

EMS Assessor Online Registration User Notes

Process for health professionals applying to register on the Ministry of Health Equipment and Modification Services (EMS) Assessor Accreditation Framework

Enable New Zealand

Phone: 0800 362 253

Email: enable@enable.co.nz

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Audience

These user notes are for:

Health professionals applying for registration as an assessor for these services:

- Ministry of Health Equipment and Modification Services administered by either accessable (Northland and Auckland regions) or Enable New Zealand (rest of New Zealand)
- Ministry of Health Children's Spectacle Subsidy administered by Enable New Zealand
- Ministry of Health Hearing Aid Subsidy Scheme or Hearing Aid Funding Scheme administered by Enable New Zealand.

Employers, supervisors and managers of health professionals applying for registration and who are asked to verify an applicant's areas of accreditation. Please refer to Step 6A.

Before you begin

- Please ensure you are familiar with the requirements of the EMS Assessor Accreditation Framework.
 - Location: Disability Funding Information website > EMS Assessors.
 - Link: <u>https://www.disabilityfunding.co.nz/ems-assessors</u>
- Have your Annual Practising Certificate or professional membership details to hand.

Employer/supervisor verifications

The applicant's employer or supervisor must be registered on EMS Assessor Online to verify the applicant's area of accreditation.

There is an option to invite the employer/supervisor during the registration process. However, the applicant cannot proceed with their application until the employer/supervisor's details are added to their account.

1. Open EMS Assessor Online

Step	Action
1	Open EMS Assessor Online from the link below.
	https://www.disabilityfunding.co.nz/ems-assessors/moh-accreditation-
	framework/my-account
	The Login Screen displays.
	Login screen
	Home Accessibility Sitemap Search Go Image: Search Disability Funding Information Image: Search Disability Funding Information Image: Search Heuring Spectacle Subsidy Image: He Whare He Waka Hearing Spectacle Subsidy Image: My Details Login to continue More Search EMS Kalarotake
	About This Site Contact Us Feedback Weka Disability info site NZ Government Portal.govt.nz © Copyright 2013 Enable New Zealand T Web Content Management System by Squiz
2	About This Site Contact Us Feedback Weka Disability info site NZ Government Portal.govt.nz © Copyright 2013 Enable New Zealand

Where to next: Go to 2. Enter registration details

2. Enter registration details

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Light with my account	<form></form>		Registration
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Conting password Passwords must be at least 0 characters long ELIS Assessor details First hanne* Last takene* Last takene* Conting takene* Conting takene* Binicity Select an ethnicity: Contact details Brainist Contact details Brainiston Deptitive Section Company Section Brainiston Company Different from above Different from above Different from Section Section Company Brainiston Company Brainiston Different from above Different from Section Company Section Brainiston Company Different from Section C	Contamp personnal Personnal First name'' Personnal General region Personnal Contam details Personnal Weining Select a region Personnal Oppination Personnal Popination Personnal Personnal Personnal Popination		Username* Password*
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First anme* Enail* Contine Email* Region serviced* - Select a region - Orgenisation Contact details Business Phone Mobie Postal address DeptDiv/Section Uniffications City* Postal code R5 # Occupation Catalities Orgenisation Postal address DeptDiv/Section Uniffications Contact details Business Phone Mobie Postal address DeptDiv/Section Uniffications Contact details Contact details Business Phone Mobie Postal address DeptDiv/Section Uniffications Cocupation Cocupati	First aname' Last aname' Ensit' Ensit' Ensit' Ensit' Ensit' Ensit' Ensit' Ensit' Organisation Image: Ensite a region - Image: Ensite a region - <th></th> <th>EMS Assessor details</th>		EMS Assessor details
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			Initial login details: When you first log in to EMS Assessor Online, you choose
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Where to next: Go to 3. Accept terms and conditions

