



Online Training

Alberta Aids to Daily Living




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Module 2.6

Manual Wheelchairs

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Overview

- Overview of AADL Manual Wheelchair Benefits
- Definitions
- Review of the Manual Wheelchair Approved Product Lists
- Manual Wheelchair Assessment and Eligibility
- Wheelchair Trials
- Authorization Process
- Internal Transfers
- Repairs and Maintenance
- Quantities and Frequencies
- Refusing and Returning Wheelchairs
- AADL Authorizer and Wheelchair Vendor Qualifications

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AADL Manual Wheelchair Benefits

- Alberta Aids to Daily Living (AADL) provides funding for wheelchairs using a recycle method.
- The recycle pool of wheelchairs is accessed first before providing new wherever possible.
 - Recycled wheelchairs are cleaned and refurbished before going to the next client.
- Recycling wheelchairs has been determined to be a cost-effective approach for the government and for AADL clients.
 - Recycled wheelchairs cost the client less than being provided a new wheelchair.

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Cost-Share and AADL Wheelchair Benefits

- Cost-share clients pay 25% of AADL benefit costs unless they are cost-share exempt. The cost-share amount does not include the cost of upgrades.
- The most cost-share a client has to pay is \$500 per year.
- All clients (cost-share and cost-share exempt) must pay for any wheelchair upgrade costs.
- Upgrade costs are costs not covered by AADL funding.

Examples

1. Wheelchair with standard options and no upgrade cost (total \$2,300)
 - The cost-share client pays 25% or \$500 towards the wheelchair.
 - The cost-share exempt client does not pay anything.
2. Wheelchair \$2,000 with an added upgrade cost of \$200 = (total \$2,200)
 - The cost-share client pays 25% cost share or \$500 plus \$200 = \$700.
 - The cost-share exempt client pays the upgrade only = \$200.

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Overview – Manual Wheelchairs

- **Categories of Manual Wheelchairs**
 - Pediatric: Category A, B or tilt-in-space
 - Adult: Category A (including tilt with back and head rest), recycle, Category A high weight/ heavy duty and Category A (tilt in space base only), Category B, Category C, and Grants
 - Wheelchairs are classified further as Standard, Standard Plus or Upgrade wheelchairs
- **Standard wheelchairs - owned by AADL**
 - Any wheelchair benefit with costs fully funded by AADL (subject to cost share) for eligible clients.
- **Standard Plus (SP) Wheelchairs – owned by AADL**
 - Standard Plus wheelchairs are wheelchairs that are partially funded by AADL and have upgrade charges that the client pays.
 - AADL pays at least 51% of the total cost of the wheelchair and remains the owner.
- **Upgrade Wheelchairs – owned by client**
 - The client pays at least 51% of the cost of the wheelchair (not including cost-share amount) or
 - The client is funded through an Upgrade Grant: Category A,B or D Upgrade grant.
 - Upgrade grants provide a set amount towards a wheelchair and is automatically considered client owned.

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Overview – AADL Wheelchair Benefits

- **Responsibility**
 - AADL has contracts with wheelchair vendors to provide wheelchair maintenance and repair services and new purchases
 - AADL has contracts with Recycle Vendors to provide recycle services
 - AADL is responsible for the cost to repair and refurbish AADL-owned wheelchairs to recycle them out to another client.
 - Clients are responsible to look after their AADL funded wheelchair regardless of ownership. Includes maintenance and obtaining home insurance in case of loss, damage or theft.
 - AADL owned equipment must be returned to the Recycle vendor.

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Overview – AADL Wheelchair Benefits

Exclusion List

- Geri-chairs
- Strollers
- Parts or repairs on privately owned wheelchairs or privately purchased component on a wheelchair
- Not all options on wheelchairs are funded – examples:
 - High performance tires or wheels
 - Tire pumps
 - Cosmetic accessories
 - Multiple color options (not permitted on recycle wheelchairs – basic black or blue only)
 - Elevating seat option


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Wheelchairs Manuals and APL

- Policy and Procedures manuals and the Approved Product Lists are found at the AADL website at <https://www.alberta.ca/aadl-program-manual-and-product-lists.aspx> or on the Alberta Blue Cross website at <https://www.ab.bluecross.ca/provider/type/aadl/wheelchair-home.php>
- **Policy and Procedures Manuals**
 - WM – Manual Wheelchair Policies and Procedure Manual
 - WP – Power Wheelchair Policies and Procedure Manual
 - ZN – Recyclable Benefits: New Purchase and Repair
 - ZR – Recyclable Benefits: Recycle Vendor Services
- **Approved Product Lists**
 - Both manual and power wheelchairs are listed in one Approved Product List

