



The Equipment and Modification Services (EMS) Portal

(formerly the Prioritisation Tool)

Changes February 2019

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Introduction

This document provides an overview of the changes to the EMS Prioritisation Tool available from February 2019. A complete 'Getting Started Guide' is available which provides a more detailed description of these changes.

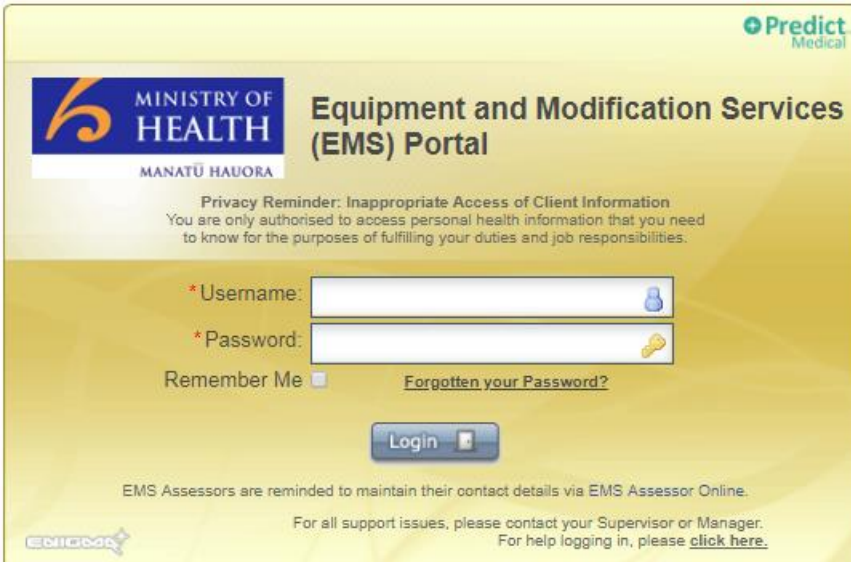
Audience

This document is intended for EMS Assessors who have used the Prioritisation Tool prior to these changes being made in February 2019.

An Overview of the Changes

Change in Name

The EMS Prioritisation Tool is now known as the EMS Portal.



The screenshot shows the login page for the Equipment and Modification Services (EMS) Portal. At the top right is the Predict Medical logo. On the left is the Ministry of Health logo. The main heading is 'Equipment and Modification Services (EMS) Portal'. Below this is a privacy reminder: 'Privacy Reminder: Inappropriate Access of Client Information. You are only authorised to access personal health information that you need to know for the purposes of fulfilling your duties and job responsibilities.' The login form includes fields for '*Username:' and '*Password:', a 'Remember Me' checkbox, and a 'Forgotten your Password?' link. A 'Login' button is positioned below the form. At the bottom, there is a note: 'EMS Assessors are reminded to maintain their contact details via EMS Assessor Online.' and support information: 'For all support issues, please contact your Supervisor or Manager. For help logging in, please [click here](#).'

Online Training

It is no longer a requirement to complete the Learn Online on-line training before accessing the EMS Portal.

Removal of the Impact on Life Questionnaire

The Impact on Life Questionnaire is no longer required and has therefore been removed. Once your Client has been added into the Portal you will have immediate access to the Assessor Section part of the record.

Any previously completed Impact on Life Questionnaires with their associated Assessor Sections will be available to view via the Previous Records area of the record.

Record Management

NEW, TESTER (___1556)

Person Details Previous Records Inventory Notes Attachments History

Demographics Assessor Sections

EMS Assessor Sections

+ Add EMS Assessor Section Edit EMS Assessor Section Show Summary

Id	Date Started	Date Completed	EMS Assessor	Reason	EMS Section Type	Status	Outcome
2562	14/01/2019	14/01/2019	Testing Asses...	New EMS As...	Communication Assistive Technology Level 1	Assessor Section Com...	Request able to b...
2563	14/01/2019	14/01/2019	Testing Asses...	New EMS As...	Communication Assistive Technology Level 2	Assessor Section Com...	Request able to b...
2564	15/01/2019	15/01/2019	Testing Asses...	New EMS As...	Communication Assistive Technology Level 1	Assessor Section Com...	Request able to b...

Changes to the Assessor Section Form

The Portal will no longer determine whether a request can be funded or not; it is the provision of the rationale for your request that the EMS Providers (*accessible and Enable NZ*) will use to determine which requests can be funded. The Assessor Section has therefore been updated to allow you to enter the rationale supporting your request and the questions have been updated to reflect this.

The questions regarding the Client’s ability to benefit have been removed. In their place are questions on the rationale supporting your decision. The questions differ slightly depending on the type of request you are making, determined automatically based on the Section Type you choose.

There are three options:

- Equipment
- Housing Modifications
- Vehicle Purchase and Modifications

Submission of these forms will automatically provide the links to the EMS Providers with the message: “Funding able to be considered (subject to all requirements having been met)” – there is no longer a ‘Funding Not Available’ response.

Only one rationale form can be completed per Section Type.

Standard Questions Across All Services

These questions will appear for all service types.

