



EMS ASSESSOR ONLINE USER GUIDE

How to register on the Ministry of Health Equipment and Modification Services (EMS) Assessor Accreditation Framework

Guide for eligible health professionals (and managers, employers or supervisors)

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Enable New Zealand

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Who this guide is for

This guide is mainly for **eligible health professionals** applying for registration as an assessor for these services:

- Ministry of Health Equipment and Modification Services administered by either accessible (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.

We also set out the procedure for **employers, supervisors and managers** who are asked to verify their employee/ supervisee's areas of accreditation. See step 5.

Before you begin

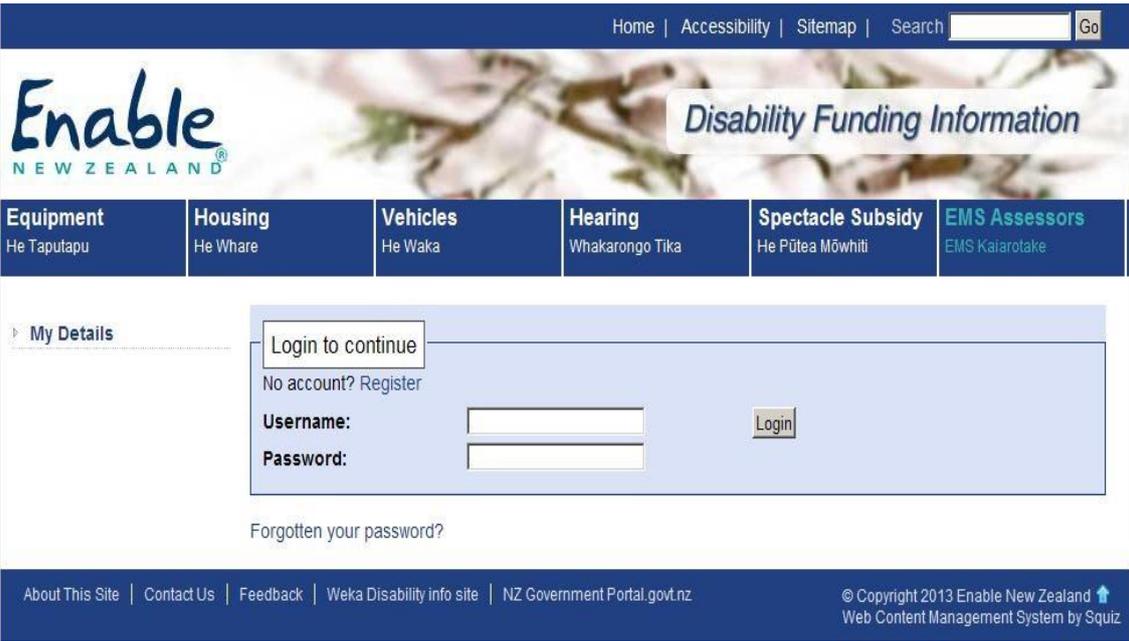
- Please ensure you are familiar with the requirements of the EMS Assessor Accreditation Framework.
 - Location: Disability Funding Information website > EMS Assessors.
 - Link: <https://www.disabilityfunding.co.nz/ems-assessors>
- Have your Annual Practising Certificate or professional membership details to hand.
- Confirm your manager, employer or supervisor is registered on EMS Assessor Online so they can verify your area of accreditation.

