

# FWM PROVISION & DISTRIBUTION PROCESS

## BEFORE PROVIDING A WHEELCHAIR

	ACTION	RESOURCE TO USE
1	Refer individuals & do the assessment (application & measurements).	<ul style="list-style-type: none"> <li>Application &amp; Fit Form</li> </ul>
2	Review applications- Determine who will be safe in a FWM wheelchair and who needs a referral.	<ul style="list-style-type: none"> <li>Application &amp; Fit Form</li> <li>"Basic v. Intermediate"</li> </ul>
3	Check the inventory for the appropriate wheelchair (model and size). Order if needed.	<ul style="list-style-type: none"> <li>Application &amp; Fit Form</li> <li>Order Form</li> </ul>
4	Schedule & plan the event(s) or visit.	<ul style="list-style-type: none"> <li>"Planning the wheelchair service event"</li> </ul>
5	Train or re-train everyone that will provide wheelchairs.	<ul style="list-style-type: none"> <li>Contact: <a href="#">Nicole</a></li> </ul>

## DURING WHEELCHAIR PROVISION

	ACTION	RESOURCE TO USE
1	Review the application. If it was not completed prior, it should be completed as the first step.	<ul style="list-style-type: none"> <li>Application</li> </ul>
2	Measure the wheelchair user to determine which size and adjustments are needed (or confirm the measurements).	<ul style="list-style-type: none"> <li>Fit Form</li> <li>Crossbars/Measuring tape</li> <li>Posters/Documents</li> </ul>
3	Choose, assemble, & check the wheelchair to make sure it is safe and functional.	<ul style="list-style-type: none"> <li>"Prescription Flowchart"</li> <li>Assembly Videos</li> <li>Assembly Manual</li> <li>Safe &amp; Ready Checklist</li> </ul>
4	Have the wheelchair user sit in the wheelchair and make any necessary adjustments.	<ul style="list-style-type: none"> <li>Fit Confirmation Checklist</li> </ul>
5	Train the wheelchair user and/or caretaker, give the user manual, & share the Christian message.	<ul style="list-style-type: none"> <li>User Training Manual</li> <li>User Training Skills Checklist</li> </ul>

## AFTER PROVIDING A WHEELCHAIR

	ACTION	RESOURCE TO USE
1	Update your database.	<ul style="list-style-type: none"> <li>Your own database system</li> <li>FWM sample database (excel)</li> </ul>
2	Make referrals to hospitals, clinics, or other organizations as necessary.	<ul style="list-style-type: none"> <li><a href="#">ISWP</a></li> <li>Team Transformation</li> </ul>
3	Complete the <i>Wheelchair Container Report</i> .	<ul style="list-style-type: none"> <li><a href="#">Wheelchair Container Report</a></li> </ul>
4	Email or WhatsApp any quality control problems.	<ul style="list-style-type: none"> <li>Phone #: +1 (323) 996-9198</li> <li>Field QC Report</li> </ul>
5	Follow-up with the wheelchair users & Free Wheelchair Mission.	<ul style="list-style-type: none"> <li>Contact: <a href="#">Tess</a></li> <li>Follow-up Form</li> </ul>