



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

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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 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.

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

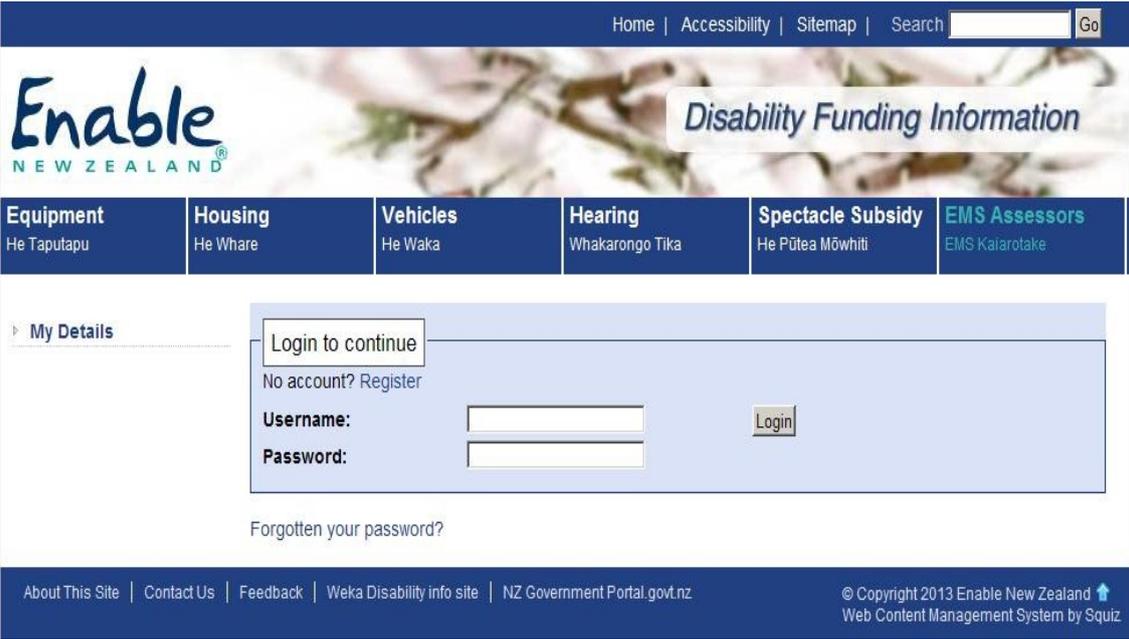
- Please ensure you are familiar with the requirements of the EMS Assessor Accreditation Framework.
 - Location: Disability Funding Information website > EMS Assessors.
 - Link: <https://www.disabilityfunding.co.nz/ems-assessors>
- Have your Annual Practising Certificate or professional membership details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

