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Family &
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Services

Aids and Equipment in Supported Accommodation (AESA) Procedures

Summary: The AESA Procedures detail the steps to follow when requesting AESA funds to purchase aids and equipment for people residing in ADHC Accommodation Support Services.





Aids and Equipment in Supported Accommodation (AESA) Procedures

Document name	Aids & Equipment in Supported Accommodation (AESA) Procedures
Policy	Health and Wellbeing Policy
Version number	1.0
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Policy manual	Health and Wellbeing Policy and Practice Manual, Volume 2
Approved by	Deputy Secretary, ADHC
Summary	These Procedures detail the steps to follow when requesting AESA funds to purchase Aids and Equipment. The funds are available to eligible applicants as determined by the AESA Committee. Aids and Equipment may be purchased new, or provided from an existing pool. A Register of existing Aids and Equipment is maintained in each District.
Replaces document	AIDAS Policy, 2008
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Applies to	People who are supported in ADHC operated accommodation support services
Review date	2017

Version control

The first and final version of a document is version 1.0.

The subsequent final version of the first revision of a document becomes version 1.1.

Each subsequent revision of the final document increases by 0.1, for example version 1.2, version 1.3 etc.

Revision history

Version	Amendment date	Amendment notes
V1.0	January 2016	Replaces AIDAS Policy 2008

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1 Introduction

The ADHC Aids and Equipment in Supported Accommodation (AESA) Procedures (the Procedures) embody the principles of legal and human rights found in the New South Wales Disability Service Standards (the Standards), the commitment to deliver culturally responsive services to Aboriginal people under the Aboriginal Policy Statement (the Statement), and the person centred guiding principles of the ADHC Health and Wellbeing Policy and Lifestyle Planning Policy.

The Procedures are a guide for supporting people with disability residing in ADHC operated accommodation support services to exercise their rights and entitlements under the Standards and access personal aids, equipment and appliances which will enable them to live their preferred lifestyle in a safe and healthy way.

The AESA Procedures also provide guidance on other Aids and Equipment schemes people can access, including the Continence Aids Payment Scheme (CAPS) and Hearing Australia.

2 What is AESA?

The AESA program supports people residing in ADHC supported accommodation by providing funding towards Aids and Equipment which:

- enables them to live independently or with less support
- maintains and increases opportunities for accessing and becoming involved with the community
- maintains and improves health and wellbeing
- reduces risk to the person's safety
- preserves or increases the person's dignity and confidence
- maintains and develops skills and interpersonal relationships
- maintains a consistent level of support.

Previously, under the Aids for Individuals in DADHC Accommodation Support Services Policy and Procedures (AIDAS), ADHC has allocated funds to each District based on the population of people with disability residing in accommodation support services. All applications are registered, and funding is allocated within the District according to need.

Under AESA, future allocation of funding to Districts will be based on methodology that considers both the applications logged into a central register and the number of people in accommodation support services in each District, to ensure that funding is allocated according to need.

Each year, the relevant Central Office Directorate will allocate AESA funding to each District and the LRCSSL Directorate based on assessed need.

3 Who is eligible for AESA?

AESA funding is available for people with disability of all ages residing in ADHC operated group homes, Large Residential Centres (LRCs), and Specialist Supported Living (SSL) homes, who require an Aid or Equipment to assist them to participate in everyday activities.

People who do not live in an ADHC operated 24/7 accommodation support service, may be eligible to receive assistance from [Enable NSW](#)¹.

3.1 Aboriginal and Torres Strait Islander People

Support in obtaining AESA funding for Aboriginal and Torres Strait Islander people is provided in a culturally appropriate way that supports and empowers them. In providing support consider the following:

- communicate with the person and family in a way that is understood; if the person has a communication profile use it to learn the best way of communicating
- acknowledge the history of trauma and loss that Aboriginal people have experienced since settlement
- understand their experiences and difficult relationships with government services, especially hospitals
- enquire about the proper contact person for discussing issues about the person's need for Aids and Equipment, and their finances
- ask who the Aboriginal person would prefer to have as an advocate or support person
- determine how the issue of seeking funding assistance is viewed in the person's community
- confirm whether the person or family would prefer to work through an Aboriginal Liaison Officer
- ensure that the person and family understand the options related to AESA funding and how they can access them.

¹ www.enable.health.nsw.gov.au or Phone: 1 800 ENABLE (1 800 362 253).

3.2 NDIS Transition

People who have transitioned to the NDIS will have their needs for Aids and Equipment assessed as part of the NDIS planning process. Information about support of all types, including Aids and Equipment, and available funding through the NDIS, is found on the NDIS website.²

4 What can be purchased with AESA funds?

The AESA program is ADHC's primary funding mechanism for the allocation of personal aids, equipment and appliances. It also covers the cost of regular servicing and maintenance, and reasonable repairs to aids and appliances.

A full list of eligible items for purchase under AESA is contained in the 'Tools and templates' section.

4.1 Contenance aids

AESA funding is available for the purchase of continence aids however, before making an application for AESA funding, the person must be supported to apply for funding through the [Contenance Assistance Payment Scheme \(CAPS\)](#)³.

Once CAPS funds are exhausted the person may apply for AESA funding to purchase continence aids.

A person who qualifies for CAPS funding meets the requirements to apply for AESA funding for continence aids. Supporting documentation from a general practitioner (GP) or allied health professional (AHP) is not required, however they may recommend specific items using the **Aids and Equipment prescription template** (see 'Tools and templates').

