



# Wheelchair Information Leaflet

## Child Development Service



# Child Development Service (CDS):-

The Child Development Team are a group of therapists (specialised assessors) who work in partnership with your child, their family and other support services ie. Special Education, Support Works, to ensure appropriate assessment and provision of appropriate wheelchair and seating equipment.

## Step 1: Referral Procedure

Your CDS Team may already have discussed your child's needs and arranged an assessment or attendance at the Enable Wheelchair/Seating clinic. Alternatively you may wish to contact your GP and ask for a referral to Occupational Therapy, Physiotherapy or contact the Seating and Wheelchair Service direct and provide details summarising the current medical and functional needs/concerns

- Another health professional may refer you to the service

Following a referral / identified need the level of urgency will be determined by the CDS Team. You may either receive a letter or phone call to arrange an appointment or confirmation that your child is on the waiting list.

## Step 2: Your 1st visit - Initial assessment

The assessment may take three hours and will include:

- Child / family / whanau discussion
- Current seating and mobility evaluation
- Posture & seating evaluation
- Your child's measurements will be taken
- Discussion as to what equipment will meet your child's needs, this may also include discussion with your Special Education therapists
- Plan of action with approximate time frames and responsibilities
- Date of next clinic visit is discussed
- Your equipment request form will be sent to Enable

### Step 3: Funding Application Process

- The Specialised Assessor may be able to determine the exact equipment that meets your child's needs but more commonly they need to identify a solution through trialling equipment to see if a particular solution will work.
- The Specialised Assessor has to consider a range of cost effective equipment options to meet the identified needs.
- For Complex Equipment requests the Specialised Assessor will complete the following forms: Complex Equipment Application, Equipment Rationale and Consideration of Risk. The completed forms are sent to Enable Processing.
- Enable Processing will check the applications eligibility for funding based on the Ministry of Health criteria. The application may be queried at this point.
- The Reissue Store will be checked to see if the item of equipment or a similar item of equipment is available and issued accordingly.
- If the item/similar item is not available in the Reissue Store, Enable Processing will purchase the item directly from the Supplier and send it to the designated address.
- If equipment is for trial the Specialised Assessor is responsible for organising the trial with the equipment Supplier and the Supplier will send the item directly to the requested delivery address.
- The Specialised Assessor is responsible for any trial equipment. Trial equipment is on loan for five working days from receipt of the item.
- **There can be a lengthy wait for equipment depending on whether the equipment is in stock. Often equipment has to come from overseas.**

Please Note: As the appointments are often long please feel free to bring along your child's favourite toys, DVD's and a snack, facilities are available at CDS.



#### Step 4: Your 2nd visit - Trying your equipment

The assessment may take up to two hours and will include:

- Equipment set up and adjustments made
- If trialling the equipment you will be issued it for a five-day trial period
- A date will be given to return the trial equipment. Equipment is to be returned in the same condition as issued to you.
- Trials will continue until equipment is successful

#### Step 5: Successful Trial

Where the trial is successful the Specialised Assessor will confirm the specifications of the equipment with the Supplier and obtain a quote. The quote is sent to Enable who deal with purchasing the equipment.

The company may allow you to keep the trial equipment that has been set up for your child but sometimes this has to be returned. The equipment companies aim to supply the equipment quickly but there is sometimes a wait.

Another visit may be required to set up the new / review equipment.

#### Step 6: Completion

When we agree that your current needs have been met, you may receive an appointment for your child and review date 6-12 months.

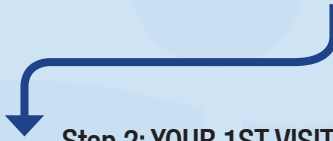
If you feel you need a review before this time, please call your CDS Team.



# At a glance

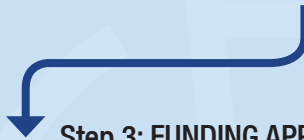
## Step 1: REFERRAL PROCEDURE

Your referral will be prioritised and you will be placed on the wheelchair waiting list until your initial assessment date has been arranged, this could be several months



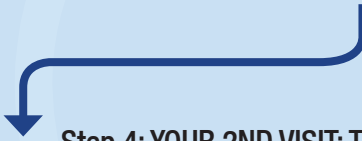
## Step 2: YOUR 1ST VISIT INITIAL ASSESSMENT

This could take up to 3 hours



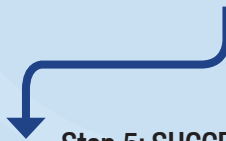
## Step 3: FUNDING APPLICATION PROCESS

This could take several weeks to process



## Step 4: YOUR 2ND VISIT: TRYING YOUR EQUIPMENT

This could take up to 3 hours and the equipment will be on trial for 5 days.



## Step 5: SUCCESSFUL TRIAL

You may be able to keep the equipment from trial but often it has be returned and new equipment ordered by the company, this can take several weeks



## Step 6: COMPLETION

The equipment is allocated for you and a review date may be arranged

# Contact details

**Therapists:**

**Technicians:**

**Maintenance:**

**Child Development Services  
Nelson Hospital,  
Private Bag 18  
NELSON**

**Child Development Services  
Wairau Hospital,  
PO BOX 46  
BLENHEIM**

**Phone: 03 5461211**

**Phone: 03 5209688**

**Email: [cds@nmdhb.govt.nz](mailto:cds@nmdhb.govt.nz)**

**Email: [cds@nmdhb.govt.nz](mailto:cds@nmdhb.govt.nz)**

**Working hours (Nelson/Blenheim): Mon-Fri 8am – 4:30pm**

**Place of assessment:**

# Notes



**Created by NMDHB Wheelchair & Seating Occupational Therapy Services  
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Nelson Hospital**