3. Accept terms and conditions

Step	Action					
1	In the Registration screen, click Terms and Conditions.					
	Result: EMS Assessor Roles and Responsibilities screen displays.					
	EMS Accreditation Framework					
	EMS Assessor Roles and Responsibilities					
	I have read and understood the EMS Assessor's roles and responsibilities in the EMS Manuals and agree to adhere to these.					
	Privacy Act					
	Authorisation – I authorise the service provider or its agent to obtain from any third party, information as is appropriate to assess my suitability as an EMS Assessor.					
	Under the Privacy Act 1993 we are required to inform you that:					
	The personal information collected on this website will be held by Enable New Zealand. It will be used by Enable New Zealand, the Ministry of Health or the Processing team for the purposes of assessing you as an EMS Assessor and related purposes. The information may also be made available to the public in connection with the provision of health and disability services. <i>Please Note</i> : The collection of your email address will only be used for direct communication between yourself and the Ministry of Health and/or Enable New Zealand/accessable and as such will not be made available to any other third party for the purpose of direct mailing.					
	 You have the right to access personal information held and to request corrections to the information. It is not mandatory to provide the information sought on this website, but failure to do so may result in you not obtaining or retaining accreditation. 					
	Disability Funding Information Website Updates					
	All assessor email contacts will be loaded to receive updates from the Disability Funding Information Website. This website provides important information from the Ministry of Health regarding criteria and changes in policy. In addition this site contains all updated manuals, processes and application forms.					
	Note this has opened a new window please close this window to complete your registration details.					
2	When finished reading, close the EMS Assessor Roles and Responsibilities					
	Screen. The Registration screen displays.					
	Click Create Account box. The Account Created screen displays. (See over.)					

Step	Action		
	EMS Accreditation Framework		
	Account created!		
	Your account has been created and activated. Click here	e to return to the login page	
		If at any point you need assistance call Enable New Zealand on 0800 17 1981	
3	In the Account Created screen, sele The My Account screen displays.	ect Click here to return to the login page.	
	EMS Accreditation	Framework	
	My Account		
	chalyce deans		
	Details chalyce.deans@enable.co.nz Change my details Change my password	Your Core Module Status: Your Core Module is not up-to-date Renew now	
	Employer/supervisor You currently have no employers/supervisors	Employees/EMS Assessors There are currently no applications to verify.	
	Areas of Accreditation Area Docs No areas of accreditation	Progress Status Action	
	Please update your core module before applying for accr	editation.	
	details you still need to add or com	aying a thumbs down icon indicate the plete.	
	Note: You need two thumbs up bef	ore you can add an area of accreditation.	

Where to next: Go to 4. Complete EMS Core Module

4. Complete EMS Core Module

Step	Action
1	In the My Account screen, go to Your Core Module Status box and click Renew
	now. The EMS Core Module Courses page displays.
	EMS Accreditation Framework
	Enable New Zealand
	EMS Core Module
	Making EMS Applications - Enable New Zealand
	Housing Modifications
	Communication Assistive Technology Level 1
	Communication Assistive rectinology Level 1
	If at any point you need assistance
	call Enable New Zealand on 0800 17 1981
2	Click EMS Core Module box. The EMS online education module screen displays.
	EMS Accreditation Framework
	Welcome to the Equipment and Modification Services
	(EMS) online education module.
	This module will provide you with important information and resources so that you can carry out your role as an EMS Assessor.
	By completing this module you will gain a good understanding of Ministry of Health Equipment and Modifications Services, who is eligible, the role of the EMS Assessor, and important information to be aware of when requesting funding of equipment, housing modifications and vehicle modifications for disabled people.
	You will need to complete this module to become an EMS Assessor, and/or to demonstrate your continuing
	knowledge of Ministry of Health EMS criteria and information over time. Your EMS Assessor online details will be automatically updated when the Final Test is satisfactorily completed - this demonstrates that you have a good
	understanding of Equipment and Modification Services. The EMS Core module is divided up into four topics about Equipment and Modification Services (see below). Each
	topic has a Lesson, with Links to the relevant parts of the EMS Manuals for further information. The EMS Core
	module shouldn't take longer than 30-40 minutes. If you have a good understanding of EMS, you can go straight to this Final Test, and your Core Module Status will be
	automatically updated in your EMS Assessor Online record. Completion of the topics, however, is recommended to keep up to date with changes.
	On successful completion of the Final Test you can proceed to Making EMS Applications , where you will find out about EMS Processes.
	EMS Core Module Outline
	Lesson 1 - What is Equipment and Modification Services
	Lesson 2 - Ministry of Health EMS Funding
	Lesson 3 - Assessor Accreditation
	Lesson 4 - What Else do I need to know
	Final Test
3	Complete lessons 1 to 4 and the final test.