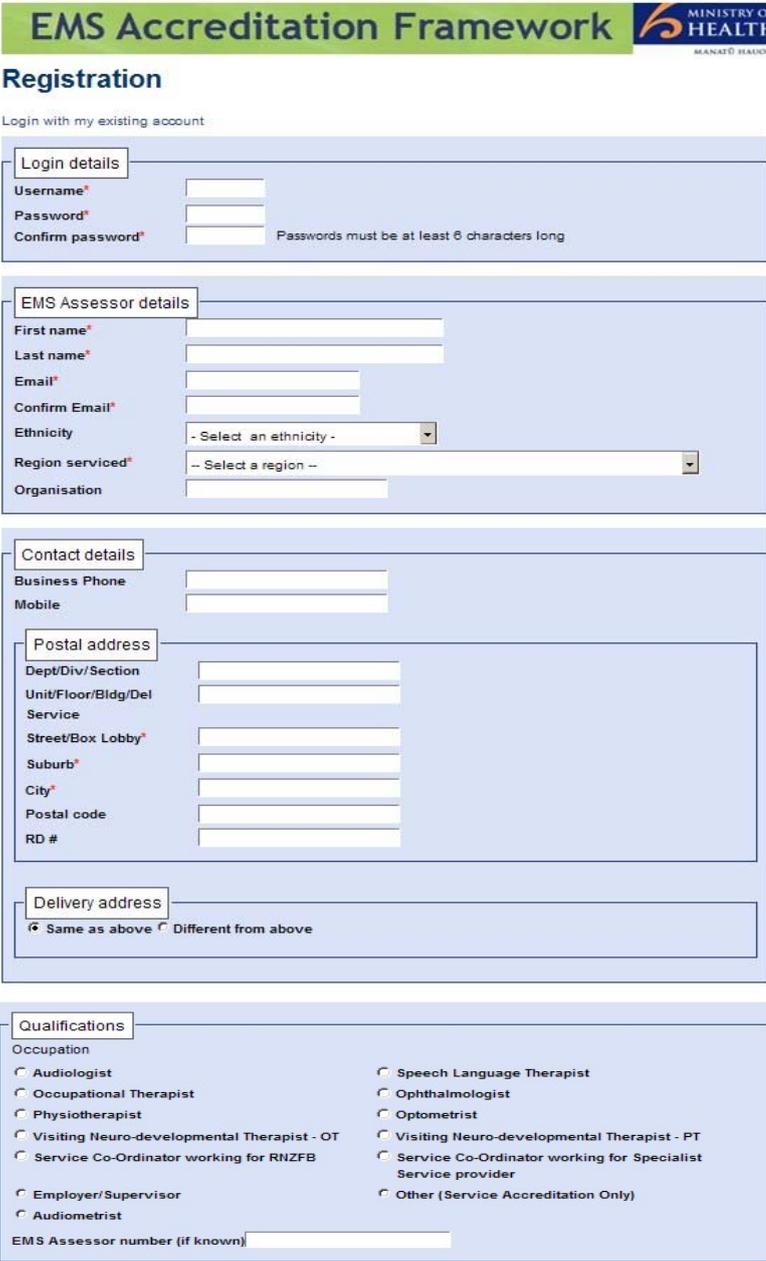
There is an option to invite the employer/supervisor during the registration process. However, the applicant cannot proceed with their application until the employer/supervisor's details are added to their account.

1. Open EMS Assessor Online