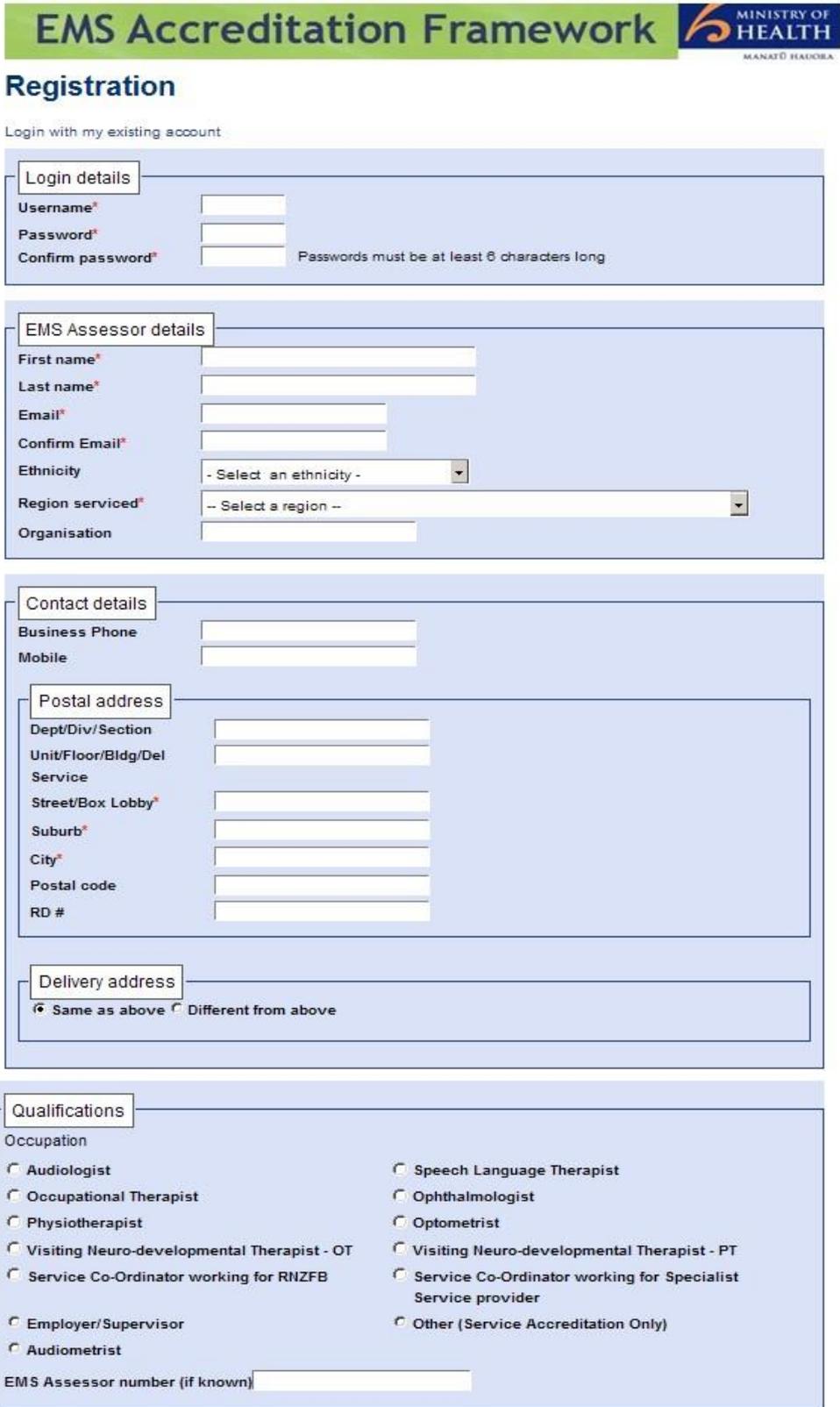
Manager, employer or supervisor verifications

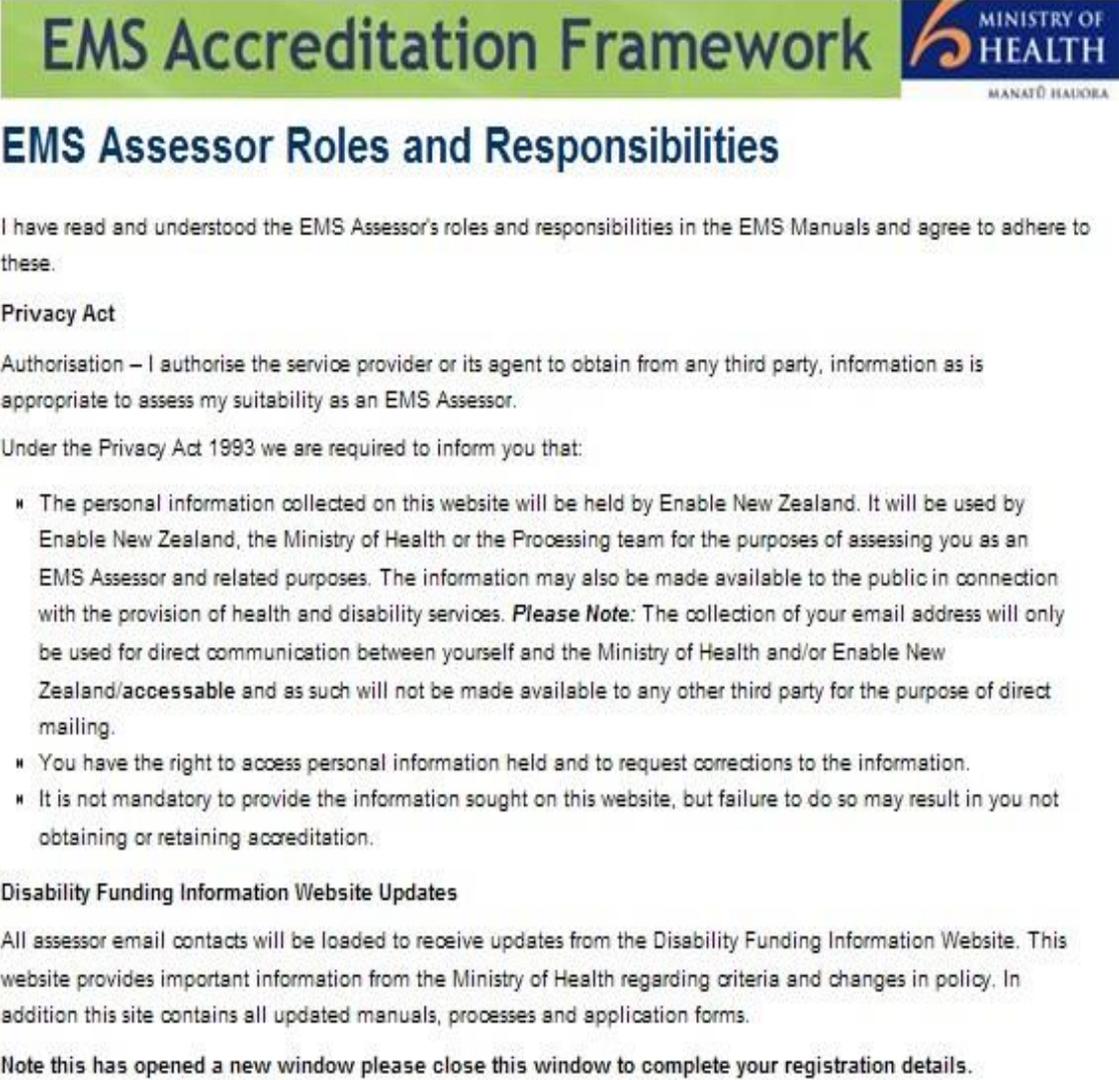
You can invite your employer/supervisor during the registration process. However, you cannot proceed with your application until you add your employer/supervisor's details to your account.

