Portal.

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Level C – Complex Seating

Client
Authorizer Level C
Second OT/PT (in collaboration)
Adaptive Seating Technician Level C

Client Declaration and AADL Seating Assessment [or an equivalent] forms required, and to be maintained on clinical file.
Authorization/claims via the Alberta Blue Cross Online Health Portal.

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Seating Benefits by Seating Needs Level

Seating Needs Level	Seating Benefits
Occasional	<ul style="list-style-type: none"> V990 cushion only
Level A	<ul style="list-style-type: none"> Back cushions, backrests, headrests Wheelchair accessories (tray, amp boards, seat inserts, transfer boards)
Level B	<ul style="list-style-type: none"> Specialized cushions, backrests, headrest and wheelchair accessories Other postural supports (straps, belts, lateral supports, etc.) Wheelchair accessories
Level C	<ul style="list-style-type: none"> Complex cushions, backrests, headrest and wheelchair accessories (aggressive positioning, custom-contouring, etc.) Other postural supports (straps, belts, lateral supports, etc.) Wheelchair accessories

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Authorizer Requirements

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Authorizer Requirements by Seating Needs Level

Seating Needs Level	Authorizer Requirements
Level A	<ul style="list-style-type: none"> OT or PT AADL Authorizer for wheelchairs Experience with minimum five Level A assessments and fittings Familiar with seating assessment protocols that include: <ul style="list-style-type: none"> Medical, social and functional history MAT assessment Client-centered goal setting Ongoing participation in annual continuing competency activities related to seating
Level B	<ul style="list-style-type: none"> All of Level A Be employed by an AADL recognized Level B Seating Team Have a minimum experience of participating in 10 Level B seating assessments and fittings
Level C	<ul style="list-style-type: none"> All of Levels A and B Be employed by an AADL recognized Level C Seating Team Have a minimum experience of participating in 20 Level C seating assessments and fittings

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Eligibility Criteria

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Client Eligibility Criteria

- General client AADL eligibility criteria
- General client seating eligibility criteria
- Clinical eligibility criteria by AADL Seating Needs Level A/B/C

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AADL General Eligibility Criteria

An AADL client must:


- Be a permanent resident of Alberta
- Reside at home or in a community setting
- Have a valid Alberta Personal Health Number
- Require benefits due to a long-term disability or chronic illness
- Have a valid authorization completed by an AADL Authorizer
- Sign the Client Declaration form

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Clinical Eligibility Criteria – Occasional Wheelchair Users

- The client must be an occasional wheelchair user
 - 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 mobility bases

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Clinical Eligibility Criteria Level A – Basic Seating

- The client must have clinically-assessed need for wheelchair and seating postural supports
- 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
- The client must be at least a part-time wheelchair user, defined as daily use of less than six continuous hours

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Clinical Eligibility Criteria Level B – Specialized Seating

- Clients must meet all Level A criteria, and:
- 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 six 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 one anatomic plane of $\geq 20^\circ$ or $\geq 2"$ (5cm)

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Clinical Eligibility Criteria

Level C – Complex Needs

- Must meet Level B criteria, and:
- 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 two 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 two 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 ≤ 12
 - Inability to sit independently, defined as a Level of Sitting Scale 1-4

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Seating Needs Level Screen Tool

1. What type of wheelchair does the client use?	<input type="checkbox"/> Permanent manual or power Go to Question 2	<input type="checkbox"/> Rental, temporary, Geri-chair Client is not eligible for seating benefits
2. What is the age of the client?	<input type="checkbox"/> 0-17 years Go to Question 7	<input type="checkbox"/> 18+ years Go to Question 3
3. How often does the client use the wheelchair?	<input type="checkbox"/> ≥ 6 hours, daily Go to Question 4	<input type="checkbox"/> < 6 hours, daily Level A Client is eligible for V990 cushion only
4. What is the client's Braden score?	<input type="checkbox"/> ≥ 13 Go to Question 5	<input type="checkbox"/> ≤ 12 Go to Question 7
5. What is the client's Level of Sitting Scale?	<input type="checkbox"/> 1-4 Go to Question 7	<input type="checkbox"/> 5-7 Go to Question 6 Level A
6. Does the client have a postural deformity in at least 1 anatomic plane of $\geq 20^\circ$ or $\geq 2"$ (5cm)?	<input type="checkbox"/> Yes Level B	<input type="checkbox"/> No Level A
7. Does the client have a postural deformity in at least 2 anatomic planes of $\geq 20^\circ$ or $\geq 2"$ (5cm)?	<input type="checkbox"/> Yes Level C	<input type="checkbox"/> No Level B

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Assessment and Authorization Process

