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| **Document Owner** | Kim Clayworth  Senior Manager, Community Allied Health & Aged Care, TEHS | | | |
| **Approval Authority** | David Braines-Mead  Acting Chief Executive Officer | | | |
| **Author** | TEP Advisory Committee | | | |
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# Policy Statement

To ensure consistent and equitable client contribution arrangements for items of assistive technology issued through the Territory Equipment Program (TEP).

# Policy Purpose

The TEP aims to provide prescribed items of assistive technology to assist eligible residents of the Northern Territory with a permanent or long-term functional impairment, to enhance their safety and independence, and to assist them to live and participate in their community.

This policy has been developed to transition the former Disability Equipment Program (DEP) to a service model for the provision of assistive technology for people with a functional impairment, within a contemporary service system model and within existing funding.

This policy introduces the client contribution requirements for assistive technology provision through the TEP.

# Policy Details

## Responsibilities

All staff have a responsibility to familiarise themselves with the TEP policies and procedures.

## Policy Content and Implementation

TEP only require client contributions for major home modifications and/or when the cost of the item of assistive technology is beyond the specifications prescribed and is selected by client preference. Client contributions are not required for stock items including bariatric items, which may more expensive. .

Clients or legal guardians acknowledge that a contribution may be required at the time of application. Clients may approach and seek support from third party or fundraising sources such as the Variety Club or Rotary or speak to their Approved Prescriber for further information about alternative resourcing options if required.

Clients required to contribute in excess of $2 000 can apply for Special Consideration for High Cost Items. Refer to the TEP Financial Eligibility Policy.

## Agreement Conditions

Client contribution conditions are outlined in the Client Contribution Agreement, signed by the client or legal guardian when a contribution is required.

Clients acknowledge that:

* they are required to make a contribution towards the cost of their item directly to the supplier;
* the item will not be delivered or installed until the total amount of the contribution has been paid in full;
* contributions are non-refundable;
* payment plan arrangements may be available however are at the discretion of the supplier and are required to be arranged with the supplier directly;
* the item remains the property of the TEP unless the client’s contribution is equal to or greater than 50 percent of the total cost;
* the TEP reserves the right to decline assistance (subsidy funding) towards an item that is not on the TEP Approved Equipment List or is beyond the specifications prescribed and selected by client preference;
* co-payment arrangements between a third party and a TEP client are acceptable however the TEP does not enter into agreements with third party agencies; and
* a copy of this agreement will be provided to the supplier of the item to facilitate payment of the client contribution.

## Customisation

TEP will not fund optional accessories and/or modifications. Clients are required to seek prior approval from the TEP and contribute the full amount for any items of this nature.

## Maximum Subsidies

Maximum Subsidy amounts have been set for minor and major home modifications only.

The policy has been developed to provide a framework for the administration of the TEP in the Northern Territory. It will facilitate delivery of a coordinated and efficient service, which provides consistency and equity in client access to items of assistive technology, Territory wide.

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| Quality Assurance | | |
|  | **Method** | **Responsibility** | |
| **Implementation** | Document will be available for all staff via the PGC. | PGC Administrators | |
| **Review** | TEP policies - review every three years  TEP procedures – review  ‘annually to ensure continuous quality improvement. | Senior Manager Community Allied Health & Aged Care, TEHS | |
| **Evaluation** | Adverse events will be recorded in the patient’s clinical notes and Riskman. | Senior Manager Community Allied Health & Aged Care, TEHS | |
| **Compliance** |  |  | |

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| Key Associated Documents | |
| **Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents** | TEP Policy and Procedure Manual  TEP PO-2 Financial Eligibility Policy  TEP GL TEP Glossary |
| **References** |  |

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| Definitions, Acronyms and Alternative Search Terms | |
| Term | Description |
| **TEP Approved Equipment List** | A list of specified items of assistive technology each having clinical guidelines and conditions for prescription. |
| **Customisation** | Assembly or adaptation of an existing item, by a person who is not the manufacturer, for an individual client. Customisation may change the character or structure of the item but does not change the intended purpose. |

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| **National Safety and Quality Health Service Standards** | | | | | | | |
| cid:image001.jpg@01D658ED.D030F090  Clinical Governance | cid:image002.jpg@01D658ED.D030F090  Partnering with Consumers | cid:image003.jpg@01D658ED.D030F090  Preventing and Controlling Healthcare Associated Infection | cid:image004.jpg@01D658ED.D030F090  Medication Safety | Comprehensive care icon  Comprehensive Care | cid:image006.jpg@01D658ED.D030F090  Communicating for Safety | cid:image007.jpg@01D658ED.D030F090  Blood Management | cid:image008.jpg@01D658ED.D030F090  Recognising & Responding to Acute Deterioration |
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