Step 1 Create account

The applicant completes these actions.

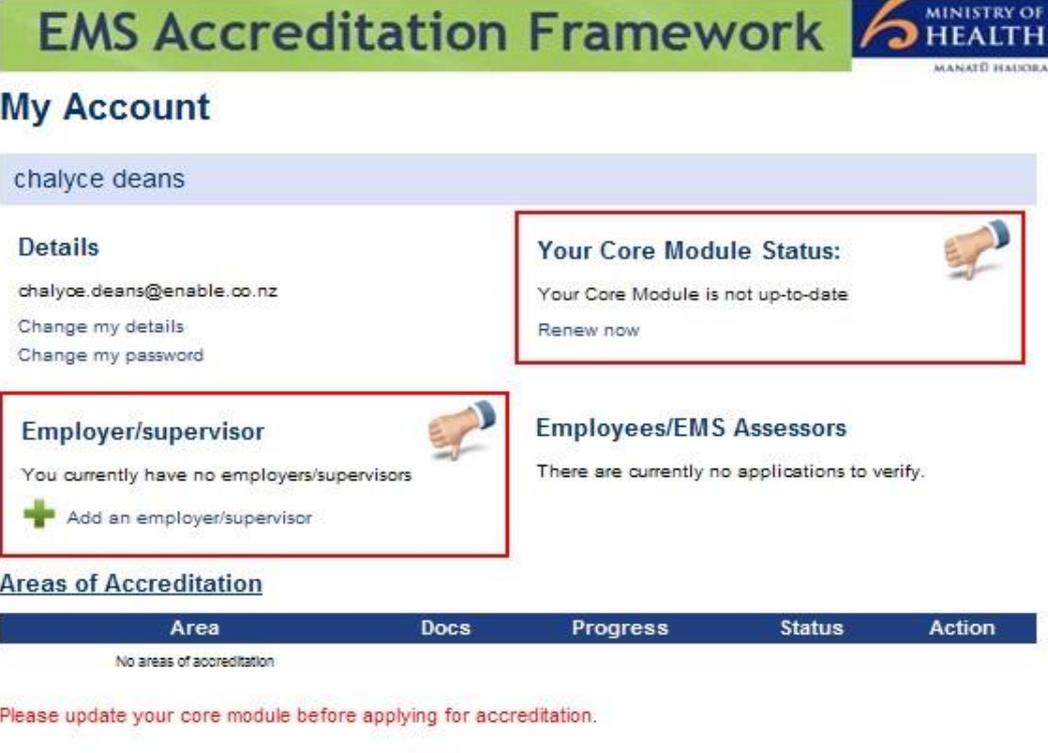
Step	Action
1	<p>Open EMS Assessor Online from the link below.</p> <p>https://www.disabilityfunding.co.nz/ems-assessors/moh-accreditation-framework/my-account</p> <p>The Login Screen displays.</p>  <p>Home Accessibility Sitemap Search <input type="text"/> Go</p> <p>Enable NEW ZEALAND</p> <p>Disability Funding Information</p> <p>Equipment He Taputapu</p> <p>Housing He Whare</p> <p>Vehicles He Waka</p> <p>Hearing Whakarongo Tika</p> <p>Spectacle Subsidy He Pūtea Mōwhiri</p> <p>EMS Assessors EMS Kaiarotake</p> <p>My Details</p> <p>Login to continue</p> <p>No account? Register</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Login</p> <p>Forgotten your password?</p> <p>About This Site Contact Us Feedback Weka Disability info site NZ Government Portal.govt.nz</p> <p>© Copyright 2013 Enable New Zealand Web Content Management System by Squiz</p>
2	<p>Click Register. The Registration Screen displays.</p> <p>Tips:</p> <p>Initial login details: When you first log in to EMS Assessor Online, you choose your own username and password. Enable New Zealand does not provide them.</p> <p>Qualifications: After selecting your occupation you will be prompted for your APC or professional membership details.</p>