4.2 What cannot be purchased with AESA funds?

Aids and Equipment that cannot be purchased with AESA funds include:

- Aids and Equipment which are medical in nature and are purchased through health services or the person's own funds.
- Aids and Equipment which are available through pharmaceutical supplies.
- Aids and Equipment relating to vehicles, Work Health and Safety (WH&S) and property that are funded through the Accommodation Services budget.

² <http://www.ndis.gov.au/document/875>

³ <http://www.bladderbowel.gov.au/> or PHONE 1800 330 066

- Aids and Equipment which are standard retail items purchased through the person's own funds or, when a shared resource, from the Household Operating Account (HOA).
- Aids and Equipment which cost less than \$200 per item - unless the person has insufficient income to purchase them. These costs should be included during development of the person's annual budget when funds are set aside for incidental purchases.
- Aids and Equipment which are available through other funding sources.
- Refer to the following tables in the 'Tools and templates' section:
 - Aids and Equipment through non ADHC funding
 - Aids and Equipment funded through Accommodation Services
 - Aids and Equipment eligible for AESA funding
 - Aids and Equipment not eligible for AESA funding.

5 Applying for AESA funding

5.1 Completing the Aids and Equipment Needs and Review Checklist

The annual health assessment is an opportunity to review the person's need for an aid or equipment, or for an update or repair to current aids or equipment.

The **Aids and Equipment Needs and Review Checklist** (see 'Tools and templates') will help to identify the person's need for an aid or equipment, or for repair or update of an existing item. The checklist is completed during the person's annual Health Planning (in Health and Wellbeing Manual Volume 1), or at any time when the person's health or support needs change.

The checklist is completed by a support worker who knows the person and their support needs well, and is endorsed by the Team Leader or Residential Unit Nurse Manager (RUNM). If the person is new to the service, completing the checklist will help to identify the person's need for an aid or equipment.

The person takes the completed checklist to the GP at the annual health assessment visit, or at any time the person's health or support needs change.

5.2 Aids and Equipment Prescription Template

If the person requires an aid or equipment, the person's GP will either prescribe the aid or equipment or refer the person to a relevant AHP (for example, a physiotherapist, occupational therapist or speech pathologist).

The AHP may be an ADHC employee, or a public or private provider.

The GP or AHP should prescribe the aid or equipment by completing the **Aids and Equipment prescription template** (see 'Tools and templates') and attach any reports that are relevant to the request.

The following sections of the template are to be completed:

- the person's diagnosis
- functional ability
- the aid being prescribed
- the supplier and cost
- specific features of the aid or equipment
- the overall benefit to the person
- potential risk to the person if the aid is not provided
- timeframe for supply
- whether the aid needs modification for transport
- whether the aid is compatible with other Aids and Equipment
- training required for the person
- training required for support workers
- other aids to be trialled
- attachment of assessments or reports.

An ADHC therapist prescribing Aids and Equipment with a value over \$5000, must seek endorsement from a supervisor.

Where there is a dispute about what has been prescribed, a second opinion may be obtained by another GP or AHP. The matter must be raised with the District AESA Committee and management for resolution.

5.3 Check what other funding is available

Some Aids and Equipment can be funded through organisations outside of ADHC. Before making an application for AESA funding, refer to **Aids and Equipment through non ADHC funding** (see 'Tools and templates').

If funding assistance cannot be obtained through other sources, the person can apply for support to purchase the aid or equipment with AESA funding.

To check whether the aid or equipment is eligible for AESA funding refer to 'Tools and templates' for:

- Aids and Equipment funded through Accommodation Services
- Aids and Equipment eligible for AESA funding
- Aids and Equipment not eligible for AESA funding.

If the aid or equipment is on the eligible list, and has been prescribed for the person, the person can apply for AESA funding towards the cost of its purchase.

5.4 Complete the Statement of Finance

Each person applying for assistance through AESA funding must first complete the **Statement of Finance** (see 'Tools and templates').

The Statement of Finance records the person's income and savings as follows:

- annual Income from the Disability Support Pension and entitlements
- other annual Income in addition to the Disability Support Pension
- total funds in savings accounts
- total funds in investment accounts.

This information is used to calculate the person's capacity to contribute to the purchase of the aid or equipment.

The contribution is a percentage of the cost of the item and is calculated based on the total income and savings of the person (section 10.3).

When making a contribution would cause the person financial hardship, the circumstances are recorded in the Statement of Finance.

The Statement of Finance is considered by the AESA Committee when determining whether AESA funding will be approved, and the amount of the User Contribution.

Note: The Statement of Finance is a confidential document for internal use only and must not be provided to anyone external to ADHC including the person's GP or AHP.

The Statement of Finance must be signed by the person, and the family, guardian, or financial manager, if they agree to make a contribution.

In the case of a dispute about payment of the contribution, the application is escalated to the appropriate delegation level (District Director or Executive Director LRC SSL) for approval.

A person may also choose to pay for the aid or equipment from their own funds.

5.5 Complete the Funding application form

The Funding application is completed by a support worker and describes:

- the aid or equipment
- the cost
- other funding options used
- recommended User Contribution
- total AESA funds being requested.

5.5.1 Attach supporting documents

The following documents must be attached (see 'Tools and templates'):

- Completed **Aids and Equipment Needs and Review Checklist** which has been reviewed by the person's GP or AHP.
- **Aids and Equipment Prescription Template** and quotation completed by the person's GP or AHP.
- Completed **Statement of Finance**.
- The **Funding Application Form – Continence Aids** must be completed in addition to the above when the application is for continence aids.