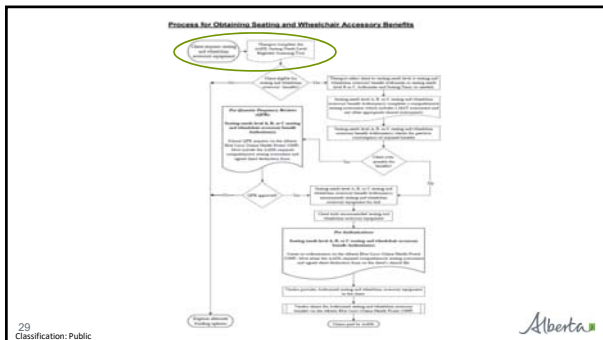
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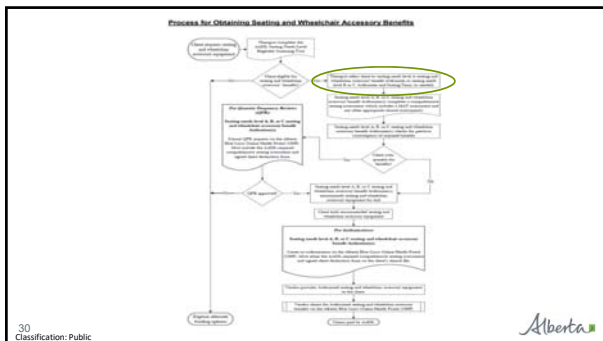
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Eligibility and Referral

- The process begins when a client's wheelchair and seating postural support need is identified
- The Assessor or Authorizer completes the AADL Seating Screen Tool to assess eligibility and determines the client's Seating Needs Level



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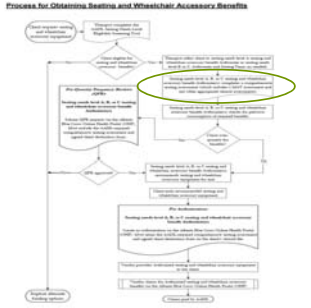
Eligibility and Referral

- The client should be referred to the most appropriate Authorizer or team based on their clinically assessed Seating Needs Level
 - Contact the seating teams directly for referral process information
- A client may choose not to be assessed by the corresponding team, however, may not be eligible for all the same benefits or the same level of funding
 - Client has the choice to upgrade
- Clients who are not eligible should be referred to alternate funding sources

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Process for Obtaining Seating and Wheelchair Accessory Benefits




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AADL Seating Needs Level Eligibility Assessment Form

- The AADL Seating Needs Level Eligibility Assessment Form is a required clinical assessment tool and document that establishes Client eligibility, and includes:
 - Medical, social and functional history
 - Movement assessment tool (MAT) assessment
 - Client-centered goal setting
- The Seating Needs Level Eligibility Assessment Form Instructions explains how to complete the AADL Seating Needs Level Eligibility Assessment Form



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AADL Seating Needs Level Eligibility Assessment Form

- All sections of the AADL Seating Needs Level Eligibility Assessment Form must be completed, even if to indicate "within normal anatomical or functional limits"
 - Objective/quantitative** anatomic measurements are required
 - Subjective/qualitative** descriptors such as "minor," "slight," "moderate," "severe," are not accepted

Sections	Content
A to F	Client information, including medical history, functional status, and environmental/other considerations.
G and H	Posture and MAT assessment, including objective/quantitative anatomic measurements.
I	Seating summary, including client-centered goals and seating equipment recommendations; also documents who was present for the assessment.
J	Seating Authorizer and Seating Team (if required) information.
K	Client [or Caregiver] acknowledgment: participated in seating assessment, agreement with seating summary goals, equipment recommendations, and to take care of the equipment provided. Understand the limits of AADL funding for seating equipment.

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Client-Centered Goals

- The Seating Summary should always include client-centered goals – Why?
 - Goal of the process is client satisfaction
 - Outcomes are key to a successful process
 - Seating Team understands outcomes
- Word the outcomes clearly to reflect and delineate between what the client clinically and functionally needs and wants, in words that both the client and the Seating Team understand
- Follow up with the client to check that the outcomes have been met


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Client-Centered Goals

- Writing client-centered outcomes
 - Client-specific clinically and functionally assessed basic needs
 - Client input garnered via simple questions
 - Client contribution to the development of outcomes
 - Use language that the client and/or caregiver understand
- Negotiation on reasonable expectations
 - Share professional knowledge to allow the client to make an informed decision
 - Document all pertinent information shared with the client during the decision-making process
 - Explore alternative funding when the client prefers a product not funded by AADL or that exceeds AADL maximum contribution

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Client-Centered Goals

Establishing Outcomes

- Include a "baseline condition" i.e., 'starting point'
- Identify who will do what under what circumstances
 - Specify who the outcome is about?
 - Specify the purpose of the outcome?
- Avoid "planning" statements
 - "The OT will assess cushions that enable foot propelling"
 - "The client needs a power wheelchair and wheelchair cushion"
- Instead, utilize "outcome" statements
 - "The client will sit in his wheelchair to attend school, without needing to be repositioned"
 - "The client will be able to transfer the seating system between [power and back-up manual] wheelchairs"

