

**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.

Indicate:

### Equipment Trialed *(confirmation of trial)*

- 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).