Step	Action
1	<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 style="text-align: center;">Login screen</p> 
2	<p>Click Register. The Registration Screen displays.</p>

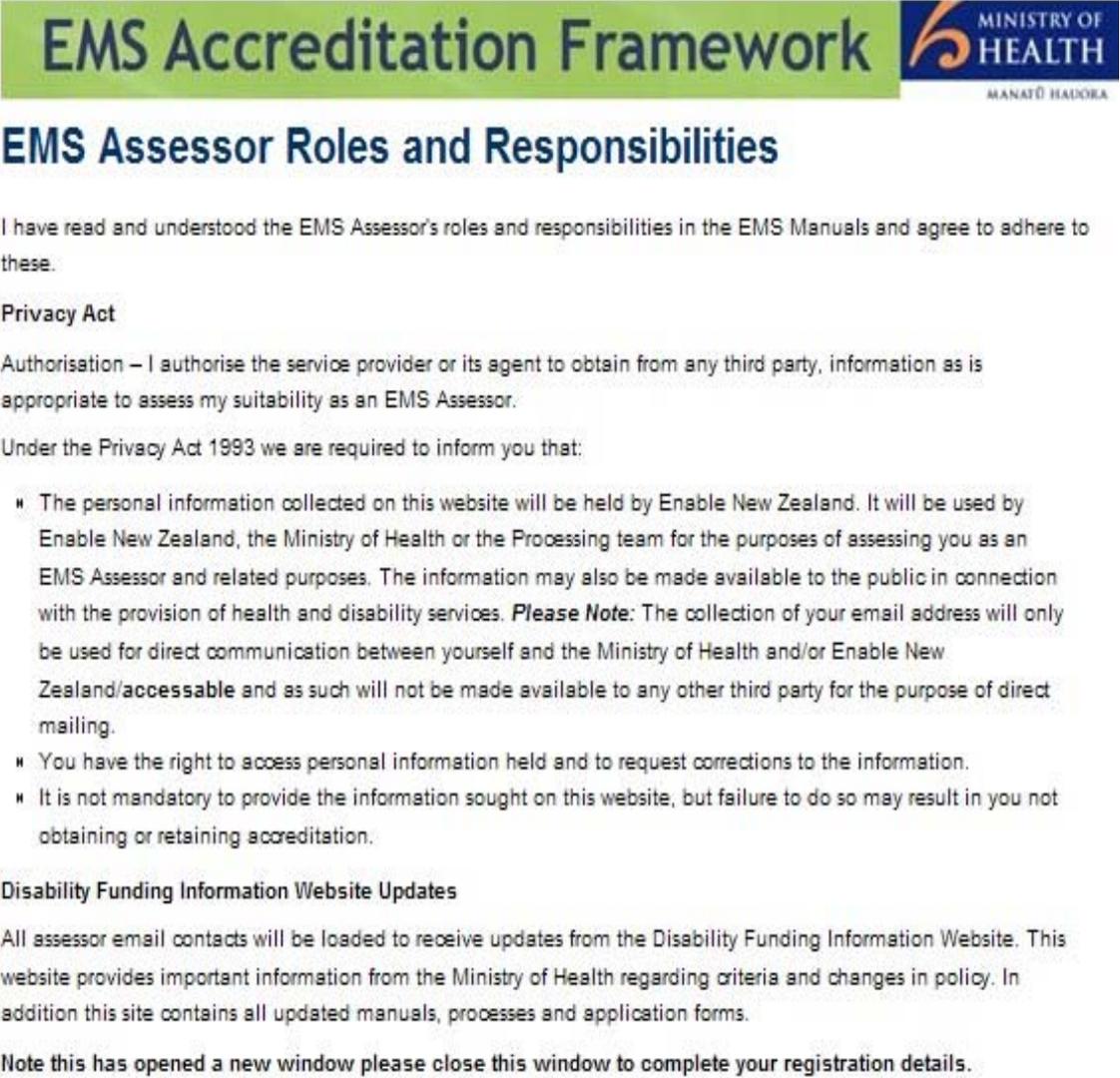
Where to next: Go to 2. Enter registration details

