



## Oklahoma Equipment Exchange Program **Purpose, Policy, Procedure**

**The Oklahoma Equipment Exchange Program** is operated from the Department of Wellness on the campus of Oklahoma State University-Stillwater, OK.

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### **Purpose:**

The purpose of the Oklahoma Equipment Exchange Program is to provide a free statewide service to help Oklahomans with disabilities acquire assistive technology (AT) that is affordable, used equipment that can meet their needs. The device exchange program provides a list of AT in a "classified ads" type posting in which consumers can purchase or acquire donated used equipment directly from the current owner.

### **Policy:**

1. The Oklahoma Equipment Exchange (OEE) is a program that connects people with available assistive technology from a database which is located on the following website: <http://oec.okstate.edu/>. This is a user-driven database which has entry, edit, delete, and search capabilities for the consumer.
2. The OEE program is designed to facilitate transactions between Oklahomans, although we do accept postings from neighboring states. OEE is not for the sale or procurement of equipment by vendors or distributors. ABLE Tech does not profit from the sale of listed devices.
3. The OEE may accept donations from individuals, vendors, resale stores, etc., for the purpose of facilitating the donation of equipment, in which case the OEE staff becomes the seller of record. **Any donated equipment will utilize the cleaning, sanitization, storing, pick-up or delivery procedures of the Oklahoma Durable Medical Equipment Reuse Program (OKDMERP) policies and procedures, the link can be found at: [https://www.ok.gov/abletech/DME\\_Reuse/](https://www.ok.gov/abletech/DME_Reuse/)**
4. ABLE Tech may provide the OEE with equipment to donate that is no longer viable for short-term loans or demonstrations. The OEE reserves the right to donate equipment to specific individuals based on the original funding source. The OEE staff will be the seller

of record. ABLE Tech does not warrant the condition or terms of sale of any device offered for exchange by an existing owner under the OEE.

5. ABLE Tech shall not be liable for any claims, liabilities, damages, losses, costs, expenses (including but not limited to settlements, judgments, court costs and reasonable attorney's fees) fines and penalties, arising out of any actual or alleged injury, loss, or damage of any nature whatsoever in connection with the sale or use of any device donated, purchased or sold under the OEE. It shall be the responsibility of the seller to provide accurate and detailed information about the device's specifications and condition to any buyer.
6. If the Oklahoma Durable Medical Equipment Reuse Program (OKDMERP) donates certain types of equipment to the Oklahoma Equipment Exchange it will be necessary for the individual receiving the device to provide a physician prescription. Documentation will be retained with the signed donation form. The OEE, as noted on the web site, will require a prescription for the following items:

- CPAP – a sleep study is required
- Gait Trainers
- Hospital Beds
- Nebulizers
- Patient Lifts
- Scooters
- Standers
- Walkers
- Wheelchairs (manual and power)
- Other weight bearing equipment

The following items also require an evaluation report from an ATP, OT, or PT if the item is being provided by Oklahoma Durable Medical Equipment Reuse Program:



- Gait Trainers
- Patient Lifts
- Scooters
- Standers
- Wheelchairs (manual and power)
- Other weight bearing equipment

If the above listed equipment is being sold/provided by an individual user of the OEE website, it is the responsibility of the buyer/recipient to obtain the required evaluation and ensure that the device meets the needed dimensions for safe and appropriate use. ABLE Tech assumes no responsibility for incorrectly fitted devices.

7. When OEE is the seller of record, reimbursement for shipping and handling of equipment must be made prior to the recipient receiving the donated equipment. The OEE equipment may be held for a recipient for up to 12 business days to receive prescriptions, assessments, or shipping reimbursement. If the documents or shipping fees are not received within that time frame the equipment will be removed from hold status.
8. ABLE Tech reserves the right to edit or refuse listings based on the item description, condition and/or item not deemed as AT.

