

Purpose: To inform health care providers of the information required in justification letters to ensure applications are processed in a timely fashion.

Information Required:

Date

Name of Child

Date of Birth

Diagnosis

Include the type of impairment, location, and degree of involvement.

Prognosis *(if applicable)*

Functional Summary

Provide an overview of the child or youth's:

- Functional status (e.g., mobility, transfer, Activities of Daily Living skills)
- Physical skills or limitations as it relates to the equipment requested (e.g., head control, range of motion, sitting balance)
- Cognitive skills as it relates to the equipment requested (e.g., visual spatial skills, judgement)

What has Precipitated the Request?

Indicate why the request is occurring at this time.

Current Equipment *(related to equipment requested)*

Indicate the type and status of present equipment and why it is no longer meeting the needs of the child.

Repair History of Current Equipment

Indicate what repairs or modifications have been done to the current equipment.

Equipment Trialed *(confirmation of trial)*

Indicate:

- The equipment trialed and the outcomes of the trial
- The options considered and why they were considered inappropriate
- Why basic or less expensive equipment is deemed inappropriate

Recycling Equipment Review

Indicate whether or not the equipment needs could be met through the [Children's Medical Equipment Distribution Service \(CMEDS\)](#).

Justification

Clearly identify the relationship between the child's medical need and the equipment requested. Provide a rationale for the equipment, including a justification for any components that are considered to be 'up-charges' (e.g., the arms, and front riggings for some wheelchair brands). Indicate the expected results of the equipment for the child.

Quote

Include a quote from an approved At Home Program dealer. A list of approved dealers is available from the At Home Program.

Include professional affiliation and contact information (i.e., address and phone number).

For more information, please call 1 888 613-3232 (toll-free), or 250 387-9649 (Victoria).