Step	Action			
	Please note:			
	 You can go straight to the final test if you have a good understanding of Equipment and Modification Services. You must achieve 100% pass rate for the final test to proceed with your registration. 			
4	When you have completed the lessons and final test, the Quiz Completed			
	screen displays.			
	EMS Accreditation Framework			
	Quiz completed			
	You scored: 100/100			
	Resit Test or return to My Account page			
5	Click My Account page.			
	The My Account screen displays showing Core Module Status is up-to-date and			
	a thumbs up icon.			
	EMS Accreditation Framework			
	My Account			
	chalyce deans			
	Details Your Core Module Status:			
	chalyce.deans@enable.co.nz Your Core Module is up-to-date			
	Change my password Change my password			
	Employer/supervisor Employees/EMS Assessors			
	You currently have no employers/supervisors There are currently no applications to verify.			
	Add an employer/supervisor			
	Areas of Accreditation			
	Area Docs Progress Status Action			
	Please add an employer/supervisors before applying for accreditation.			

Where to next: Go to 5. Add employer/supervisor

5. Add employer/supervisor

Step	Action
1	In the My Account screen Employer/supervisor box, click Add an
	employer/supervisor. The My Employers screen displays.
	EMS Accreditation Framework
	My employers
	You currently have no employers listed. To add an employer, use the search box below.
	Search for an employer
	Name Search Organisation
	If you know your employer is not already registered please invite them by filling in the Invitation to EMS Assessors Form.
2	Do a search to see if your employer is already registered in EMS Assessor
	Online.
	If nome displays, so to stop C
	in name displays, go to step 6.
	If name does not display, go to steps 3, 4 and 5.
3	Click Invitation to EMS Assessors Form. The Invitation to EMS Assessors Form
	displays.
	Complete the invitation form.
	Result: An email is sent to the employer/supervisor inviting them to register in
	EMS Assessor Online.
	Tip: Ask your employer/supervisor to let you know when they have registered.
1	Log out of EMS Assossor Online, Your application is on hold awaiting
4	employer/supervisor registration
5	When your employer/supervisor has registered:
	 log back in to EMS Assessor Online
	 complete steps 1, 2 and 6 of this procedure to add your
	employer/supervisor.

Step	Action					
6	 Select the employer/supervisor name. The My Account screen displays: your employer/supervisor's name and email the thumbs up icon in the Employer/supervisor box Areas of accreditation details 					
	EMS Accreditati	on l	Framew	ork 🖌	MINISTRY OF HEALTH	
	My Account				MANATU HAUCIRA	
	chalyce deans					
	Details chalyœ.deans@enable.co.nz Change my details Change my password		Your Core Module Your Core Module is up 12/06/2016 Renew now	e Status: o-to-date		
	Employer/supervisor Test Test info@enable.co.nz Add an additional employer/supervisor	2	Employees/EMS /	Assessors applications to veri	ify.	
	Areas of Accreditation					
	Area Doo No areas of accreditation	ocs	Progress	Status	Action	
	Add an area of accreditation					