2. Enter registration details

Step	Action
1	<p>Enter your details in the Registration Screen.</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>

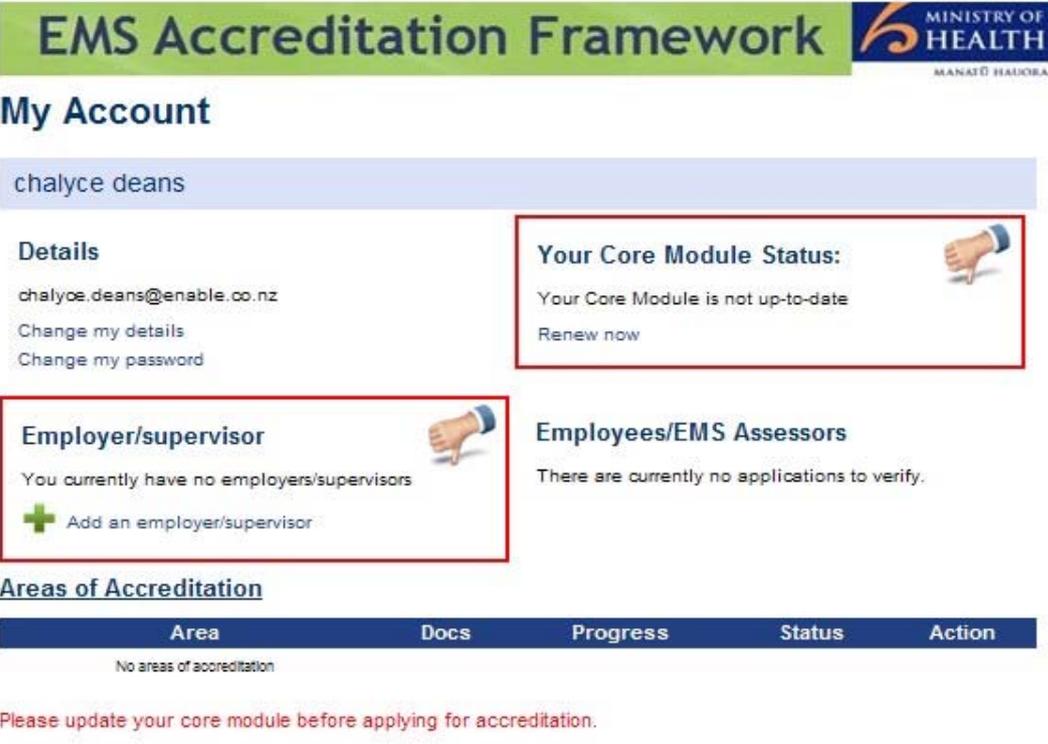
Where to next: Go to 3. Accept terms and conditions