5.5.2 Sign and endorse

The application forms must be **signed by**:

- the person (if they are able)
- the support worker who prepared the application.

And endorsed by:

- the Team Leader/Line Manager, **and**
- the Coordinator/Nursing Manager, Accommodation and Nursing Services.

5.5.3 Quality check

The Coordinator is endorsing that:

- the application is complete and provides the necessary information
- AESA is the appropriate source of funding for the requested item rather than Work Health and Safety, capital funding, CAPS⁴ etc.
- the items required are more than \$200 in value (or if under \$200, noting that the person does not have sufficient income to purchase these, and that their cost was not known or included during development of the person's annual budget)
- the items are within the scope of the AESA program.

An inappropriate, incomplete or unsupported application is not to be submitted to the District AESA Coordinator.

5.5.4 Submit application form

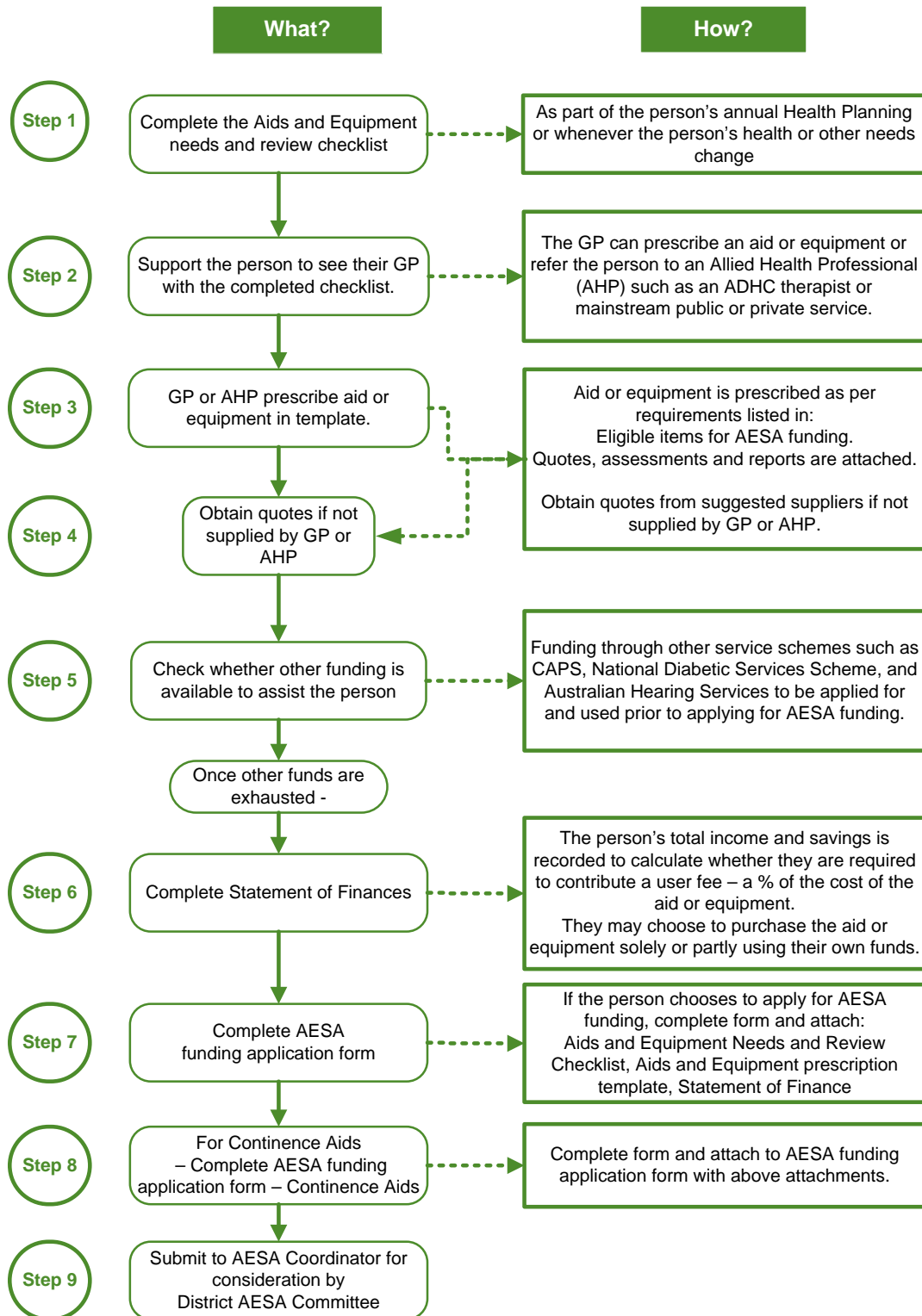
The completed application must then be submitted to the District AESA Coordinator.

The District AESA Coordinator registers and holds the application until the District AESA Committee next meets.

Figure 1 shows the steps required to apply for AESA funding towards the cost of Aids and Equipment.

⁴ <http://www.bladderbowel.gov.au/>

Figure 1: The steps to apply for AESA funding



6 The AESA Review Committee

The District AESA Review Committee is the decision making body and recommends the allocation of AESA funds for Aids and Equipment. The Committee meets at least three-monthly, to consider applications.