Where to next: Go to 6. Add area of accreditation

6. Add an area of accreditation

Step	Action				
1	In the My Account screen click Add an area of accreditation. The Add an Area				
	of Accreditation screen displays.				
	Add an Area of Accreditation				
	Choose an area				
	Approved Categories				
	Hearing Aids				
	Credentialled Categories				
	O Hearing Assistive Technology				
	Provisional (In Training)				
	Re-credentialing Categories				
	() · · · · · · · · · · · · · · · · · · ·				
	Requirements Audiologists who are full members of NZAS and hold a certificate of clinical competence are eligible to apply for this approved category.				
	Confirm your details Name: Enable New Zealand Administration Occupation: Audiologist Details not quite right? Change my details Choose an employer/supervisor				
	Email: cilla.sanders@enable.co.nz				
	Need more employers? Add additional employers				
	Create Area of Accreditation				
2	Choose an area of accreditation. Refer to the Disability Funding website for				
	requirements by occupation or category.				
	Occupations				
	https://www.disabilityfunding.co.nz/ems-assessors/eligible-health-				
	professionals				
	Approved categories				

Step	Action
	https://www.disabilityfunding.co.nz/ems-assessors/approved-categories-of-
	accreditation
	Credentialed categories
	https://www.disabilityfunding.co.nz/ems-assessors/credentialled-categories-of-
	accreditation
	Important note: Level 2 credentialed areas of accreditation will not show as an option until Level 1 is achieved.
3	Click Create area of accreditation.
	The Application successfully created screen displays.
	EMS Accreditation Framework
	Application successfully created!
	Your application will now go through the verification process. You can check the status of your application on your main Account page. Click here to return to your account page. Appli
4	Your employer/supervisor is sent an email asking them to review your
	application for accreditation.
	The Areas of Accreditation details display Awaiting Employer/Supervisor Verification.
	Tip: Tell your employer/supervisor to expect an email from Enable New Zealand about your application.

Step	Action
	EMS Accreditation Framework
	My Account
	chalyce deans
	Details Your Core Module Status: chalyce.deans@enable.co.nz Your Core Module is up-to-date Change my details 12/06/2016 Renew now Change my password
	Employer/supervisor Employees/EMS Assessors Test Test There are currently no applications to verify. info@enable.co.nz +* Add an additional employer/supervisor
	Areas of Accreditation Area Docs Progress Status Action
	Communication Assistive Technology Level 1 N/A Awaiting Employer/Supervisor verification Remove
5	Log out of EMS Assessor Online. Your application is now on hold awaiting employer/supervisor verification. See Step 6A Verify Area of accreditation (Employer/supervisor) for details.
6	Wait to receive the employer/supervisor verification email from Enable New Zealand.
	Your application for [Area of accreditation] has been supported by your nominated Employer/Manager/Supervisor. You will be notified of your EMS Assessor code as soon as your application has been processed.
	Note: Your Areas of Accreditation status displays Awaiting Enable New Zealand administration approval.
7	Wait 2-3 working days for Enable New Zealand to verify your application and send an approval email . (See over page.)
	Your application for [Area of Accreditation] has passed the approval process and you are now certified for this area of accreditation. To view this application follow the link below. [Link provided.]

Step	Action			
8	Click link provided. The My Account screen displays with the Area of Accreditation Status Completed .			
	Please note:			
	 Your EMS Assessor Number displays on your My Account screen next to your name. 			
	 You will use your EMS Assessor number when submitting Service 			
	Requests to Enable New Zealand or Accessable.			

Where to next: Go to 7. Get online ordering login from EMS Provider.

6A. Verify area of accreditation (Employer/Supervisor)

The EMS Assessor's employer, supervisor or manager completes this procedure.

Step	Action					
1	Receive email from Enable New Zealand: Example:					
	[Assessor name] has completed an online EMS Assessor registration and nominated you as their Employer/Manager/Supervisor.					
	Please review the application for [Area of Accreditation] and action as soon as possible. Please follow this link [link provided].					
2	Click link provided. The Employer Declaration screen displays.					
	Please note: There is a unique set of employer declarations for each credentialed area of accreditation. These are available on request if you'd like to see them. Example shown is for Hearing Aid accreditation.					
	Sor Employer Declaration Hearing Aids STATUS: Step 1 - Awaiting Employer Approval	\bigcirc				
	Applicant's details					
	Full name Enable New Zealand Administration	с — — — — — — — — — — — — — — — — — — —				
	Accreditation # 1234567					
	Phone number 0900 362 353					
	Date Of Application 2015-12-10					
	Your details	Change my details				
	Full name Cilla Sanders					
	Accreditation # 1234567					
	Organisation					
	Phone number 0800171981 1234567					
	Supervisor Declaration 1. I confirm the applicant is a member of the New Zealand J O Yes O No I verify that this information is correct I c	Audiological Society (NZAS)				
2	Complete the Supervisor Declaration.					

