

## Provincial Clinical Policy



**Title:** Home Care - Equipment and Supplies

**Level:** Provincial

**Service Area:** Home Care

**Applicable to:** All healthcare providers, organizations, and facilities across Manitoba involved in delivering health services provided or funded by the government or a health authority.

**Approved by:** Shared Health Executive Team

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**Category:** 630 – Provincial Primary, Home/Community & Palliative Care Program

**Subcategory:** 630.105 – Home Care

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**Notice:** *This document has been transitioned from Manitoba Health, Seniors, and Long-Term Care to Shared Health. Shared Health is planning to complete an in-depth review of the material and post an updated version once available.*

### 1.0. Purpose

1.1. To outline the general eligibility criteria for home care equipment and supplies.

#### 1.2. Background

1.2.1 In 1998, funding and management of home care equipment and supplies was transferred to the regional health authorities (RHA). Manitoba Health (MH) provides funds to each RHA through global budgets. Annual allocation of funds for equipment and supplies is the responsibility of each RHA.

1.2.2 The Provincial Home Care Supplies and Equipment Committee was functioning in 1998 and approved items to be listed in a provincial catalogue of home care equipment and supplies. The Provincial Home Care Supplies and Equipment Committee consisted of members from the rural RHAs, the Winnipeg RHA, Materials Distribution Agency

(MDA) and MH. On an ad hoc basis, other members were added depending on the presenting issues, clinical priorities or common services and service related issues.

- 1.2.3 Since January 2001, each RHA has been contacting MDA independently and developing regional policies based on financial resources and best practices.

## 2.0. Scope

- 2.1. Applies to all regional health authorities (RHA) in Manitoba, responsible for administering and coordinating Home Care services.
- 2.2. Applies to all Home Care staff within an RHA, involved in assessing and delivering Home Care services.

## 3.0. Definitions

### 3.1. Defined Terms

- 3.1.1 Caregiver: A person who is providing care because of a prior relationship with a client. A caregiver may be a biological family member or “family by choice” (e.g., friends, partners, neighbors).
- 3.1.2 Family: A spouse or common law partner of the Home Care client. A biological or adoptive: parent, son, daughter, sibling, grandparent, grandchild, great grandparent, great grandchild, aunt, uncle, niece, nephew, cousin, step-parent, guardian; a spouse or a common law partner of any of those persons.
- 3.1.3 Home Care: The coordinated delivery of a broad range of health and social services to meet the needs of the persons who require assistance or support in order to remain at home or whose functioning without Home Care is likely to deteriorate making it impossible for the person to stay at home in the community.
- 3.1.4 Supplies and Equipment: Include but are not limited to the following supplies that support the client’s care plan:
  - 3.1.4(a) wound and dressing supplies;
  - 3.1.4(b) incontinence supplies (urinary and bowel);
  - 3.1.4(c) personal care support and mobility aids;
  - 3.1.4(d) respiratory equipment; and

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- 3.1.4(e) supplies needed for personal care tasks which the client independently performs are the responsibility of the client.

### 3.2. Abbreviations

- 3.2.1 Materials Distribution Agency (MDA): The entity responsible for distributing equipment and supplies to home care clients, based on the region's needs and policies.
- 3.2.2 Personal Care Home (PCH): Premises in which personal care services are provided to residents in the premises, but does not include a private residence in which care is provided by an individual to his or her family member.
- 3.2.3 Regional Health Authorities (RHA): Refers to regional health authorities established or continued under the Government of Manitoba, Health System Governance and Accountability Act.

### 3.3. Professional Groupings

- 3.3.1 Home Care Case Coordinators (HCCC): A professional hired by the RHA to complete client assessments to determine eligibility, to develop the Care Plan with the client and/or family/designated other and refer exceptional case decisions to the Home Care Manager.

## 4.0. Policy

- 4.1. Clients who meet the eligibility criteria for home care services, who reside in private homes, group homes, supportive living arrangements, or other community living environments may have access to home care equipment and some supplies to support earlier discharge from hospital settings and prevent readmission; to prevent or delay entry into long term care facilities; and to support their remaining in the community.
- 4.2. Individuals who do not meet the eligibility criteria for home care services may have access to equipment, but not supplies.
- 4.3. Equipment may be used to support a safe working environment, to reduce the risk of worker and/or client injury and to comply with Workplace Safety and Health legislation.