6.1 Committee members

The Committee has six members with at least four required to form a quorum:

- Manager, Accommodation and Respite or Principal Nurse Manager Accommodation and Nursing Services (PNMANS)
- Coordinator, Accommodation and Respite or Residential Unit Nurse Manager (RUNM)
- Therapists (at least one)
- Service Support Analyst
- other appropriate clinical staff.

6.2 Roles within the Committee

1. Chairperson, nominated to serve for the year.
2. Coordinator to manage applications, data and equipment pools.
3. Record-keeper to keep the minutes of the meeting.
4. At least one member with clinical expertise.
5. A designated approving officer.

The designated approving officer must provide approval as per their FACS delegation and where required will be either the Coordinator A&R/RUNM or the Manager, A&R/PNMANS.

6.3 Allocation of AESA funds

In order for the District AESA Committee to maintain a uniform approach to the prioritisation of each application, the following process should occur:

1. Treasury allocated Annual AESA funds are apportioned by dividing them between:
 - a. AESA Capital (items worth \$5000 and over)
 - b. AESA Operational / recurrent (items worth less than \$5000).

2. AESA operational/recurrent funds are split between categories of Aids and Equipment as follows:
 - a. communication
 - b. hygiene
 - c. mobility
 - d. personal care
 - e. repairs, maintenance and modifications.

The budget is to be used across the categories based on the prioritisation approach outlined in section 7.3. It is proposed that the District AESA Committee monitors the allocation across categories using the AESA register to help improve understanding of demand and inform future allocations.

7 Reviewing the application

7.1 AESA funding application form registration

On receipt of the funding application, the District AESA Coordinator confirms that the application is appropriate for AESA funding.

When the AESA Coordinator is unsure about the appropriateness of an application, it is submitted to the Committee to decide if it will support or exclude the application.

The application is logged in the District AESA Register which is accessed from the A&R Service Development SharePoint site (see AESA Register User Guide in Other resources).

The application is registered regardless of whether it is approved, deferred or declined, or if the aid or equipment is sourced from a District Aids and Equipment Pool. As the application progresses the details in the AESA register must also be updated.

Registration provides a true picture of the demand and supply for Aids and Equipment in the District, and will assist in determining the most equitable allocation of AESA funding.

7.2 District AESA Committee convenes to consider applications

The District AESA Committee considers each application in order of the date received, and by category of aid or equipment requested.

Applications requiring further consideration for appropriateness are also considered by the Committee.

The Committee either supports the application, chooses to defer the application until future funds are available or, if it is not appropriate for AESA funding, excludes the application.

7.3 Prioritisation of applications

Once applications are supported, they are given a priority ranking based on the following four criteria.

7.3.1 Overall need

The Committee considers how essential the aid is for the person based on information provided in:

- the Aids and Equipment needs and review checklist
- the Aids and Equipment prescription template
- other accompanying reports and assessments.

Consideration is given to the specific nature of the person's disability, and the Aids and Equipment needed to assist them to function better in the areas of hygiene, toileting, bathing, sleeping, feeding, mobility and communication.

A ranking is applied as follows:

- 1 – Low
- 2 – Medium
- 3 – High.

7.3.2 Overall benefit

The Committee considers the overall benefit the person will gain from having the aid or equipment in relation to:

- types of activities they will be able to perform
- increased level of independence
- increased quality of life
- improvement in wellbeing
- increase in level of safety for the person and others.

A ranking is applied as follows:

- 1 – Minimal
- 2 – Moderate
- 3 – Greatest.

7.3.3 Urgency

The Committee considers the urgency of the aid or equipment and the timeframe required for purchase.

A ranking is applied as follows:

- 1 – Non urgent
- 2 – Within 2-6 months
- 3 – Immediate or urgent.

The AESA Coordinator must be advised of any urgent applications for example, to meet a person's need following an accident or injury.

When an aid or equipment requires urgent repair or replacement, the Application Form and the Statement of Finance are completed as usual, including the person's contribution if it is appropriate. The AESA Coordinator establishes a Committee quorum, which includes the designated approving officer at minimum, to consider the application and immediately approve AESA funds for repair or replacement if available.

7.3.4 Complexity

The Committee considers the complexity of the person's situation such as:

- a critical issue where the supply of an aid is part of the solution
- where a person's placement may be in jeopardy
- the aid will assist in maintaining continuity for the person.

Scores are totalled and applications ranked in order of highest to lowest, 10 being the highest score achievable and 3 being the lowest.

An additional ranking of 1 may be applied for a compelling special circumstance.

It is necessary to rank one application against another to consider individual need, and to ensure that available funds are allocated appropriately.

The AESA Committee completes the **Application Outcome** (see 'Tools and templates') as a record of the decision making process. Applications are approved for immediate purchase or carried over to a future meeting once funds are exhausted.

7.4 Notification of funding application

Applicants are advised of the outcome of the AESA Committee meeting through the **Notice of Outcome** (see 'Tools and templates'). The Notice of Outcome contains the Committee's recommendations and is signed by the designated AESA approving officer with a copy sent to:

- the person
- the Team Leader/RUNM
- the Coordinator A&R/NMANS
- the prescribing GP or AHP
- the person's financial guardian or manager.

The line manager immediately notifies the person, support workers and family involved in the application, of the outcome of the Committee meeting.

Where an application is carried forward to a future meeting, the Committee will issue a Notice of Outcome to the person and a reason for the deferment.

