

<b>Procedure Title</b>	<b>Specialized Equipment – Occupational Therapy, Physiotherapy, Speech-Language Pathology, and Vision</b>		
<b>Date of Issue</b>	November 17, 2021	<b>Related Policy</b>	BP 6802-D
<b>Revision Dates</b>	November 16, 2022	<b>Related Forms</b>	AF 6924, AF 6925, AF 6926, AF 6974
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
AP 6918-D “Specialized Equipment – Security, Safety, Maintenance and Responsibility”; Special Education Funding Guidelines - Special Equipment Amount (SEA) current school year			

## 1.0 RATIONALE

- 1.1 As defined in the Ministry of Education Specialized Equipment Amount Guidelines, the Special Equipment Amount (SEA) provides funding to school boards to assist with the costs of equipment essential to support students with special education needs. This equipment is to provide students with accommodations that are directly required and essential for one or more of the following: attending school, accessing the Ontario curriculum, supporting, or augmenting a board determined alternative program and/or course.
- 1.2 SEA claims-based funding is used to support the purchase of occupational therapy, physical therapy, speech-language pathology, and vision equipment over \$800 in value based on the recommendation from a regulated therapist.
- 1.3 Purchases under \$800 in value will be funded by the school or the board. Requests for equipment that are not student specific will be purchased by the school. However, if there is an item that is specific to a student, and it is valued under \$800 central board funding will be considered.

## 2.0 PROCESS FOR REQUESTING OCCUPATIONAL THERAPY, PHYSIOTHERAPY, SPEECH-LANGUAGE PATHOLOGY, AND VISION SPECIALIZED EQUIPMENT

- 2.1 Unless otherwise stated, for the purpose of this procedure, all references to ‘therapist’ will be interpreted as ‘therapist and/or recognized specialist teacher (specialist teacher of the blind/low vision)’.
- 2.2 A therapist will identify a need for occupational therapy (OT), physiotherapy (PT), speech-language pathology (SLP), and/or vision specialized equipment, and will consult with school-based staff to determine if claim will move forward. The therapist will answer questions to facilitate the completion of the school implementation plan.
- 2.3 The therapist will support a trial of the equipment, if applicable (see section 3.2).
- 2.4 The therapist will consult the board approved OT/PT/SLP/vision specialized equipment list (see Appendix A) and vendor lists and will complete a recommendation report (on the organization’s letterhead) which includes the therapist’s signature.
- 2.5 The therapist will obtain a quote for equipment, including accessories, as outlined in applicable vendor information. Larger items, such as standers, walkers, chairs, and lifts, are to be submitted along with warranty and service to allow for ongoing use of the items until they require replacement.

- 2.6 The therapist will provide the recommendation report and quote(s) to school-based staff for processing. Information is not to be sent to specialized equipment staff directly.
- 2.7 If recommended item is not on approved equipment list, and/or is not available from a Bluewater District School Board (BWDSB) vendor, the therapist, and the school team must consult with the system special education lead teacher (SSELT) and specialized equipment staff. If the decision is made to proceed, the therapist will complete AF 6925 "Specialized Equipment Special Authorization Form - Request for Consideration of Central Funding".
- 2.8 All questions regarding the process or quote(s)/ordering can be forwarded to:  
[specialized\\_equipment@bwdsb.on.ca](mailto:specialized_equipment@bwdsb.on.ca)
- 2.9 School-based staff will complete a claim package and submit to [specialized\\_equipment@bwdsb.on.ca](mailto:specialized_equipment@bwdsb.on.ca), and copy to system special education teacher (SSELT) for approval.
- The claim package consists of:
- a completed AF 6924 "Occupational Therapy, Physical Therapy, Speech-Language Pathology, and Vision Specialized Equipment Submission Checklist and Approval";
  - the signed therapist recommendation report;
  - quote(s) for equipment provided by therapist, from approved BWDSB vendor(s);
  - updated Individual Education Plan (IEP), providing evidence of the intended use of the equipment in the student's program (signed by the principal);
  - a completed AF 6926 "Specialized Equipment Implementation Plan – Occupational Therapy, Physical Therapy, Speech-Language Pathology, and Vision" (signed by principal);
  - a completed AF 6974 "Specialized Equipment Claim - Parent/Guardian Information and Consent".
- 2.10 When equipment has been approved/declined for purchase, an email confirmation will be sent to school-based staff. If equipment has been approved for purchase, the school will be notified of the applicable funding source, such as the school, the board, or SEA. It is the responsibility of the school-based staff to notify the therapist regarding the status of the recommendation.