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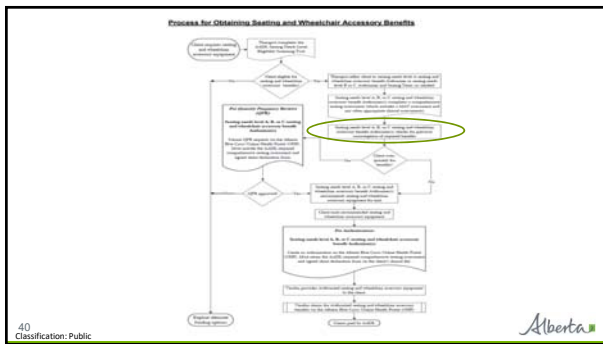
Comprehensive Seating Assessment

Level A, Level B and Level C

- Assessment must occur in an environment with appropriate space and equipment for the assessment of seating clients
 - Typically a clinical setting, but clients may be assessed in their own homes or care facilities if appropriate
- Assessment must include a documented MAT assessment and client-centered goals. The goals must be "SMART" (Specific, Measurable, Attainable, Relevant, Time-related)

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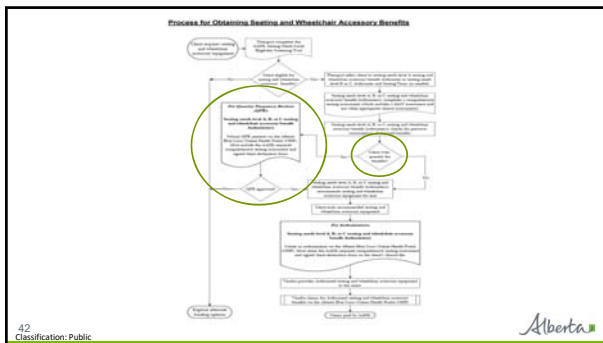




Previous Consumption


- Once the client's postural support wheelchair and seating equipment needs are known, the Seating Authorizer must confirm previous consumption of seating benefits on the Alberta Blue Cross Online Health Portal

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Early Replacement

- If a client has previously received seating benefits, AND requires an early replacement follow the quantity and frequency review process
 - Refer to APL-X for seating benefit replacement frequency periods



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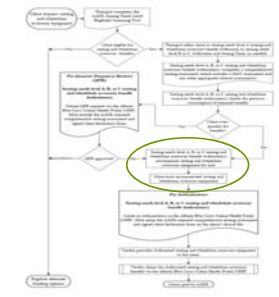
Early Replacement

- The Authorizer must:
 - Confirm request is not for duplicate benefits
 - Confirm if replacement is not possible under warranty
 - Confirm alternate funding has been explored, and ruled-out
- For early replacement of seating benefits follow the quantity and frequency review process.

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Process for Obtaining Seating and Wheelchair Accessory Benefits



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Equipment Trial

- Once an eligible client's specific postural support wheelchair and seating equipment needs have been clinically assessed, the trial phase can begin.
- For QFR situations, the trial may or may not occur prior to the QFR being approved.
 - Authorizers must ensure the client is always fully informed of whether they are eligible for AADL benefits.
- The Seating Authorizer is responsible for all postural support wheelchair and seating equipment recommendations. Seating Technicians provide technical guidance and consultation only.

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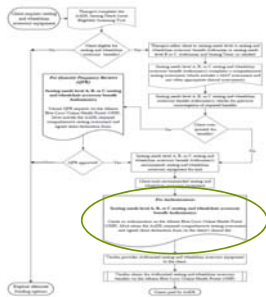
Equipment Trial

- 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 clinically assessed long-term needs.

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Process for Obtaining Seating and Wheelchair Accessory Benefits



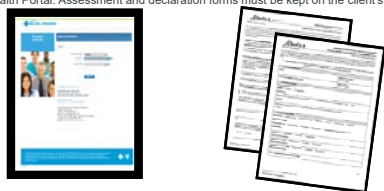
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Authorizations - For NON-QFR situations Level A, Level B and Level C

Authorizer submits authorization via Alberta Blue Cross Online Health Portal based on client's clinically assessed, eligible Seating Needs Level

- The signed Client Declaration form must be uploaded to the Alberta Blue Cross Online Health Portal. Assessment and declaration forms must be kept on the client's clinical file



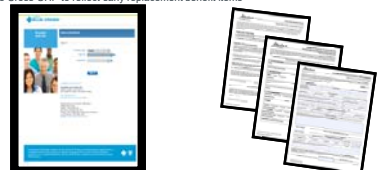
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Authorizations - For QFR situations Level A, Level B and Level C