When funds for the category of aid or equipment being requested are expended, an application may be held over to the next financial year.

The person will be contacted to check whether their circumstances have changed since the initial application was made, and if necessary the AESA Register is updated.

Decisions made at future meetings are communicated to the person and their financial guardian or managers as above.

7.5 Appealing the outcome

If there is a concern regarding the outcome of an application, in the first instance the applicant (or support worker, family member or guardian) should discuss the decision with the AESA Coordinator.

If the applicant is still concerned, a written statement outlining the reasons for the concerns can be sent to the AESA Committee together with any additional information about the needs or benefits of the request that was not included in the original application.

The decision will be reviewed by the AESA Committee at its next meeting and a **Notice of Outcome** will be issued to the applicant when the Committee has made its decision.

The AESA Register will be updated to record the outcome of the appeal.

If the person is not satisfied with the outcome of the appeal they can lodge a complaint through the [FACS - Make a comment, enquiry, complaint or compliment service](#).⁵

7.6 State-wide AESA Register on SharePoint

Each District is responsible for recording their own details of Aids and Equipment purchased on the Statewide AESA register on SharePoint. This includes all Aids and Equipment purchased using AESA funds, and the previous ADHC Aids and Equipment program, AIDAS, and the NSW Ministry of Health Program of Appliances for Disabled People, PADP (now Enable NSW).

The Register should be maintained by the AESA Coordinator and used to track equipment through the purchase, allocation and return phases. The Register enables the AESA Committee to identify unused equipment across the state that might be suitable for an applicant. Before Aids and Equipment are approved for purchase, the state-wide Aids and Equipment register on SharePoint must be checked for stock of the required aid.

For auditing and accountability purposes, ADHC requires items that are purchased under AESA to be registered as follows:

- all existing Aids and Equipment that are in use (allocated)
- all Aids and Equipment no longer in use (available)
- all new Aids and Equipment as they are purchased
- each item valued at \$5000 or over also to be recorded on the District Asset Register and the person's own asset register
- all other items over \$1000 (described as portable and attractive) to be registered in the person's asset register and the group home/unit's (cost centre) fixed asset register.

The group home or LRC SSL unit's fixed asset register must be adjusted if the item is relocated to another unit.

The District asset register must be adjusted if the item is relocated to another District and the District acquiring the item should pay any freight charges.

Note: If an aid meets the GP or AHP's recommendation, it may be sourced through a stock search of available Aids and Equipment. In this case it may not be necessary for a full review of the application by the AESA Committee. The statewide AESA Register on SharePoint is updated accordingly.

⁵ <http://www.adhc.nsw.gov.au/contact-us/make-a-comment-enquiry-complaint-or-compliment>

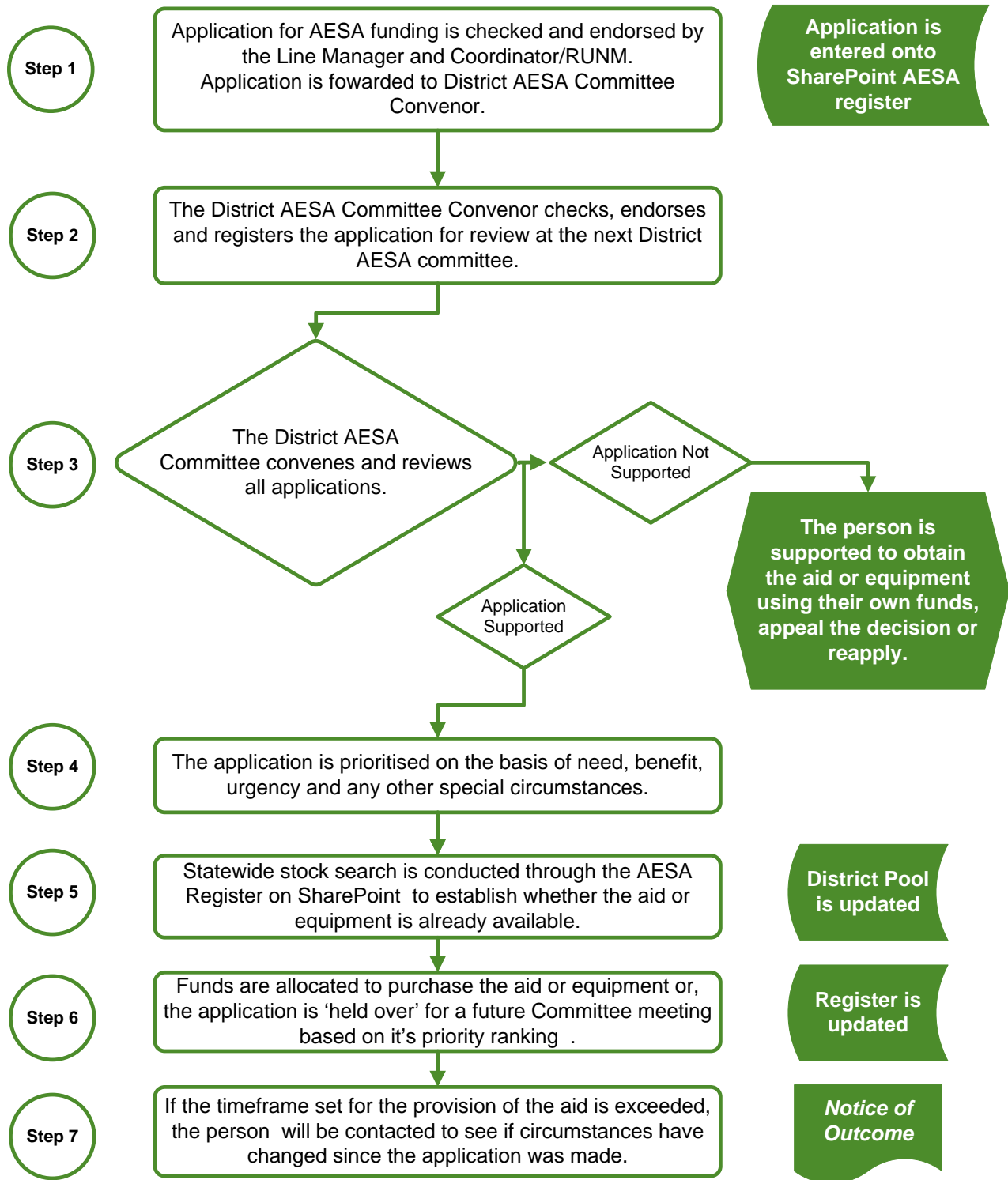
Once an item is no longer required, regardless of its condition, the line manager should notify the AESA Coordinator to adjust the AESA Register and decide whether to retain or dispose of the aid or equipment.