### 4.4. Eligibility Criteria

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- 4.4.1 Client eligibility for equipment is established when a Home Care Case Coordinator (HCCC) or other RHA designated staff determines all of the following criteria are met:
  - 4.4.1(a) Equipment is assessed as necessary to support continued client health and community living based on guidelines and standards.
  - 4.4.1(b) Client/caregiver/family is willing to cooperate with a safe care plan.
  - 4.4.1(c) The client/caregiver/family agrees to adhere to operational policies/guidelines as set out by the RHA.
- 4.4.2 Client eligibility for supplies is established when a HCCC or other RHA designate determines all of the following criteria are met:
  - 4.4.2(a) Client meets home care eligibility criteria;
  - 4.4.2(b) Supplies are assessed as necessary to support continued client health and community living based on guidelines and standards.
  - 4.4.2(c) Client/caregiver/family is willing to cooperate with a safe care plan.
  - 4.4.2(d) The client/caregiver/family agrees to adhere to operational policies/guidelines as set out by the RHA.
- 4.5. Provision of equipment and supplies is based on priority of client need and the availability of resources within the RHA.
- 4.6. Equipment for an individual who does not meet home care eligibility criteria may be authorized by a community care provider to address Workplace Safety and Health concerns. In this situation, routine follow-up by HCCC or other RHA designate does not occur.
- 4.7. Exceptions may be made at the RHA's discretion in collaboration with the client/caregiver/family.
- 4.8. **Inclusions**
  - 4.8.1 Clients eligible for home care services may receive:
    - 4.8.1(a) Case management by HCCC or designated professional RHA staff;
    - 4.8.1(b) Information packages and access to training and supports for the provided equipment and supplies, which are available through the RHAs.

- 4.8.1(c) Delivery and transport of equipment and supplies as required. Families/caregivers are encouraged to transport equipment and supplies when able.
- 4.8.1(d) Replacement of equipment and supplies damaged during normal operation.
- 4.9. Individuals with spinal cord injuries are provided with specialized cushions/seating/covers, based on authorization by designated professional RHA staff and established RHA operating policy.

#### 4.10. Discontinuation of Service

- 4.10.1 Provision of home care equipment or supplies may be terminated due to:
  - 4.10.1(a) Client's condition improves or deteriorates (equipment no longer appropriate).
  - 4.10.1(b) Personal care home placement or admission to hospital for an extended period occurs.
  - 4.10.1(c) Client is deceased.
  - 4.10.1(d) Client moves from geographic area served by the RHA.
  - 4.10.1(e) Breach of contract occurs.
  - 4.10.1(f) Home care services are unable to meet the client's needs.
  - 4.10.1(g) Client/caregiver/family is unwilling to cooperate with a safe care plan.

#### 4.11. Responsibilities

- 4.11.1 RHAs are responsible for reassessing clients who move from other RHAs to verify the need for home care equipment and supplies previously authorized.

### 5.0. Procedure

- 5.1. Not Applicable

### 6.0. Resources

- 6.1. Not Applicable

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## 7.0. References

- 7.1. Government of Manitoba (2024). [\*The Workplace Safety and Health Act\*](#), C.C.S.M. c. W210.

### 7.2. Related Policy Documents

- 7.2.1 Government of Manitoba (2017). *HCS 207.1 Role of Family/Informal Support Network*. Home Care Policy Manual.
- 7.2.2 Government of Manitoba (2017). *HCS 207.2 General Eligibility*. Home Care Policy Manual.
- 7.2.3 Government of Manitoba (2017). *HCS 207.3 Service Level Policy*. Home Care Policy Manual.

## 8.0. Contact(s)

- 8.1. Provincial Director Health Services, Primary, Home/Community and Palliative Care Program - Shared Health

For questions about the implementation and application of this controlled document, please contact your immediate manager. Management may consult with the Provincial Clinical Service Lead, Home & Community Care – Shared Health for support.