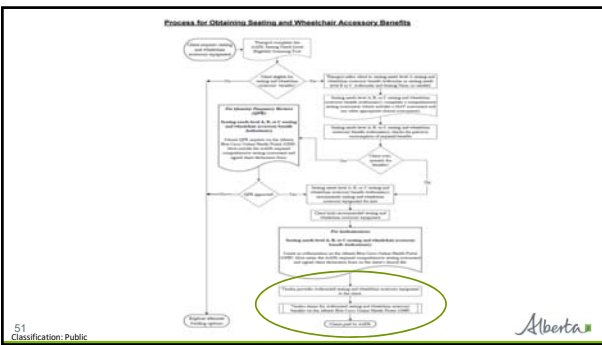
Authorizer submits QFR via Alberta Blue Cross Online Health Portal based on Client's clinically assessed, eligible Seating Needs Level

- The signed Client Declaration, QFR and AADL Seating Assessment (or equivalent) forms must be uploaded to the Alberta Blue Cross Online Health Portal. These forms must also be kept on the Client's clinical file
- Following adjudication of QFRs, Alberta Blue Cross will update QFR authorization status on the Alberta Blue Cross OHP to reflect early replacement benefit items



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Fitting

- Once valid authorization is in place on the Alberta Blue Cross Online Health Portal, the Seating Vendor can provide the authorized benefits. This is when the final fitting is completed.
- 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.

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Fitting

- The Seating Vendor, utilizing the appropriate Seating Technician, is responsible for ensuring the correct installation and adjustment of all authorized postural support wheelchair and seating equipment.
- Seating Authorizers must ensure appropriate written instructions are provided to the client and caregivers on the care and maintenance of the overall seating system.
- The Seating Vendor is responsible for collecting any cost-share or upgrades and must provide an Alberta Blue Cross Patient Claim Statement to the client.

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Seating Benefits and Wheelchair Accessories Approved Product List (APL-X)


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APL-X

- APL-X is separated by seating benefit or product types
 - Cushions, Backrests, Head, Thoracic, Pelvic, Upper/Lower Extremity Supports, Wheelchair Accessories, Other Postural Support Devices, etc.
- Funding specific information provided on APL-X:
 - Approved Seating Manufacturers and Contact Information
 - Benefit or Product Description
 - Seating Needs Level
 - Catalogue Numbers
 - Quantity/Frequency
 - Maximum Price
 - Additional Benefit or Product Specific Eligibility Criteria
 - Other Information or Comments

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APL-X

- Client eligibility is based on their Seating Needs Level
 - **Level A – Basic Seating**
 - Clients are eligible for Level A benefits
 - **Level B – Specialized Seating**
 - Clients are eligible for Level A, & B benefits
 - **Level C – Complex Seating**
 - Client are eligible for Level A, B & C benefits
- Catalogue numbers are selected based on their generic description
 - The seating equipment provided MUST match the generic description
- All seating equipment that is funding via AADL must be from AADL Approved Seating Manufacturers
 - AADL Approved Seating Manufacturers are listed on APL-X

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APL-X


- The prices listed on APL-X are MAXIMUM prices
 - AADL Seating Vendors must invoice for the MSRP or retail price, whichever is lower
 - The maximum prices are not to be automatically used
- Upgrades are permitted
 - AADL Seating Vendors must offer clients a choice of seating benefits that meet the generic description and that are less than or equal to the maximum price
 - If an AADL Seating Vendor cannot offer this, they must refer the client to another AADL Seating Vendor.
 - There is a variety of seating equipment at each Seating Needs Level and price level to meet client basic needs. As such, an upgrade remains a client's choice.

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Summary

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Summary

- AADL seating benefits can only be authorized by designated Seating Authorizers.
- Assessment requirements are different for each Seating Needs Level.
- All seating benefit authorizations are completed and submitted on the Alberta Blue Cross Online Health Portal.


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Summary

- AADL only provides funding for the components listed in the Seating Benefits and Wheelchair Accessories Approved Product List or APL-X.
 - Required seating equipment not listed on APL-X should be referred to alternate funding sources.
- APL-X is based on a benchmark model, so all equipment must match the “generic description” for the corresponding Seating Needs Level indicated on APL-X.

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Alberta Aids to Daily Living Program
Telus House, 13th Floor
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Edmonton, Alberta T5J 0N3

Phone: 780-427-0731; to call toll-free, first dial 310-0000

Deaf/hearing impaired callers within Alberta using a TTY can reach the provincial government by dialing 780-427-9999 in Edmonton or 1-800-232-7215 throughout Alberta.

Fax: 780-422-0968

<https://www.alberta.ca/alberta-aids-to-daily-living.aspx>

or

<https://www.ab.bluecross.ca/provider/type/aadl/index.php>

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