Disposal of goods and assets must be conducted according to [NSW Disposal Delegation](#)⁶ and the FACs Delegations Manual.

Figure 2 shows the process of reviewing the application.

⁶ <https://www.finance.nsw.gov.au/sites/default/files/Diposal-Delegation.pdf>

Figure 2: The process of reviewing the application



8 Purchasing Aids and Equipment

Once approved, Aids and Equipment should be purchased within 30 days of receipt of the **Notice of Outcome**.

8.1 Purchase Requisition

The Purchase Requisition is prepared by the Team Leader or District AESA Coordinator or as determined by the District's administrative processes.

The Purchase Requisition must be prepared in ESS SAP according to the procedures found on the Business Services Intranet (see 'Other resources').

The Purchase Requisition is forwarded through ESS SAP workflow to the delegated approving officer.

8.2 Purchase Order

Business Services provides a Purchase Order to the creator of the Purchase Requisition (see 'Other resources').

Provide a copy of the Purchase Order to the supplier by email, fax or in person.

Place a copy of the Purchase Order in the person's Financial Folder under (tab labeled AIDAS/Commonwealth Aids and Assistance Scheme).

8.3 Receipt of Aids and Equipment

8.3.1 Check Aids and Equipment

On receipt of the aid or equipment it must be checked carefully against the Purchase Order and any other documentation.

If the GP or AHP has prescribed any specific modifications to the aid or equipment, it may need to be checked by the prescriber. The GP or AHP can indicate in the Prescription Template their wish to check the aid or equipment when it is delivered.

If the aid or equipment is not provided in the prescribed format, the AESA Coordinator and supplier must be advised and action taken to ensure:

1. the correct product is supplied as requested, or
2. the order is cancelled and re-ordered through an alternative supplier.

8.3.2 Check invoice accuracy

The Invoice must match the Purchase Order and quotation.

Discrepancies between the Invoice and Purchase Order must be raised with the supplier and AESA Coordinator as soon as they are known.

The Invoice is only actioned for payment following confirmation that products ordered have been received and are correct (section 8.3.1).

The Team Leader/RUNM or AESA Coordinator signs the Purchase Order to confirm that the correct goods have been received.

Once receipt of correct goods is confirmed, the Invoice must be paid.

Check that mandatory fields in the SharePoint AESA register relating to purchasing information are completed.

9 Paying for Aids and Equipment

9.1 Paying the Invoice

The Invoice is paid through the Business Services Invoice Management System (IMS).

See the Business Services IMS Learning Link for instructions on paying an invoice using the IMS (see 'Other resources').

9.2 Registering an aid or equipment

The Team Leader enters the purchase price of the aid or equipment in the unit's fixed asset register.

The aid or equipment has been automatically registered once an AESA application is entered into the AESA register on SharePoint.