Step	Action
	An email is sent to the EMS Assessor letting them know of the outcome of their
	application.

Where to next: Process ends here for employer/supervisor.

7. Receive online ordering login from EMS Provider

After registration, wait to hear from the relevant EMS Provider (Enable New Zealand or accessable) with details of its online ordering system. This may take a few days.

If Enable New Zealand

Within 2-3 working days of registration new Assessors will receive an email with:

- log in details for Enable Online with RTL (RTL)
- a link to the **RTL User Notes** page on the Disability Funding Information website.

If accessable

Every Friday morning Enable New Zealand sends accessable details of all new or updated registrations for the week for EMS Assessors in Auckland/Northland regions. If you have registered early in the week you may have a longer wait to hear from accessable.

Where to next:

If wishing to order Band 2 and/or 3 equipment go to 8. Complete Learn Online training.

If not, this process ends.

8. Complete Learn Online training (Band 2 and 3 equipment only)

EMS Assessors who wish to request Band 2 or 3 equipment must complete Learn Online Training for the Prioritisation Tool.

The Ministry of Health website has details. Look for the **Online Learning** paragraph on the page below.

Using the Equipment and Modification Services Prioritisation Tool | Ministry of Health NZ

Please note:

Learn Online system belongs to the Ministry of Health, not Enable New Zealand.

Please contact the Ministry's IT provider with any queries. You'll find an email address on the website page above.

Quick tips for using EMS Assessor Online

Forgotten password

- Go to EMS Assessor Online home page.
- Click Forgotten your password?
- Enter your user name (not your email address) and click Submit.
- You will be sent an email with instructions for re-setting your password.

Please note:

- Passwords are case sensitive. You must enter your password exactly as when you registered.
- If you enter your password incorrectly 3 times your account will be locked.
- If you don't receive an email or are still having issues accessing your account, contact Enable New Zealand.

Locked out

Contact Enable New Zealand to have your password reset.

Forgotten username

You will have created your own username when you registered. If you've forgotten it, contact Enable New Zealand for help.

Add accreditation area

- Log in and go to My Account screen.
- Scroll to the bottom of the page.
- Select Add an area of Accreditation. See 6. Add an area of accreditation.

Update details

To update assessor details, employer/supervisor details, contact details, postal address, delivery address and qualifications:

- Log in and go to **My Details screen**.
- Edit your details. Select Save.

What happens next?

• An automated notification is sent to Enable New Zealand advising of the changes.

- The changes take **24 to 48 hours** to update depending on which other systems have to be updated. For example, RTL, MOH EMS Prioritisation Tool.
- If you use RTL and you change your workplace you'll need a new RTL login. This can take up to **72 hours** to activate.

Find employer or supervisor

Go to your **My Account screen**. Try searching by your employer or supervisor's name rather than organisation. If their name still doesn't show, you will need to invite them to join EMS Assessor Online. Use the **Invitation** link under the **Search** box.

Remove employer or supervisor

Go to your **My Account screen** and do a search for your employer or supervisor's name. When the name displays, go to the **Action** column and select **Remove this employer**.

Check progress of registration application

Go to My Details screen. Scroll down the page to the Progress and Status columns.

Where to go for help

Please contact Enable New Zealand if you need assistance or have any questions.

 Telephone:
 0800 362 253

Email address: enable@enable.co.nz

Document control

Document owner: EMS Assessor Coordinator, Enable New Zealand

Version	Date	Author	Reasons
2.0	23/08/2018	EMS Assessor	Updated and re-formatted for loading on
		Coordinator	to Enable New Zealand and DFI websites.