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Approved Product List

Model	Description	Color	Back	Seat Depth	Weight	Max. Wt. Allowed
10111	Standard	Black	14.25"	16.25"	85 lbs	300 lbs
10112	Lightweight	Black	14.25"	16.25"	85 lbs	300 lbs
10113	Beach Chair	Black	14.25"	16.25"	85 lbs	300 lbs

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Assessment and Client Eligibility

Manual Wheelchairs

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Authorization Process


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    A[Assessment] --> B[Authorizer submits authorization on Alberta Blue Cross Online Health Portal]
    B --> C[Wheelchair is ordered from AADL wheelchair vendor]
    C --> D[Wheelchair provided to client by wheelchair vendor]
  
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Manual Wheelchair – Assessment Process

1. Confirm general eligibility
2. Complete a comprehensive seating assessment
3. Consider function
4. Additional measurements




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Manual Wheelchair – Assessment Functional Considerations

- **Ability to operate the wheelchair - dependent on others, independent or combination.**
 - Does the client need to be pushed sometimes or all the time.
 - Does the back cane height meet the needs of both caregiver and client.
- **Transfers**
 - The type of transfer affects choice of brake extensions, footrest and armrest styles.
- **Communication devices**
 - Children requiring communication devices may need a wheelchair that can accommodate special mounting hardware for a Speech Generating Communication Device (SGCD).
 - Depending on the complexity of the child's communication needs, consult with an SGCD Level 3 Service Center.


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Manual Wheelchair – Assessment Functional Considerations

- **Arm and/or foot propelling**
 - Both arm and foot propelling – consider seat to floor height and footrest clearance required.
- **Arm propelling only**
 - Ability to use one arm only – does the client require a one arm drive?
- **Foot propelling only**
 - Consider seat to floor height and risk of client sliding forward in the seat, would a dump in the seat be effective?

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Manual Wheelchair – Assessment Additional Measurements

- **Environment**
 - Environmental measurements will prevent issues with accessibility.
 - The wheelchair should be able to go through doorways
 - If the client is transporting the wheelchair, it needs to fit in the van, truck or trunk of a car. May require quick release axles to accommodate travel in vehicle.
 - Lift platform needs to accommodate wheelchair footprint.
- **Wheelchair cushion**
 - The height of the wheelchair cushion and the cushion's properties will affect the wheelchair's seat to floor height and influence the type of wheelchair back required.

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Manual Wheelchairs – Categories and Eligibility

Category	Use Indoors	Use outdoors/ in community	Propelling	Activity	Impact on U/E	Other
A	Part-time/Full-time	None or Occasional	Dependent/Independent	Sedentary or minimal	Not a concern	Must agree to comparable substitute
B	Yes Full-time	Yes Full-time	Independent using arms	6 hours (consecutive)	May be some concern	Lightweight
C	Yes Full-time	Yes Full-time	Independent using arms	Frequently in community 5/7 days	High risk for damage/ injury	Ultra lightweight
D	Yes Full-time	Yes Full-time	Independent using arms	Frequently in community 5/7 days	High risk for damage/ injury	Grant model for Category C wheelchair

Full-time use is considered 6 hours or more daily
Part-time use is considered under 6 hours daily

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Manual Wheelchairs – Eligibility for Upgrade Wheelchair Grants

Cat	Use Indoors	Use outdoors /in community	Propelling	Activity	Category Upgrading to	\$\$
A	Part-time/full time	None or Occasional	Dependent/Independent	Sedentary or minimal	Cat B or C Wheelchair on APL	\$2,000
B	Yes Full-time	Yes Full-time	Independent using arms	6 hours (consecutive)	Cat C Wheelchair on APL	\$2,000
C/D	Yes Full-time	Yes Full-time	Independent using arms	Frequently in community 5/7 days	Cat C Wheelchair – not restricted to APL	\$3,900

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Manual Wheelchairs – Eligibility Category A and B Upgrade Grants

Category	Item	Color	Size	Weight (Pounds)
Adult	ADULT Tilt reclines for Category A and Category B items	Yes	Yes	See specific model
	ADULT Tilt reclines for Category B and Category C items	Yes	Yes	See specific model

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Manual Wheelchairs - Eligibility

Category	Description
Adult	Clients of any age can access adult wheelchairs. If the pediatric wheelchairs do not meet the needs of the pediatric client, the authorizer may authorize an adult wheelchair with rationale explaining why no pediatric wheelchair on the program meets their needs.
Pediatric	Under 18 only. Pediatric wheelchairs are designed to grow with the child. Category A or B or Tilt available. Pediatric clients may access a Category B wheelchair when mounting is required to accommodate a prior approved Speech Generating Communication Device.

