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| --- | --- |
| Do not submit any request paperwork to DES until you answer yes to all of the questions below | |
| Is the equipment item requested an in scope item on the equipment list?  Items that are not in scope, will not be supplied by the DHS Equipment Program. If there are exceptional circumstances, discuss these with DES in the first instance to determine options. | Y / N  Y / N |
| Does the requested item meet the “*Key Approval Criteria for Equipment”*?  *\*Include reasoning on the* Delegate Approval Request Form - Equipment for Category 2 items | Y / N |
| Does the requested item meet the *Specific Eligibility* *Criteria\*\** for that item?  *\*Include reasoning on the* Delegate Approval Request Form - Equipment for Category 2 items | Y / N / NA |
| Have all less complex equipment or non-equipment options been trialled/explored with client?  *\*Include reasoning on the* Delegate Approval Request Form - Equipment for Category 2 items | Y / N |
| Have you completed all the information the “Equipment *Request* *Form”*? | Y / N |
| Have you attached any relevant *Specification Forms* for the item being requested? | Y / N / NA |
| Have you attached Delegate Approval Request Form - Equipment for Category 2 items | Y / N |

\*\*Specific Eligibility Criteria – see In scope list:

Once equipment request is complete:

All requests to be forwarded to Domiciliary Equipment Service (DES) for consideration via [des.frontdesk@sa.gov.au](mailto:des.frontdesk@sa.gov.au). If approved, but funding is not available, the client will be sent a letter advising them that they are “awaiting resources”. If request for the equipment item is not approved, the client will be sent a letter stating that they are not eligible for the equipment item. As assessor, you will also be advised of the outcome.