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**MEMORANDUM**

**Date:** October 08, 2021

**To:** ADP-Registered Vendors for Respiratory Equipment and Supplies

**From:** David Schachow  
Director, Delivery and Eligibility Review Branch

**Re:** Updated Respiratory Devices Product Manual

The Assistive Devices Program (ADP) has been working with Positive Airway Pressure (PAP) systems manufacturers to update the list of devices eligible to receive ADP funding. The [Respiratory Devices Product Manual](#) has now been revised to include only devices that manufacturers have confirmed they continue to sell in Canada.

In addition, the ADP would like to take this opportunity to emphasize the following policies governing the funding of PAP systems. These policies remain unchanged and are outlined in the [Respiratory Equipment Policy and Administration Manual](#).

1. Policy 115.02 specifies that the ADP-registered vendor:
  - must inform the individual of the existence of the ADP and the process for accessing funding; and
  - will have employees trained in the use of respiratory devices listed in the *Respiratory Equipment Product Manual* and will provide instructions for the effective use, care, and maintenance of all respiratory devices
  
2. Policy 225.01 specifies that the following items **are included** in ADP-funded PAP systems:
  - a positive airway pressure device;
  - a heated humidifier;
  - a basic mask and headgear;

- carrying case;
  - 6 ft tubing;
  - all necessary caps/filters;
  - user instruction manual.
3. Policy 225.01 specifies that the upgraded mask and headgear are **not included** in the funding amount provided for a PAP system.
4. Policy 610 specifies that an ADP-registered vendor:
- may bill the client 100% of the cost for items not included in the ADP-funded PAP system, such as an upgraded mask and headgear;
  - may provide additional services to the client, for example a service package;
  - may offer these services to the client at a cost separate from the funding provided by the ADP; and
  - must provide the client with the option to purchase the additional services separately and not as a mandatory service when purchasing a PAP system.

An ADP-registered vendor or any member of their staff can download a copy of the revised *Respiratory Devices Product Manual* or the *Respiratory Equipment Policy and Administration Manual* from the ADP website.

<https://www.health.gov.on.ca/en/pro/programs/adp/publications.aspx>

All vendor questions related to this memorandum or any policies and procedures of the ADP should be sent to: [adpvendors@ontario.ca](mailto:adpvendors@ontario.ca).

(original signed by)

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Director, Delivery and Eligibility Review Branch  
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