EMS Assessor Section

Date Started * EMS Assessor *

Eligibility *

DSS eligible
 LTS-CHC eligible (confirmed by NASC)
 Access Criteria - Person meets Ministry of Health access criteria as outlined in the [Ministry of Health Equipment and Modification Services manual](#) *

EMS Section Type * Reason for EMS Assessor Section? *

Essential Disability Related Need (as per the Access Criteria in the Manuals):

Please describe your client's functional abilities loss, and essential need(s) identified for this request. *

Who have you communicated with *

<input type="checkbox"/> NASC	<input type="checkbox"/> Ministry of Education
<input type="checkbox"/> EMS Advisor	<input type="checkbox"/> Housing Advisor
<input type="checkbox"/> Community Agency	<input type="checkbox"/> Behaviour Support Provider
<input type="checkbox"/> Specialist Assessment Services	<input type="checkbox"/> Peer Review
<input type="checkbox"/> Other	<input type="checkbox"/> No-one

Proposed Solution *

Type of service *

Confirm consultation with an EMS Advisor has been completed for the item(s) you are requesting and you have received an Outcome Summary from the EMS Advice supporting the solution - *you can go straight to Service Request and you do not need to complete any further questions.* *

Yes No

Equipment Related Questions

Type of service *

Equipment

Confirm consultation with an EMS Advisor has been completed for the item(s) you are requesting and you have received an Outcome Summary from the EMS Advice supporting the solution - *you can go straight to Service Request and you do not need to complete any further questions.* *

Yes No

If no Advice Request has been completed with an EMS Advisor please complete the questions below. Each section needs to be completed before the Rationale form can be submitted.

Equipment

Rationale: Please describe how the equipment (and any accessories) will meet the essential needs identified above. *

Rationale: Please explain the implications of the proposed solutions not being provided (e.g. any risks, changes to funded or non-funded care). *

Alternatives considered

Does any Band 1 list equipment meet the essential need? *

Yes No

Non-list equipment (should only be considered when a Band list equipment item does not meet the client's disability related need) *

Sustainability: Please advise how long your client will be able to benefit from the equipment solution. *

All relevant documentation should be attached to your Service Request. An EMS Provider may contact you to discuss this Service Request.

Submit

If no Band 1 list equipment meets the essential need the option for Band 2 appears; the same applies for Band 3.

Housing Modification Related Questions

Type of service *

Housing Modifications

Confirm consultation with an EMS Advisor has been completed for the item(s) you are requesting and you have received an Outcome Summary from the EMS Advice supporting the solution - *you can go straight to Service Request and you do not need to complete any further questions.* *

Yes No

If no Advice Request has been completed with an EMS Advisor please complete the questions below. Each section needs to be completed before the Rationale form can be submitted.

Housing Modifications

Rationale: Please describe how the modification(s) will meet the essential needs identified above. *

Rationale: Please explain the implications of the proposed solutions not being provided (e.g. any risks, changes to funded or non-funded care). *

Alternatives considered

Please explain why a more cost-effective option is not suitable to meet the essential need (e.g. equipment). *

Sustainability: Please confirm your client will be able to remain at home and benefit from the modification(s) for at least 2-3 years. *

All relevant documentation should be attached to your Service Request. An EMS Provider may contact you to discuss this Service Request.

Submit

Vehicle Purchase and Modification Related Questions

Type of service *

Vehicle Purchase and / or Modifications

Confirm consultation with an EMS Advisor has been completed for the item(s) you are requesting and you have received an Outcome Summary from the EMS Advice supporting the solution - you can go straight to Service Request and you do not need to complete any further questions. *

Yes No

If no Advice Request has been completed with an EMS Advisor please complete the questions below. Each section needs to be completed before the Rationale form can be submitted.

Vehicle Purchase and Modifications

Rationale: Please describe how the purchase and/or modification(s) will meet the essential needs identified above. *

Rationale: Please explain the implications of the proposed solutions not being provided (e.g. any risks, changes to funded or non-funded care). *

Alternatives considered

Please explain why a more cost-effective option is not suitable to meet the essential need (e.g. car seat or alternative transport). *

Sustainability: Please confirm your client will be able to benefit from the purchase and/or modification(s) for at least 6 years. *

All relevant documentation should be attached to your Service Request. An EMS Provider may contact you to discuss this Service Request.

As the Impact on Life Questionnaire is no longer used, the limitation on one Assessor Section per Impact on Life Questionnaire no longer applies. All Assessor Sections will be added in the single Assessor Section view and it is now possible to add more than one Assessor Section of the same type.

Person Details | Inventory | Notes | Attachments | History

Demographics | **Assessor Sections**

EMS Assessor Sections

[+ Add EMS Assessor Section](#) [✎ Edit EMS Assessor Section](#) [📄 Show Summary](#)

Id	Date Started	Date Completed	EMS Assessor	Reason	EMS Section Type	Status	Outcome
2562	14/01/2019	14/01/2019	Testing Assessor	New EMS Asse...	Communication Assistive Technol...	Assessor Section Complete	Request able to be c...
2563	14/01/2019	14/01/2019	Testing Assessor	New EMS Asse...	Communication Assistive Technol...	Assessor Section Complete	Request able to be c...
2564	15/01/2019	15/01/2019	Testing Assessor	New EMS Asse...	Communication Assistive Technol...	Assessor Section Complete	Request able to be c...
2565	15/01/2019	15/01/2019	Testing Assessor	New EMS Asse...	Housing Modifications - Basic	Assessor Section Complete	Request able to be c...
2566	15/01/2019	15/01/2019	Testing Assessor	New EMS Asse...	Vehicle Purchase & Modifications ...	Assessor Section Complete	Request able to be c...
2567	17/01/2019	17/01/2019	Testing Assessor	New EMS Asse...	Vehicle Purchase & Modifications ...	Assessor Section Complete	Request able to be c...
2568	18/01/2019	18/01/2019	Testing Assessor	New EMS Asse...	Wheeled Mobility & Postural Mana...	Assessor Section Complete	Request able to be c...
2575	23/01/2019	23/01/2019	Testing Assessor	New EMS Asse...	Personal Care & Household Mans...	Assessor Section Complete	Request able to be c...