### 3.0 SPECIALIZED EQUIPMENT INFORMATION FOR CONSIDERATION

- 3.1 At times, surplus equipment, instead of the purchase of new equipment, may be assigned to a student based on the recommendation of the therapist.
- 3.2 A limited number of items are available for trial or loan. An updated inventory list of items is available, upon request, by emailing [specialized\\_equipment@bwdsb.on.ca](mailto:specialized_equipment@bwdsb.on.ca). If a therapist requests a loan or trial of a piece of equipment, the therapist is responsible for monitoring the use of the equipment with the student. Trials are time sensitive, so this should be taken into consideration when trials are initiated by a therapist. Only some trial items are available for longer-term loan.
- 3.1 If equipment is purchased using SEA funding, it will remain assigned to the student until it is no longer needed, and it will move with the student from school to school (within and outside the school board). The board will store equipment for students who have moved out of board for one year to allow for out of board equipment requests before the equipment becomes the property of the board. The equipment becomes the property of the board if the student graduates or retires.
- 3.3 Students do not have to be identified as exceptional pupils through the Identification, Placement, and Review Committee (IPRC) process to be eligible for equipment funded through SEA funding. However, students must be receiving special education programs and services, and the need for, as well as the use of, SEA-funded equipment must be demonstrated in the student's Individual Education Plan (IEP).
- 3.4 When equipment is purchased, such as a change table, it can be shared by several students. However, the purchase should be made in the name of one student. Names of all students sharing the equipment

will be noted. In such case, when the student for whom the SEA claims-based equipment was purchased moves to a new board, the equipment will move with the student, unless it is determined by the receiving board that it is not required.

- 3.5 The equipment becomes the property of the board if the student moves to a private school system, out of the province, graduates, or retires.
- 3.6 The principal or designate must notify [specialized\\_equipment@bwdsb.on.ca](mailto:specialized_equipment@bwdsb.on.ca) if a piece of equipment is:
  - a. broken and in need of repair or maintenance; or
  - b. no longer in use.
- 3.7 Specialized equipment must never be moved to other students or schools without specific direction from specialized equipment staff from the Learning Services – Student Support Department.

**APPENDIX A**  
**Bluewater District School Board Approved Equipment List**

<b>Category</b>	<b>Equipment Name</b>	<b>Eligible for SEA or Central Board Funding</b>	<b>Trial Must be Completed Prior to Approval if Loaner is Available</b>
Gross Motor Physio Related	Wedges	X	
	Other Specialized Positioning Equipment	X	
	Rolls and Raised Bolsters	X	
	Specialized Helmets	X	X
	Walkers and Accessories	X	
	Standers and Accessories	X	
Lifts and Transfers	Slings for Lifts	X	
	Transfer Belts	X	
	Mobility Boards	X	
	Patient Lifts (Portable or Installed)	X	
Mobility	Walkers and Accessories	X	
	Convold Stroller	X	
	Gait Belt	X	
	Adapted Sleigh	X	
Seating and Positioning	Specialized Chairs and Accessories	X	
	Tumble Form Feeder Seats	X	
	Wheelchair Trays	X	
	Specialized Tables	X	
	Change and Physio Tables	X	
Sensory	Sensory, Pressure, Weighted and Compression vests, blankets, lap pads	X	X
Toileting	Toilet Safety Rails	X	
	Reducer Rings	X	
	Adapted Toilet Seats	X	
	Toilet Steps	X	
	Commode Chairs	X	
	Other Toileting Support Items	X	
Transportation	EZ on Vests and Harnesses with Mounting System	X	
	Car Seats	X*	
Computer Access	Switch Interface	X	X
	Adapted Keyboards and Mouse	X	X
	Switch Mounting Systems	X	
Vision	Perkins Brailier	X	
Voice output-multiple message	Step by Step voice Output Device (with/without levels) Go Talk (4+ messages)	X	X

\*As it relates to transportation, an EZ harness will be explored first but if it does not work for the student, then a car seat can be considered if there is recommendation from OT or doctor for specialized reasons.  
If a car seat is needed due to the age of the student only, it does not qualify for specialized equipment funding.