Step	Action														
3	<p data-bbox="229 192 507 230">Enter your details.</p> <div data-bbox="256 257 1214 1861">  <p data-bbox="293 264 1007 315">EMS Accreditation Framework</p> <p data-bbox="1031 264 1209 327">MINISTRY OF HEALTH MANATU HAUORA</p> <h3 data-bbox="261 338 456 376">Registration</h3> <p data-bbox="261 398 507 421">Login with my existing account</p> <div data-bbox="261 427 1193 584"> <p data-bbox="277 450 408 472">Login details</p> <p data-bbox="277 483 368 506">Username*</p> <p data-bbox="277 517 368 539">Password*</p> <p data-bbox="277 551 437 573">Confirm password*</p> <p data-bbox="592 539 943 562">Passwords must be at least 6 characters long</p> </div> <div data-bbox="261 595 1193 891"> <p data-bbox="277 618 488 640">EMS Assessor details</p> <p data-bbox="277 663 368 685">First name*</p> <p data-bbox="277 696 368 719">Last name*</p> <p data-bbox="277 730 336 752">Email*</p> <p data-bbox="277 763 400 786">Confirm Email*</p> <p data-bbox="277 797 347 819">Ethnicity</p> <p data-bbox="488 797 783 819">- Select an ethnicity -</p> <p data-bbox="277 831 416 853">Region serviced*</p> <p data-bbox="488 831 1102 853">-- Select a region --</p> <p data-bbox="277 864 384 887">Organisation</p> </div> <div data-bbox="261 902 1193 1473"> <p data-bbox="277 925 424 947">Contact details</p> <p data-bbox="277 969 408 992">Business Phone</p> <p data-bbox="277 1003 336 1025">Mobile</p> <p data-bbox="277 1037 440 1059">Postal address</p> <p data-bbox="277 1081 424 1104">Dept/Div/Section</p> <p data-bbox="277 1115 440 1137">Unit/Floor/Bldg/Del</p> <p data-bbox="277 1149 352 1171">Service</p> <p data-bbox="277 1182 432 1205">Street/Box Lobby*</p> <p data-bbox="277 1216 352 1238">Suburb*</p> <p data-bbox="277 1249 328 1272">City*</p> <p data-bbox="277 1283 384 1305">Postal code</p> <p data-bbox="277 1317 328 1339">RD #</p> <p data-bbox="277 1350 456 1373">Delivery address</p> <p data-bbox="293 1395 639 1417"> <input checked="" type="radio"/> Same as above <input type="radio"/> Different from above </p> </div> <div data-bbox="261 1485 1193 1861"> <p data-bbox="277 1507 400 1529">Qualifications</p> <p data-bbox="261 1552 352 1574">Occupation</p> <table border="0" data-bbox="261 1585 1098 1809"> <tr> <td><input type="radio"/> Audiologist</td> <td><input type="radio"/> Speech Language Therapist</td> </tr> <tr> <td><input type="radio"/> Occupational Therapist</td> <td><input type="radio"/> Ophthalmologist</td> </tr> <tr> <td><input type="radio"/> Physiotherapist</td> <td><input type="radio"/> Optometrist</td> </tr> <tr> <td><input type="radio"/> Visiting Neuro-developmental Therapist - OT</td> <td><input type="radio"/> Visiting Neuro-developmental Therapist - PT</td> </tr> <tr> <td><input type="radio"/> Service Co-Ordinator working for RNZFB</td> <td><input type="radio"/> Service Co-Ordinator working for Specialist Service provider</td> </tr> <tr> <td><input type="radio"/> Employer/Supervisor</td> <td><input type="radio"/> Other (Service Accreditation Only)</td> </tr> <tr> <td><input type="radio"/> Audiometrist</td> <td></td> </tr> </table> <p data-bbox="261 1821 791 1843">EMS Assessor number (if known)</p> </div> </div>	<input type="radio"/> Audiologist	<input type="radio"/> Speech Language Therapist	<input type="radio"/> Occupational Therapist	<input type="radio"/> Ophthalmologist	<input type="radio"/> Physiotherapist	<input type="radio"/> Optometrist	<input type="radio"/> Visiting Neuro-developmental Therapist - OT	<input type="radio"/> Visiting Neuro-developmental Therapist - PT	<input type="radio"/> Service Co-Ordinator working for RNZFB	<input type="radio"/> Service Co-Ordinator working for Specialist Service provider	<input type="radio"/> Employer/Supervisor	<input type="radio"/> Other (Service Accreditation Only)	<input type="radio"/> Audiometrist	
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Step	Action
4	<p>In the Registration screen, click Terms and Conditions.</p> <p>Result: EMS Assessor Roles and Responsibilities screen displays.</p>  <p>I have read and understood the EMS Assessor's roles and responsibilities in the EMS Manuals and agree to adhere to these.</p> <p>Privacy Act</p> <p>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.</p> <p>Under the Privacy Act 1993 we are required to inform you that:</p> <ul style="list-style-type: none"> ▪ 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. Please Note: 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/accessible 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. <p>Disability Funding Information Website Updates</p> <p>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.</p> <p>Note this has opened a new window please close this window to complete your registration details.</p>
5	<p>When finished reading, close the EMS Assessor Roles and Responsibilities screen. The Registration screen displays.</p> <ul style="list-style-type: none"> • Tick the Terms and Conditions Box. • Click Create Account box. The Account Created screen displays. (See over.)