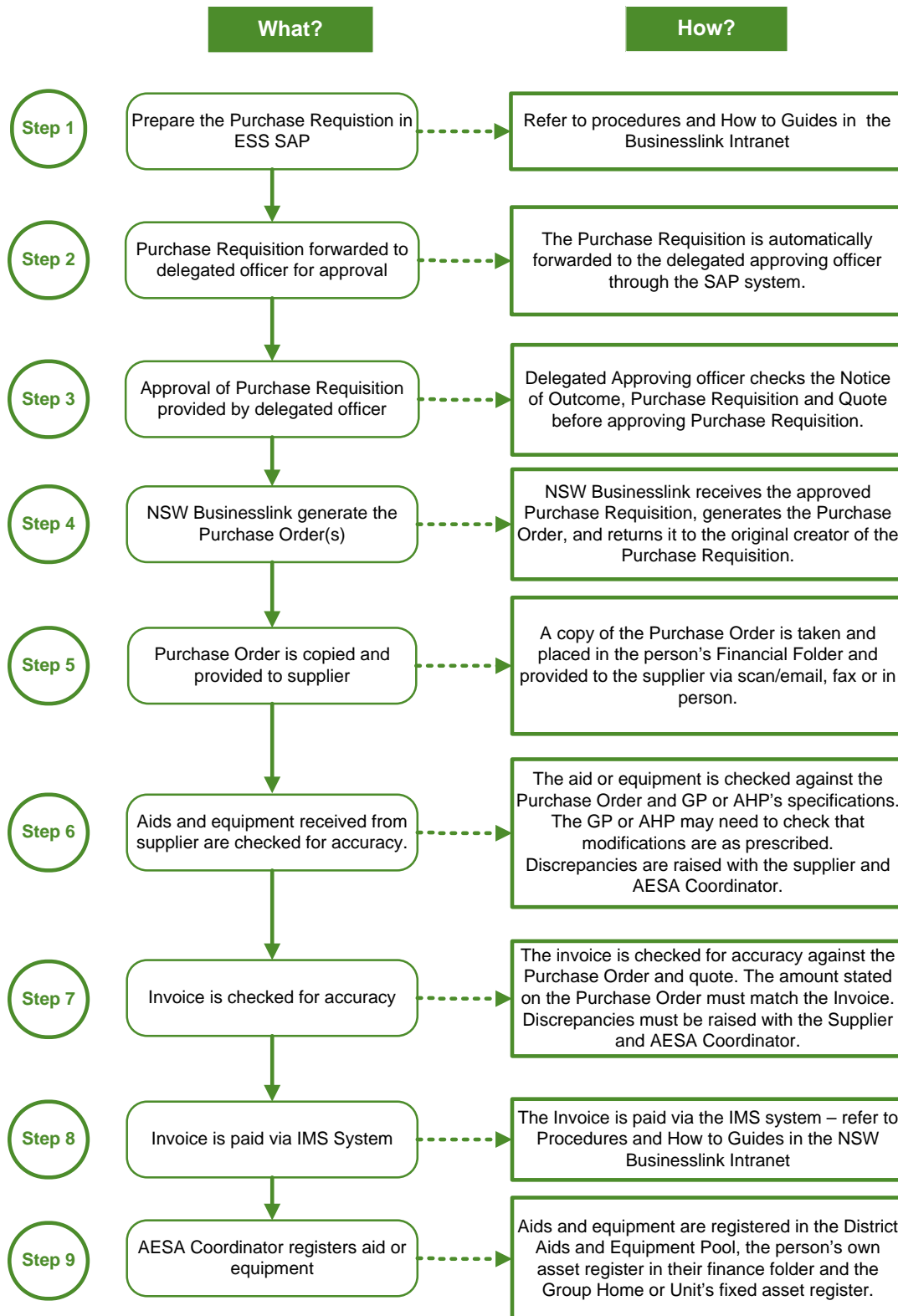
9.3 Training in the use of the aid or equipment

When the aid or equipment is a routine replacement without modification, the person continues to use the aid as usual.

When the aid or equipment is new, training is provided to the person (and support workers if required), as outlined by the person's GP or AHP in the Prescription Template. If the person requires additional training, the GP or AHP is informed that further training is required.

Figure 3 shows the process of purchasing and paying for Aids and Equipment.

Figure 3: The process of purchasing and paying for Aids and Equipment



10 User Contribution

Where AESA funds are sought to purchase Aids and Equipment over \$200, a User Contribution may apply. The User Contribution is calculated on the cost of the aid or equipment, and on the person's annual income and savings.

As the Disability Support Pension and entitlements (DSP) is often the main source of income, a person with disability may not be able to purchase Aids and Equipment costing more than \$200 without assistance.

A person whose only income is the DSP, and who has \$5000 or less in savings, is not required to pay a User Contribution.

A person who receives the DSP or an equivalent income, and has savings or additional income over \$5000, is expected to pay a User Contribution (see the table in section 10.3).

Where payment of the User Contribution would cause financial hardship, a case can be outlined in the AESA **Statement of Finance**, describing the circumstances for consideration by the AESA Committee. This applies to any aid or equipment regardless of the cost.

The AESA Committee will calculate the User Contribution based on the person's Statement of Finance and financial hardship circumstances.

10.1 Agreement of User Contribution

The total User Contribution should be agreed on, recorded and endorsed in the person's **Statement of Finance**.

The person, financial manager or guardian agrees to pay the User Contribution by signing the Statement of Finance.

The Statement of Finance is endorsed by the Team Leader or RUNM and Coordinator A&R or NMANS.

10.2 Paying the User Contribution

When the User Contribution amount is agreed, an invoice using the person's Customer Record Number is raised through the Business Services Debtors System, and forwarded to the person for payment. Business Services issues a reminder notice for any invoice not paid within 30 days. If payment is not received a second reminder will be issued after 15 days.

Where an invoice is outstanding for more than 60 days, Business Services contacts the line manager to determine if the debt should be pursued.

10.3 Recommended User Contribution Table

The table below represents the calculation of a User Contribution based on the person's income and savings.

Annual Income (additional income may come from paid work e.g.; at Flagstaff, investment returns etc.)	Savings				
	\$0 – \$5,000	\$5,001-\$10,000	\$10,001 - \$20,000	\$20,001 – \$30,000	\$30,001 - over
Disability support pension (DSP) and entitlements or equivalent (i.e.; only income)	0%	5%	10%	15%	15%
DSP + (less than \$5,000)	10%	15%	20%	25%	30%
DSP + (\$5,001 - \$10,000)	12.5%	17.5%	22.5%	27.5%	32.5%
DSP + (\$10,001 - \$20,000)	15%	20%	25%	30%	35%
DSP + (\$20,001 - \$30,000)	17.5%	22.5%	27.5%	32.5%	40%
DSP + (\$30,001 – over)	20%	25%	30%	35%	45%

Note: The User Contribution fee is capped at 1/5th of the applicant's savings.