3. Accept terms and conditions

Step	Action
1	<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>
2	<p>When finished reading, close the EMS Assessor Roles and Responsibilities screen. The Registration screen displays.</p> <p>Tick the Terms and Conditions Box.</p> <p>Click Create Account box. The Account Created screen displays. (See over.)</p>

Step	Action
	

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

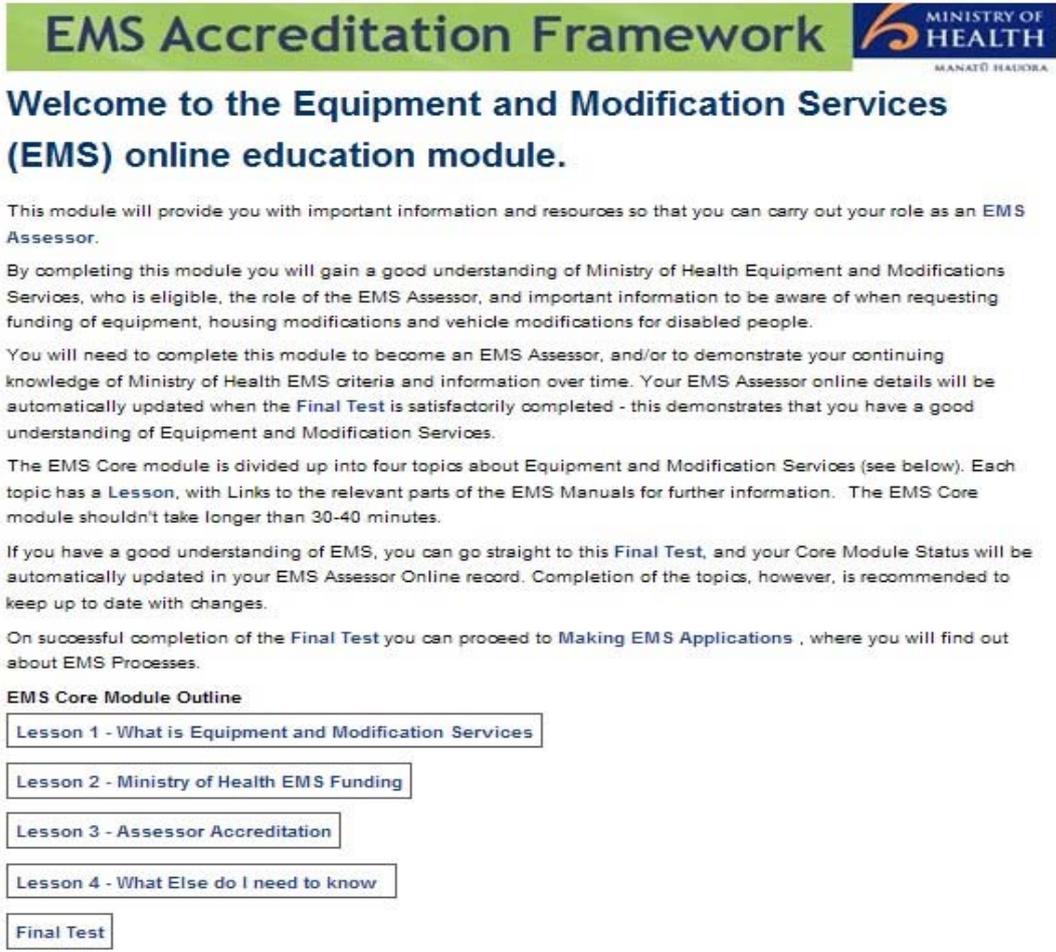


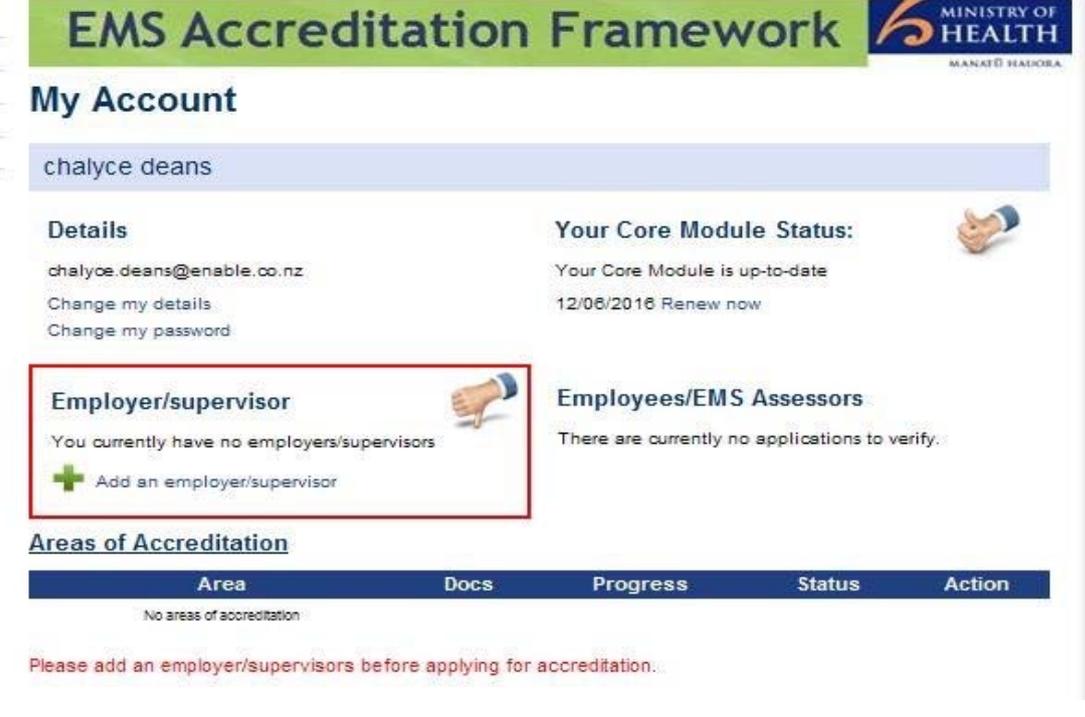
Tip: Boxes outlined in red and displaying a **thumbs down** icon indicate the details you still need to add or complete.

Note: You need two thumbs up before 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	<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>  <p>This module will provide you with important information and resources so that you can carry out your role as an EMS Assessor.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>On successful completion of the Final Test you can proceed to Making EMS Applications , where you will find out about EMS Processes.</p> <p>EMS Core Module Outline</p> <ul style="list-style-type: none"> 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	<p>Complete lessons 1 to 4 and the final test.</p>

Step	Action
	<p>Please note:</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.
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> 

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

5. Add employer/supervisor

Step	Action
1	<p>In the My Account screen Employer/supervisor box, click Add an employer/supervisor. The My Employers screen displays.</p> 
2	<p>Do a search to see if your employer is already registered in EMS Assessor Online.</p> <p>If name displays, go to step 6.</p> <p>If name does not display, go to steps 3, 4 and 5.</p>
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. Your application is on hold awaiting employer/supervisor registration.</p>
5	<p>When your employer/supervisor has registered:</p> <ul style="list-style-type: none"> • log back in to EMS Assessor Online • complete steps 1, 2 and 6 of this procedure to add your employer/supervisor.