Step	Action
	

6 In the **Account Created** screen, select [Click here to return to the login page](#). The **My Account** screen displays.

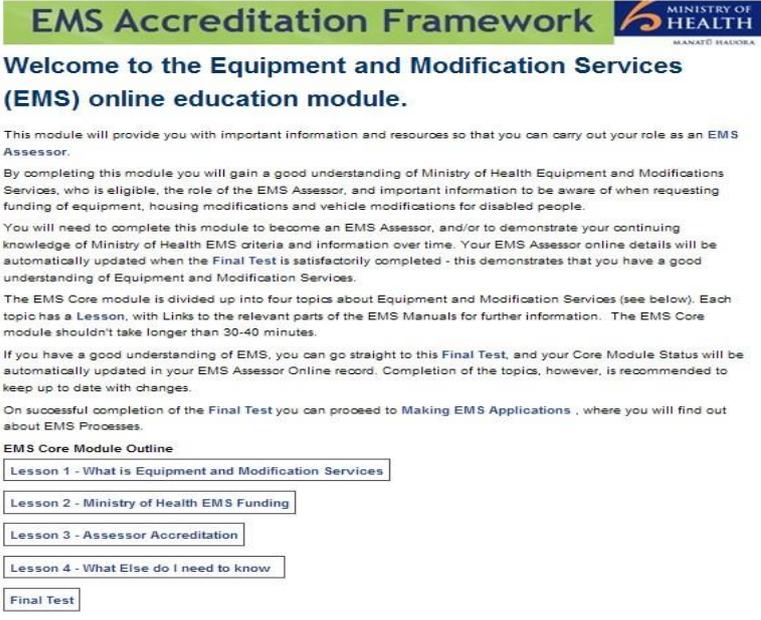


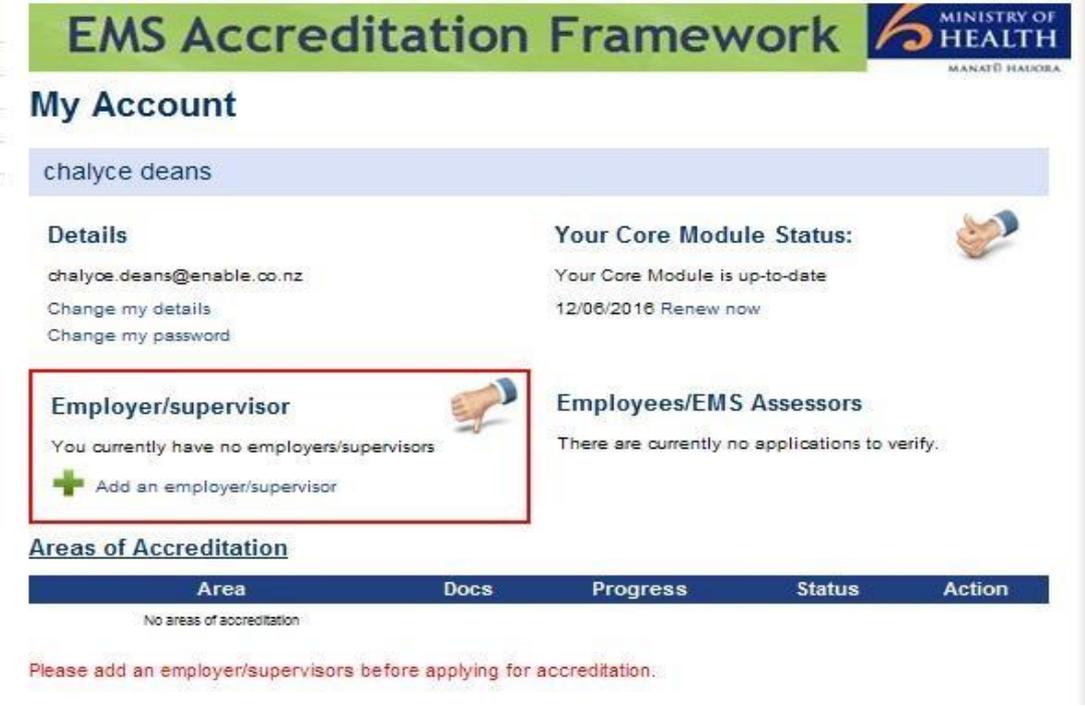
Tips:

- Boxes outlined in red and displaying a **thumbs down** icon indicate the details you still need to add or complete.
- You need two thumbs up before you can add an area of accreditation.

