

**Wood County Board of Developmental Disabilities  
PROCEDURE**

<b>Procedure #:</b>	02-ALL-ALL-0839 (SS)	<b>Subject:</b>	Electronic Equipment Authorizations
<b>Effective Date:</b>	08-01-12	<b>Last Revision:</b>	12-12-17
<b>Person Responsible:</b>	Director of Service and Support Administration		
<b>Approvals/Date:</b>	<u>Brent Boer</u> 12/19/17 Superintendent, WCBDD	<u>Claude R. Putz</u> 12/15/17 Date	Department Director

<p>The following definitions shall apply:</p> <p><b>Home and Community-Based Services</b> – Medicaid funded home and community-based services provided under a Medicaid component administered by the Ohio Department of DD (ODDD). Services may be referred to as an Individual Options (IO), Self Empowered Life Funding (SELF) or Level 1 Waiver.</p> <p><b>ISP</b> – Individual Service Plan, a written description of the services, supports, and activities to be provided to an individual</p> <p><b>SSA</b> – Service and support administrators who are certified in accordance with ODDD 's OAC 5123:2-5-02, who provide the functions of service and support administration. Also called Service Coordinators.</p>
1. Electronic equipment, such as personal computers, laptops, iPads, other tablet type equipment, and applications may only be authorized for purchase through the IO, Level-one, and SELF Waivers if the particular device meets the criteria for Specialized Equipment and Supplies under the IO and Level 1 Waivers (OAC 5123-2-9-25).
2. For individuals who do not receive waiver support, Family Support Services (FSS) may be accessed for the purchase of the electronic equipment. The same protocols will be followed no matter which funding source is utilized.
3. The electronic equipment must address a need directly related to enabling the individual to communicate. Electronic equipment can be authorized as a communication device for the purpose of assisting a person with expressive language output only.
4. Prior to authorization for purchase, a professional assessment must be submitted to verify the existence of a communication related disability. Assessments must be from a Speech/Language or Occupational Therapy professional and must support the need for the equipment and its effectiveness.
5. The need for, use and projected outcomes of the specified equipment must be listed in the persons Individual Service Plan (ISP). The ISP must state that the equipment is for communication as recommended by the therapist. The ISP must specifically list the type of equipment and reference any communication applications being purchased (the applications should be referenced in the quote). The ISP must also state that the protective case and shield are to be used at all times.
6. The electronic equipment is not to be utilized by anyone other than the person it was authorized for.
7. The electronic equipment must be the most efficient and effective option available.
8. The electronic equipment may not be utilized for recreational or entertainment purposes.
9. Electronic equipment will not be authorized for purchase (through DODD operated waivers or FSS) if it can be purchased through the Medicaid State Plan.
10. One durable case and screen shield per electronic devise may be authorized for purchased if it is deemed appropriate. The case and shield must be used at all times.
11. The purchase of electronic devices is limited to once every five (5) years for a like device.
12. Authorization for electronic equipment for communication is limited to one communication device per person at any given time. For example, if a person who previously used a Dynavox as a communication device chose to select a new version of Dynavox or a different device (ex. iPad) as a communication device, the original Dynavox would no longer be supported and no authorizations for parts or equipment related to that device would be made.
13. In order to provide the most efficient use of funds, the smallest capacity device that is able to meet the needs and support the recommended applications must be purchased. The need for the larger capacity must be verified by the published information on the specific application.
14. All repairs to the equipment are the responsibility of the owner. Repairs cannot be authorized through the waiver and will not be authorized though FSS.
15. All requested applications must be identified in the assessment from the Speech/Language or OT professional as appropriate for the person based on his/her identified disability and need. The applications should be defined as for augmentative or assistive communication.
16. Applications for entertainment will not be authorized.
17. There may be costs associated with approved devices that cannot be authorized for payment (through DODD operated waivers or FSS). The following is a list of exclusions: Data plans; internet services; warranties; games; applications not recommended by a Speech/Language, OT or PT professional; straps; car charger; accessories not recommended by a Speech/Language, OT or PT professional; printers; keyboard (unless required for the individual to access the communication device); and speakers. Additional exclusions may be made at the discretion of the Wood County Board of DD on a case-by-case basis depending upon the presenting situation. Individuals/families may opt to purchase these items/services using other resources.

Reference: OAC 5123-2-9-25

Procedure: 02-ALL-ALL-0267 (FM)