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Manual Wheelchairs - Eligibility


Category/Options	Description
Heavy Duty	Must meet weight and size requirements listed on the approved product list. The eligibility summary form for high weight/heavy duty needs to be completed
AAFP	Angle adjustable foot plates are funded for clients with foot or ankle deformities and must be clinically justified.
Rigid Frame	Must be self-propelling. Emerging self-propelling pediatric clients must have clear potential to self-propel.

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AADL Eligibility Summary for Manual Wheelchair Benefits

- There are six different forms depending on the type of wheelchair the client needs.
- Purpose:
 - Provide AADL with eligibility confirmation for various options
 - Confirm the authorizer has considered basic needs and separated items that may be upgrades,
 - Provide a tool for authorizers to ensure they have completed the full assessment and rationale for options
- Complete all sections
- Upload with authorization for the wheelchair



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Wheelchair Authorization Process and Generic Specification Form

Manual Wheelchairs




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Wheelchair Authorization - Process

1. Review the choices your client is eligible for
 - Refer to the Manual Wheelchair Approved Product List
2. Request appropriate wheelchair
 - Access the Recycle Inventory first for Category A, heavy duty/ high weight and tilt-in-space
 - For Category B, C and D wheelchairs, proceed to the client's vendor of choice

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Wheelchair Authorization - Process

3. If Category A, heavy duty or tilt-in-space, complete AADL Generic Specification Form

- A fillable **Generic specification form** is available on the Alberta Blue Cross website
- Complete all sections including options and any special requests
- May need to consult with the Recycle Vendor to ensure requested options and configuration are possible

The Generic Specification Form does not have to be completed for Category B, C or D Upgrade Wheelchair grants.

- These wheelchairs are purchased new and are not provided through the Recycle Vendor unless under special circumstances

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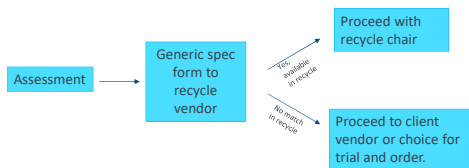
Generic Spec Form

- Complete in full
- Send to Recycle Vendor
- Fillable form available on ABC website

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Wheelchair Authorization - Process



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Wheelchair Authorization - Process


4. Submit authorization through Alberta Blue Cross Online Health Portal

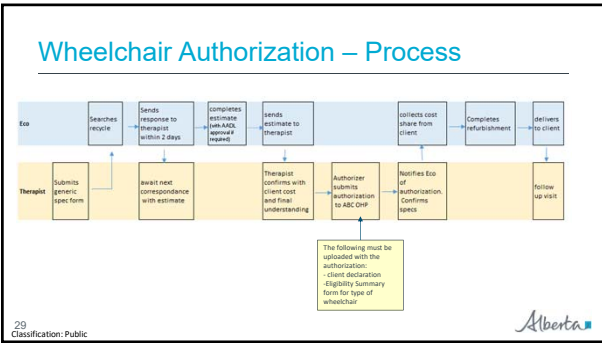
- Submit under "recycle wheelchair"
- [Alberta Blue Cross Authorization User Guide](#)
- [Alberta Blue Cross Video tutorial "How to submit an authorization"](#)
- Recycle vendor will collect cost-share and deliver chair to client

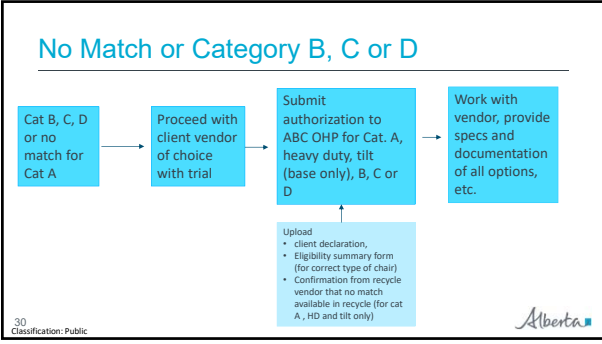
5. Assess client with equipment

- If wheelchair does not work, return it and start process again
- Recycle Vendor will provide minor adjustments if needed.

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Client Vendor of Choice

- Manufacturers specs online
 - Work with vendor for best results
- Give vendor as much information as possible
- Ensure the client is fully aware of all costs
- Keep all documents on file

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Manual Wheelchair Authorization – Determining Costs

Manufacturer Specification Sheet Upgrade prices

- Review the Manufacturer Specification Sheet. Refer to the AADL Exclusion list for any options not funded by AADL
- Wheelchairs with options not covered by AADL are processed as Standard Plus or Upgrade Wheelchairs


Standard Wheelchair

- The only cost to the client would be cost-share unless they are exempt.