Step 2 Complete EMS Core Module

The applicant completes these actions.

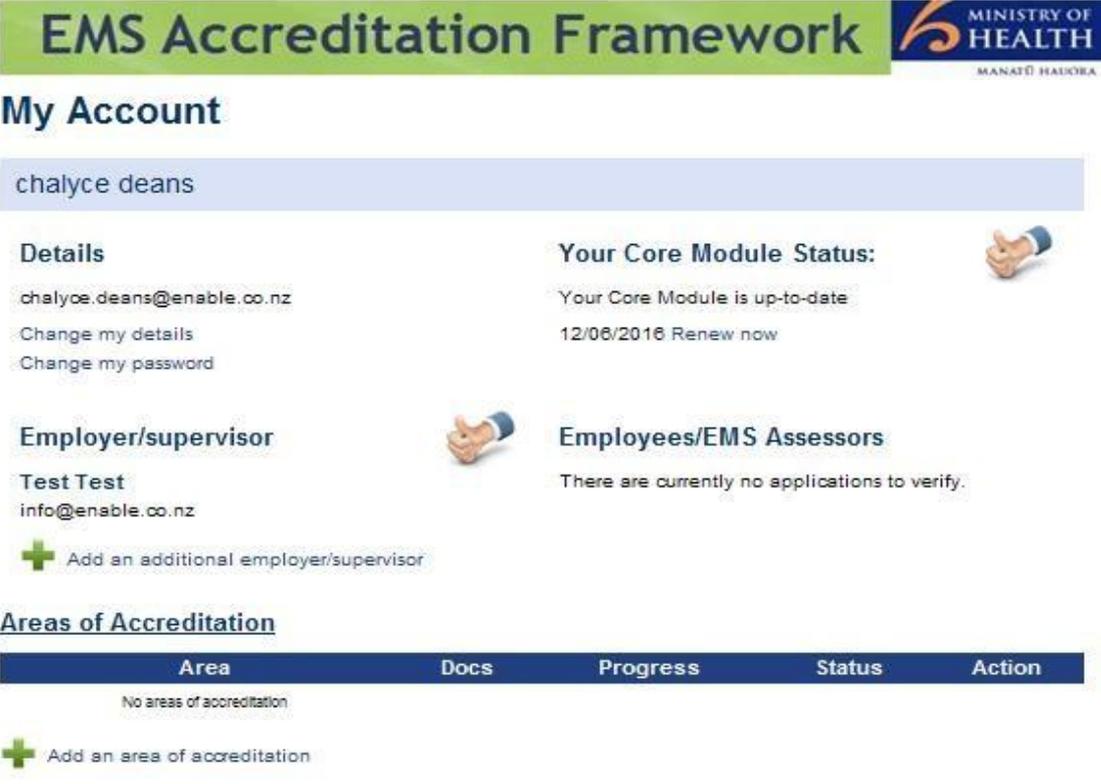
Step	Action
1	<p>In the My Account screen, go to Your Core Module Status box and click Renew now. The EMS Core Module Courses page displays.</p> 
2	<p>Click EMS Core Module box. The EMS online education module screen displays.</p> 
3	<p>Complete lessons 1 to 4 and the final test.</p> <p>Tips:</p> <ul style="list-style-type: none"> • 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.

Step	Action
4	<p>When you have completed the lessons and final test, the Quiz Completed screen displays.</p> 
5	<p>Click My Account page.</p> <p>The My Account screen displays showing Core Module Status is up-to-date and a thumbs up icon.</p> 

Step 3 Add your employer or supervisor

The applicant completes these actions.