Example of 1/5th savings cap:

- An aid or equipment costs \$20,000, the applicant's annual Income: DSP + (Less than \$5,000) with savings (\$15,000), User Contribution Fee is 20% as per table above, the user contribution fee is $20\% \times \$20,000 = \$4,000$.

However, Capped Contribution Cost: $\$15,000 \text{ savings} \times 1/5 = \$3,000$, therefore the Contribution fee should be \$3,000 on this purchase:

- The User contribution is not subject to GST and is not required for servicing, or for repairs of accidental damage to items purchasing using AESA funding.

10.4 Budgeting for Aids and Equipment

A person living in an ADHC accommodation support service is supported to develop an annual budget during Lifestyle Planning. The budget will include the cost of any aids or equipment the person needs in the coming year that have been identified during regular health assessments and planning.

The person, financial manager or guardian endorses the annual budget. If additional funds are needed for Aids and Equipment outside the planned annual budget, consent is required from the person, financial manager or guardian.

The person may choose to contribute to the full or part payment of an aid or equipment. If the person chooses an aid or equipment that costs more than the standard item, they will be required to pay the User Contribution as well as the additional cost of the non-standard item.

10.5 Donation of aids or equipment

A person, family or an organisation may choose to donate Aids and Equipment or their cost to ADHC.

The donor is issued with a receipt for donated funds or Aids and Equipment. As ADHC is not a registered charity, the donor cannot be given a tax deduction. The donor should be clear that donation of aids or equipment to ADHC will not result in additional benefit, privilege or services to the donor or their family members.

If the donated Aids and Equipment are assessed as suitable by the AESA Committee, including a relevant therapist, they can be registered in the District Aids and Equipment Pool.

Aids and Equipment purchased through donations will remain the property of ADHC, unless gifted to a specific person.

Where an aid or equipment has been donated to a specific person, and not to ADHC, the aid or equipment becomes the person's property and therefore must be registered in the person's asset register in their Finance folder. An officer with the appropriate delegation approves the donated asset according to its value.

11 Ownership of Aids and Equipment purchased with AESA funds

All Aids and Equipment purchased with AESA funds remain the property of ADHC with the exception of consumable aids e.g. continence aids.

Where a person no longer requires the aid, it is re-allocated in the District Aids and Equipment Pool, and the Register is updated.

If a person with AESA funded aids or equipment leaves ADHC accommodation support services and still requires the aid, they may take the aid with them.

A payment amount is negotiated between the person, financial manager or guardian and the AESA Committee, using the average purchase price.

Refer to [ATO depreciation rates](#)⁷ to determine the depreciation rate of assets.

If the item has reduced in value to \$1,000 or less, no payment is required. Hardship considerations can also be made where appropriate.

Where there is a dispute regarding the value of the item to be paid out, the issue must be raised with the District AESA Committee and management for resolution.

12 Reporting and monitoring

12.1 AESA Register

The A&R Service Development SharePoint site is a one stop shop for all AESA activities:

- registering
- monitoring
- reporting
- payment tracking.

The AESA Register for each District and Service Unit is hosted on the Accommodation and Respite SharePoint site in the AESA Folder.

The SharePoint site is a website that provides a central storage and collaboration space for documents, information and ideas.

AESA reporting is ongoing and every application received is added to the District Register when it is received.

Each District updates the Register when:

- applications are reviewed
- applications are approved, declined or deferred

⁷ <http://atotaxrates.info/tax-deductions/ato-depreciation/ato-depreciation-rates/>

- Aids and Equipment are purchased from the Aids and Equipment Pool or suppliers
- unused Aids and Equipment become available to stock
- unused Aids and Equipment are removed from stock (either via allocation to a person or due to transfer to another District, sale or scrapping).

The AESA Register provides essential information on the supply and demand for Aids and Equipment in ADHC operated accommodation support services. The standard register template in SharePoint must be used to ensure that statewide data can be collated and reported to the NSW Government, and funding can be allocated where it is needed.

The AESA Register is available to ADHC central office directorates for reporting, analysis and review.

See the AESA Register User Guide in 'Other resources' for step by step instructions for using the SharePoint site.

12.2 District Reporting

The AESA Coordinator, with assistance from the District Business Analyst and a delegated approving officer, is responsible for maintaining the following District records:

- Reports outlining AESA funds available in each category across the District.
- District AESA Register in SharePoint:
 - when an application is received by the AESA Coordinator/Committee
 - when an outcome is determined and notice sent to the applicant
 - when the timeframe for provision of an aid has been exceeded and the applicant is contacted to see if circumstances have changed
 - for any change in the status of the application e.g. from held over to approved
 - when an outcome is appealed and reviewed
 - when payment has been made
 - when the user contribution has been received.

13 Policy and Practice Unit contact details

You can get advice and support about this Policy from the Policy and Practice Unit, Contemporary Residential Options Directorate, which has carriage of this document.

Policy and Practice Unit
Contemporary Residential Options Directorate
ADHC
policyandpracticefeedback@facsnsw.gov.au

If you are reviewing a printed version of this document, please refer to the Intranet to confirm that you are reviewing the most recent version of the Policy. Following any subsequent reviews and approval this policy will be uploaded to the internet/and/or intranet and all previous versions removed.