Standard Plus or Upgrade wheelchair:

- Client pays the cost share portion unless they are exempt
 - 25% of the cost of the wheelchair excluding upgrade costs (to a yearly maximum of \$500)
 - 25% of the Category A, B or D Upgrade Wheelchair grant
- All clients pay any upgrade costs
- Calculation: Add the cost-share portion plus upgrade costs
- AADL always funds more than 51% of the costs of tilt-in-space wheelchairs to maintain ownership.

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Manual Wheelchair Authorization – Determining Costs

Example: Standard Plus (SP) Wheelchair:

Category B Model XX wheelchair total cost = \$3,592	
AADL funds up to \$3,300 on Category B	= - \$3,300
Upgrade costs – costs over \$3,300	= \$292 (client pays)
Cost-share on \$3,300 = 25% to maximum \$500	= - \$500 (client pays)
Client's total costs	= \$792


AADL maintains ownership of the wheelchair as AADL has paid more than 51% of the cost of the wheelchair.

Example: Standard Plus (SP) Wheelchair:

Category A Model XX wheelchair with standard options	= \$3,400
AADL funds up to \$2,500 on Category A	= - \$2,500
Upgrade costs – costs over \$2,500	= \$900 (client pays)
Cost-share on \$2,500 = 25% to maximum \$500	= - \$500 (client pays)
Client total costs	= \$1,400

AADL maintains ownership of the wheelchair as AADL has paid more than 51% of the cost of the wheelchair.

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Manual Wheelchair Authorization – Determining Costs

Example: Upgrade Wheelchair

Category A Model XX wheelchair total cost	= \$5,075
AADL funds up to \$2,500 on Category A	- \$2,500
Upgrade costs – costs over \$2,500	= \$2,575 (client pays)
Cost share on \$2,500 = 25% to maximum \$500	+ \$500 (client pays)
Clients total cost	= \$3,075

Client maintains ownership of the wheelchair as they have paid more than AADL has paid.

Example of Upgrade Wheelchair – Tilt-in-Space

Category T – Tilt-in-space wheelchair total cost	= \$5,100
AADL funds \$2,100 or 51% whichever is greater	- \$2,731
Client costs	= \$2,369
Client cost share on \$2,731 = 25% or maximum \$500	+ \$500
Clients total cost	= \$2,869

AADL maintains ownership of the wheelchair as AADL paid more than 51% excluding cost share.

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Internal Transfers Repairs, Maintenance, Replacement, Returning

Manual Wheelchairs

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Manual Wheelchairs – Internal Transfers

Three steps:

1. Complete the top part of generic specification form

- Check off "Internal transfer"
- Add serial number
- Fill in make and model
- Add the previous client's info: or call the recycle vendor with this information:
 - Name, DOB and PHN

Alberta Aids to Daily Living Program		Generic Specification Form Wheelchairs		File to Cost Category 3: 686-656-0703
File to Cost Subcategory 3: 686-348-3874				
Client Information				
Client Name	Date of Birth	Client PHN	State	
Delivered to (circle): home facility home care office sending clinic				
Delivery address				
Authorized person information				
Authorizer name and Auth #	Email	best phone number		
Authorizer name (if applicable)	Email	best phone number		
Internal transfer, Refill, Recycle Only				
<input type="checkbox"/> Refill	<input type="checkbox"/> Recycle only	If not made & made by & previous client's name (Name, PHN)		
Previous make and model (if any)				
Category #	Make	Model	Second choice model	

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Manual Wheelchairs – Internal Transfers

2. Complete an authorization on the Alberta Blue Cross Online Health Portal for the client receiving the wheelchair for a "recycle wheelchair."

3. Submit the generic spec form and the authorization information to the recycle vendor.

If repairs/parts changes are required, they must be under the yearly max.


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AADL Wheelchair Repairs/Maintenance

- **AADL-owned wheelchairs have repair allowances**
 - Each client is eligible for a maximum \$500 annually for repairs, clients are responsible for costs over that amount.
 - Repairs must be completed by an AADL Approved Wheelchair Vendor.
 - Repairs over \$500 are reviewed by AADL.
 - AADL may determine wheelchair is not cost effective to repair.
 - Wheelchairs have a 90 day warranty on new parts, labour and shipping. Return equipment to the AADL Wheelchair Vendor for warranty work.
- **Client owned wheelchairs**
 - Should be kept in good repair by the client.
 - Clients must keep a maintenance record if they plan to apply for funding to replace their wheelchair in the future.