Step	Action
1	<p>In the My Account screen Employer/supervisor box, click Add an employer/supervisor. The My Employers screen displays.</p>  <p>If you know your employer is not already registered please invite them by filling in the Invitation to EMS Assessors Form.</p>
2	<p>Do a search to see if your employer is already registered in EMS Assessor Online.</p> <ul style="list-style-type: none"> • If name displays, go to step 6. • If name does not display, do steps 3, 4 and 5.
3	<p>Click Invitation to EMS Assessors Form. The Invitation to EMS Assessors Form displays.</p> <p>Complete the invitation form.</p> <p>Result: An email is sent to the employer/supervisor inviting them to register in EMS Assessor Online.</p> <p>Tip: Ask your employer/supervisor to let you know when they have registered.</p>
4	<p>Log out of EMS Assessor Online. <i>Your application is on hold awaiting employer/supervisor registration.</i></p>
5	<p>When your employer/supervisor has registered:</p> <p>Log back in to EMS Assessor Online and complete steps 1, 2 and 6 of this procedure.</p>

Step	Action
6	<p>Select the employer/supervisor name.</p> <p>The My Account screen displays:</p> <ol style="list-style-type: none"> your employer/supervisor's name and email the thumbs up icon in the Employer/supervisor box Areas of accreditation details. 

Step 4 Add your area of accreditation

The applicant completes these actions.

Step	Action
1	<p>In the My Account screen click Add an area of accreditation. The Add an Area of Accreditation screen displays.</p> <p>Add an Area of Accreditation</p> <p>Choose an area</p> <p>Approved Categories</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Hearing Aids <p>Credentialed Categories</p> <ul style="list-style-type: none"><input type="radio"/> Hearing Assistive Technology <p>Provisional (In Training)</p> <ul style="list-style-type: none"><input type="radio"/> Provisional Hearing Assistive Technology <p>Re-credentialing Categories</p> <ul style="list-style-type: none"><input type="radio"/> Re-credentialing Hearing Assistive Technology <p>Requirements Audiologists who are full members of NZAS and hold a certificate of clinical competence are eligible to apply for this approved category.</p> <p>Confirm your details</p> <p>Name: Enable New Zealand Administration Occupation: Audiologist Details not quite right? Change my details</p> <p>Choose an employer/supervisor</p> <ul style="list-style-type: none"><input type="radio"/> Cilla Holmes Email: cilla.sanders@enable.co.nz <p>Need more employers? + Add additional employers</p> <p>Create Area of Accreditation</p>
2	<p>Choose an area of accreditation. Refer to the Disability Funding website for requirements by occupation or category.</p> <p>Occupations</p> <p>https://www.disabilityfunding.co.nz/ems-assessors/eligible-health-professionals</p> <p>Approved categories</p>

Step	Action
	<p>https://www.disabilityfunding.co.nz/ems-assessors/approved-categories-of-accreditation</p> <p>Credentialed categories</p> <p>https://www.disabilityfunding.co.nz/ems-assessors/credentialed-categories-of-accreditation</p> <p>Important note: Level 2 credentialed areas of accreditation will not show as an option until Level 1 is achieved.</p>
3	<p>Click Create area of accreditation. The Application successfully created screen displays.</p>  <p>The screenshot shows a green banner with the text 'EMS Accreditation Framework' and the Ministry of Health logo. Below the banner, it says 'Application successfully created!' and provides instructions on how to check the status of the application and a link to return to the account page.</p>
4	<p>Your employer/supervisor is sent an email asking them to review your application for accreditation. (See step 5 for details.)</p> <p>The Areas of Accreditation details display Awaiting Employer/Supervisor Verification.</p> <p>Tip: Tell your employer/supervisor to expect an email from Enable New Zealand about your application.</p>

Step	Action										
	 <p>EMS Accreditation Framework </p> <p>My Account</p> <p>chalyce deans</p> <p>Details chalyce.deans@enable.co.nz Change my details Change my password</p> <p>Your Core Module Status:  Your Core Module is up-to-date 12/06/2016 Renew now</p> <p>Employer/supervisor  Test Test info@enable.co.nz + Add an additional employer/supervisor</p> <p>Employees/EMS Assessors There are currently no applications to verify.</p> <p>Areas of Accreditation</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Docs</th> <th>Progress</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Communication Assistive Technology Level 1</td> <td>N/A</td> <td><div style="width: 50%;"></div></td> <td>Awaiting Employer/Supervisor verification</td> <td> Remove</td> </tr> </tbody> </table> <p>+ Add an area of accreditation</p>	Area	Docs	Progress	Status	Action	Communication Assistive Technology Level 1	N/A	<div style="width: 50%;"></div>	Awaiting Employer/Supervisor verification	 Remove
Area	Docs	Progress	Status	Action							
Communication Assistive Technology Level 1	N/A	<div style="width: 50%;"></div>	Awaiting Employer/Supervisor verification	 Remove							
5	<p>Log out of EMS Assessor Online. <i>Your application is now on hold awaiting employer/supervisor verification.</i></p>										
6	<p>Wait to receive the employer/supervisor verification email from Enable New Zealand.</p> <p>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.</p> <p>Note: Your Areas of Accreditation status displays Awaiting Enable New Zealand administration approval.</p>										
7	<p>Wait 2-3 working days for Enable New Zealand to verify your application and send an approval email. (See over page.)</p> <p>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.]</p>										
8	<p>Click link provided. The My Account screen displays with the Area of Accreditation Status Completed.</p> <p>Tips:</p>										

Step	Action
	<ul style="list-style-type: none"><li data-bbox="280 197 1436 286">• Your EMS Assessor Number displays on your My Account screen next to your name.<li data-bbox="280 297 1436 387">• You use your EMS Assessor Number when submitting service requests to your EMS provider (Enable New Zealand or accessible).