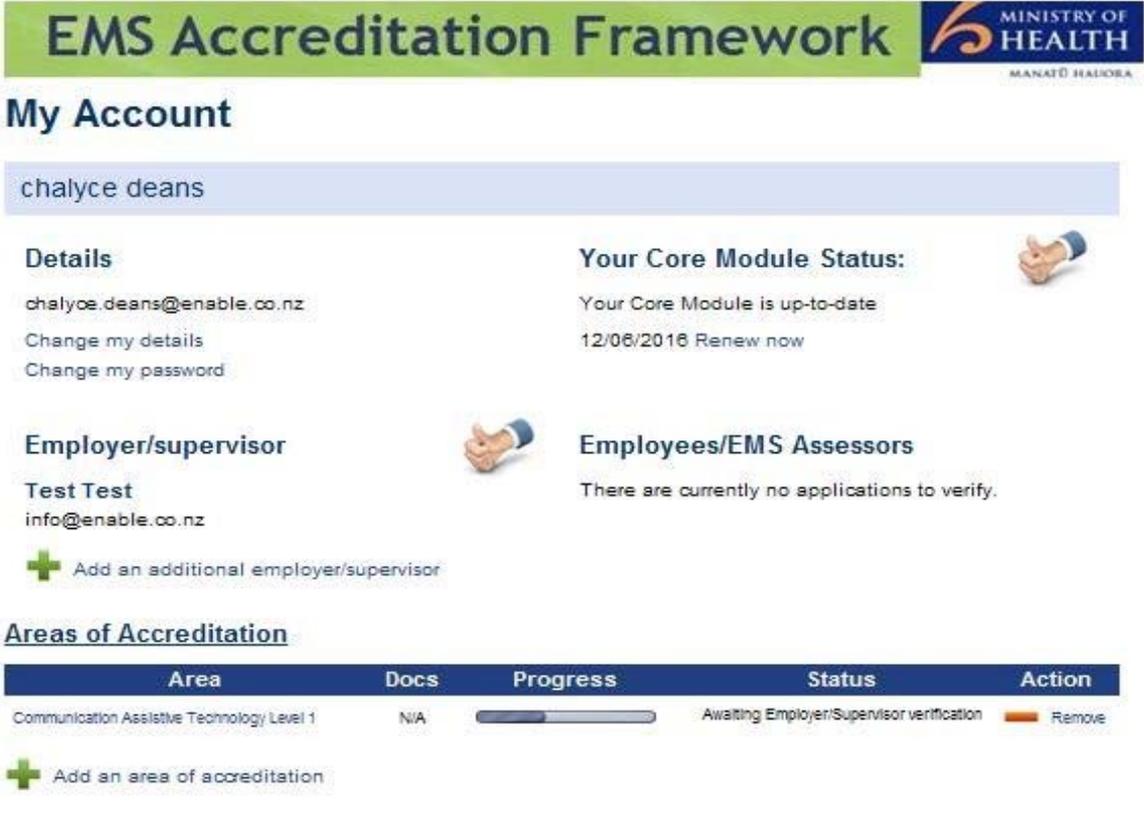
Step	Action
6	<p>Select the employer/supervisor name.</p> <p>The My Account screen displays:</p> <ul style="list-style-type: none"> • your employer/supervisor’s name and email • the thumbs up icon in the Employer/supervisor box • Areas of accreditation details. 

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

6. Add an area of accreditation

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.</p> <p>The Application successfully created screen displays.</p>  <p>Appli</p>
4	<p>Your employer/supervisor is sent an email asking them to review your application for accreditation.</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.</p> <p>Your application is now on hold awaiting employer/supervisor verification. See Step 6A Verify Area of accreditation (Employer/supervisor) for details.</p>										
6	<p>Wait to receive the employer/supervisor verification email from Enable New Zealand.</p> <p><i>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.</i></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><i>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.]</i></p>										

Step	Action
8	<p>Click link provided. The My Account screen displays with the Area of Accreditation Status Completed.</p> <p>Please note:</p> <ul style="list-style-type: none">• 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	<p>Receive email from Enable New Zealand: Example:</p> <p><i>[Assessor name] has completed an online EMS Assessor registration and nominated you as their Employer/Manager/Supervisor.</i></p> <p><i>Please review the application for [Area of Accreditation] and action as soon as possible. Please follow this link [link provided].</i></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. These are available on request if you'd like to see them. Example shown is for 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 main 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: '1. 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.</p>

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 accessible) 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 accessible

Every Friday morning Enable New Zealand sends accessible 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 accessible.

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 Coordinator	Updated and re-formatted for loading on to Enable New Zealand and DFI websites.