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Quantity and Frequency for AADL Wheelchairs

Quantity: Clients are authorized for one manual wheelchair.

Frequency: AADL funds replacement wheelchairs based on a number of factors:

- Age of current wheelchair
- Condition of current wheelchair
- Grant limitations – five years
- Cost effectiveness to reconfigure/repair current wheelchair
- Change in client condition

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Quantity and Frequency for AADL Wheelchairs – QFR Exceptions

Exceptions:

- The wheelchair has been deemed not cost-effective to repair or reconfigure by AADL, has had normal wear and care and is over five-years-old.
- The wheelchair no longer meets the needs of the client and the client has had the chair for more than five years.

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Replacing AADL Wheelchairs for Changes in Client Condition

- Clients may be authorized for a replacement wheelchair if:**
 - an assessment is completed and the client has had a change of condition;
 - their current wheelchair cannot be reconfigured or is not cost effective to reconfigure to meet their new needs; and
 - they have not refused a wheelchair in the past.
- Clients who own their wheelchair (AADL funded – not private) may be authorized for a replacement wheelchair if:**
 - the above criteria under #1 above is met;
 - at least five years have passed since they received AADL funding for their wheelchair; and
 - the wheelchair has been reasonably maintained and used.

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Replacing Wheelchairs – QFR or Not

Requests to Replace Manual Wheelchair						
AADL Category	Age of W/C	AADL in Client	Client condition changed	Subsidy QFR	Subsidy QFR	Comments/Conditions
AADL renewal	> 5 yrs	AADL	Yes	Yes	Yes**	Report client condition change on QFR
AADL renewal	< 5 yrs	AADL	No	No	Yes	Confirm with vendor that AADL has financial control w/c not cost effective to repair
AADL renewal	1-5 yrs	AADL	Yes + request on QFR	No	Yes	Write clinical rationale on L201
AADL renewal	1-5 yrs	Child	Growth > 2"	No	Yes	Report client change + growth on L201
AADL renewal	1-5 yrs	Child	Yes rather than growth	Yes	Yes**	Confirm with vendor that AADL has financial control w/c not cost effective to repair
Private	> 5 yrs	AADL	No	No	Yes	Confirmation by AADL not required
Private W/C**	< 5 yrs	AADL	Yes	No	Yes	Confirm with vendor that AADL has financial control w/c not cost effective to repair
Private W/C**	> 5 yrs	AADL	Yes	No/A	Yes**	Not eligible – private alternate funds
Requests for Early Parts Change within 1 year of activation						
AADL renewal	W/C change request	Either	Yes	Yes	Yes**	Vendor able to reconfigure with a parts change only; wheelchair not to be replaced


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Refusing Equipment – Manual Wheelchairs

- If a client or authorizer refuses to accept delivery of equipment that has been authorized and ordered, the client is not eligible to be re-authorized for six months.
- If after six months the client or family want the equipment re-authorized they must send in a letter to AADL as well as a Quantity and Frequency Review (QFR) Request form filled out by the Authorizer for consideration.
- If the client refuses to accept delivery of the equipment a second time, the client will no longer be eligible for an AADL-funded equipment.


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Returning AADL Wheelchairs

- **AADL-owned wheelchairs**
 - When a client no longer requires the wheelchair, it is returned to the AADL Recycle Vendor and goes back into the AADL recycle pool.
 - The client may contact the vendor to arrange pick up if required.
 - AADL may determine the wheelchair is not cost-effective to refurbish and may consider it for surplus.
 - AADL wheelchairs in the recycle pool that are over five years old are donated or surplus.
- **Client-owned wheelchairs (partially funded by AADL)**
 - May be donated by the client once no longer required.
 - Are not to be sold for profit.

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Vendor and Authorizer Qualifications

Manual Wheelchairs

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Vendor and Authorizer Qualifications

- **AADL Wheelchair Vendor qualifications**
 - Provide repair services
 - Must meet certain standards and requirements set out in a contract with AADL
 - Must employ trained technicians to repair wheelchairs
- **Wheelchair Assessor/Authorizer Qualifications**
 - Must complete application for secondary product range.
 - Must be competent to complete a Wheelchair and Level A seating Assessment.
 - Must have extra courses/seminars focused on wheelchair and seating assessments.
 - Must be familiar with the equipment and seating they are authorizing

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Alberta Aids to Daily Living Program
Telus House, 13th Floor
10020 100 Street NW
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 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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