Step 5 Verify area of accreditation (employer/supervisor)

The applicant's employer, supervisor or manager completes these actions when they receive an email from Enable New Zealand.

Step	Action
1	<p>Receive email from Enable New Zealand: Example:</p> <p>[Assessor name] has completed an online EMS Assessor registration and nominated you as their Employer/Manager/Supervisor.</p> <p>Please review the application for [Area of Accreditation] and action as soon as possible. Please follow this link [link provided].</p>
2	<p>Click link provided. The Employer Declaration screen displays.</p> <p>Please note: There is a unique set of employer declarations for each credentialed area of accreditation. Contact us if you'd like to see any in particular. This example is for a Hearing Aid accreditation.</p>  <p>The screenshot shows the 'Employer Declaration' screen for 'Hearing Aids'. The status is 'Step 1 - Awaiting Employer Approval'. It contains two sections: 'Applicant's details' and 'Your details'. The 'Applicant's details' section lists: Full name (Enable New Zealand Administration), Accreditation # (1234567), Organisation, Email address (assessor.info@enable.co.nz), Phone number (0800 362 253), and Date Of Application (2015-12-10). The 'Your details' section lists: Full name (Cilla Sanders), Accreditation # (1234567), Organisation, Email address (cilla.sanders@enable.co.nz), and Phone number (0800171981, 1234567). Below these is the 'Supervisor Declaration' section with the question: 'I confirm the applicant is a member of the New Zealand Audiological Society (NZAS)'. There are two radio buttons: 'Yes' and 'No'. At the bottom, there are two buttons: 'I verify that this information is correct' and 'I cannot verify this application'.</p>
2	<p>Complete the supervisor declaration and click the appropriate verification.</p> <ul style="list-style-type: none"> • The employer/supervisor verification email is sent to Enable New Zealand.

Step	Action
	<ul style="list-style-type: none"><li data-bbox="277 197 1461 286">• An email is sent to the EMS Assessor letting them know of the outcome of their application.<li data-bbox="277 297 991 342">• This step ends for the employer/supervisor.

Registration completed – what happens next

Check your inbox for emails from your EMS Provider and the Ministry of Health EMS Portal provider, if required.

Please note: It may take a few days to get you set up in their system.

[EMS Provider online ordering logins](#)

Your EMS Provider will email you access information for its online ordering system. See the table for more information.

EMS Provider and service area	Details
accessible – Auckland and Northland regions	If you have registered early in the week you may wait a little longer wait to hear from accessible. This is because accessible receives details once a week, on Fridays , of new or updated registrations in their area.
Enable New Zealand – the rest of New Zealand	Within 2-3 working days of registration Enable New Zealand will email you your Enable Online RTL login and a link to RTL user guides.

[EMS Portal logins](#)

If you will be requesting complex equipment and modifications you will need to use the EMS Portal.

The Ministry of Health EMS Portal Provider (Enigma Solutions Limited) will email you access information. They receive details of new assessors as part of the registration process.

[Learn more about the EMS Portal](#)

Quick tips for using EMS Assessor Online

Help with accessing EMS Assessor Online or completing some common tasks.

Forgotten password

- Go to **EMS Assessor Online** home page.
- Click **Forgotten your password?**
- Enter your **username** (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 problems accessing your account, contact us.

Forgotten username

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

Locked account

Contact us to have your password reset.

Check progress of registration application

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

Update details

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

- Go to **My Details screen**.
- Edit your details. Select **Save**.

An automated notification is sent to Enable New Zealand advising of the changes. See timeframes for changes to be activated.

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**.

Add another area of accreditation

- Log in and go to **My Account screen**.
- Scroll to the bottom of the page.
- Select **Add an area of Accreditation**.
- Follow step 4 in this user guide.

Timeframes for changes to be activated

- Changes can take **2 to 4 working days** to update depending on any other systems that have to be updated. For example, your EMS Provider's online ordering system or the EMS Portal.
- If you use Enable Online RTL and you change your workplace you'll need a new RTL login. This can take up to **3 working days** to activate.
- Remember that accessable is notified **once a week** of any changes to EMS Assessor Online accounts.
- Contact your EMS provider if you have any concerns about being able to access any systems.

Where to go for help

Please contact Enable New Zealand if you need assistance with EMS Assessor Online.

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 Coordinator	Updated and re-formatted for loading on to Enable New Zealand and DFI websites.
2.1	09/04/2019	EMS Assessor Coordinator	Aligned steps with those described on website. Removed requirement for Learn Online training (after changes to the EMS Prioritisation Tool).