9. Listings must be refreshed every 90 days. If an item has been listed on the OEE for 90 days and is not updated prior to the end of that time period, it may be removed from the list.
10. When individuals post an item on the OEE, it will generate an automatic ID number.
  - If you select Email - Your email address will not be listed on the website. Web users will email you through an online form.
  - If you select Phone, include with listing - Your phone number will be displayed online with your item.
  - If you select Phone, do not include with listing - Program office staff will serve as the point of contact for inquiries related to your item and will contact you via your choice below.
  - If you choose email as your preferred method of contact, please add the email address [abletech@okstate.edu](mailto:abletech@okstate.edu) to your email safe list. This will ensure that messages sent to you through our system will be delivered to your inbox.
11. The seller's first name and city may be published in the newsletter or other printable materials.
12. ABLE Tech cannot collect data on individuals under the age of 18. By accepting the terms of the OEE the consumer agrees that they are over the age of 18 and agree to hold harmless Oklahoma ABLE Tech should they experience a problem with any transaction arising from the OEE.
13. OEE does not accept used or new license software. The OEE cannot accept oxygen tanks, oxygen concentrators, or bipap machines. OEE does not accept donated equipment that is in need of repairs to be fully functioning.
14. Individuals who have registered at the web site have full access to all of the features of the OEE. Individuals that do not register only have limited access to the listing of items available. Registered and logged in users get access to the contact information associated with those items, enabling them to contact the person who listed the item. Also, only registered and logged in users can post listings on the OEE.
15. ABLE Tech will post a privacy and disclaimer statement on the OEE homepage so that everyone is aware of what information is collected, how it is used, and under what circumstances, if any, it would be disclosed. ABLE Tech reserves the right to modify the privacy statement; individuals will be notified by email, or by means of a notice on the OEE home page of any material changes to the policy.
16. ABLE Tech will need basic contact information for registered users to maintain effective communication. In addition, ABLE Tech will request information from the buyer/seller in order to meet the data reporting requirements of the Administration for Community Living (ACL). ABLE Tech will ask the buyer/seller to give feedback on the original purchase price, the selling price and the outcome of the transaction for the buyer, after a successful equipment exchange.
17. ABLE Tech will *never* provide personal information on any registered buyer/seller unrelated to the purpose of inquiring, buying, or selling devices.
18. The OEE is administered and maintained by Oklahoma ABLE Tech. Users may contact ABLE Tech if they have questions regarding the OEE. Contact information will be listed on the web site.

## Procedures:

1. In order to fully use the OEE website (posting and finding seller contact information) individuals must first complete the registration form (and/or create a user name and password). The user must agree to the terms as outlined on the OEE (Appendix A). At registration the user is required to give their name, address, and phone number. Email address is optional for registration. ABLE Tech uses the information to contact sellers/buyers about the OEE. The registrant's contact information may be listed on the website depending on the method of contact determined by the seller/buyer.
2. On the registration form there will be a prompt to fill out the individual's contact information. The registrant will also be asked to choose a unique Username and Password, both of which are case sensitive. Registrants will receive an email with their Username and Password (if an email address was supplied); individuals will be directed to keep this email for their records. If you forget your password, go to the login page & select the link "Forgot My Password" & it will be emailed to you.
3. Anyone can access the OEE listings by contacting ABLE Tech. Staff can review current listings, or post items on behalf of any Oklahoman. Or you can view all available items by clicking on the *View Items Available* button. If interested in viewing items sought by others, click on *View Items Needed*. Both of the resulting lists can be searched by AT category, by length of time posted on the OEE, by type, by zip code proximity and by keyword.
4. Registered users that would like to offer devices for sale/exchange, must first login to the website. Once the user has logged in, click on *Post an Item for Sale*. The seller will be prompted to fill out a form with information about the item they would like to list on the OEE. Once the form is completed click *Submit Listing for Preview*. The seller will then be shown a preview of what the listing will look like so they can confirm that all the information is correct. The seller can then add up to four (4) photos to be included with the listing. The system will automatically resize the photos appropriately. Once all of the information is correct, click the *Confirm Submission* and the listing will be submitted to the OEE. If changes need to be made on the listing, click *Edit Before Submitting*.
5. Individuals may also list items needed by logging onto the website and click *Post an Item Needed*. Individuals will then be prompted to complete a form with information about the item they are looking to acquire. Once the form is completed, click *Submit Listing for Preview*. The individual will then be shown a preview of what their listing will look like so you can confirm that all the information is correct. If all is correct, click on *Confirm Submission* and the listing will be submitted to the OEE. If something needs to be changed on the listing, click *Edit Before Submitting*.
6. After the item is submitted, whether it is to sell/exchange or request a needed item, an ABLE Tech staff member reviews the listing for approval. The individual will be sent an email informing them if the item was accepted for listing. A user can also see the status of their listings at any time under *My Account*.
7. To edit a listing, go to the *My Account* heading, find the item and click the edit icon (  ) next to the item. The user will then be given the opportunity to make any edits to the information currently associated with that item. Individuals must update the listing at least once every 90 days in order for the listing to remain active on the OEE.
8. To remove a listing, go to the *My Account* heading, click on the remove icon (  ) next to the item. Complete a short survey (Appendix B).
9. To update the contact information, go to the *My Account* heading, click on *Update My Contact Information*. The information currently associated with the account will be listed;

to make changes, delete the current information and type in the new information, click the *Save Changes* button before exiting the page.

10. ABLÉ Tech approves and/or edits as necessary posted items before they are posted online. ABLÉ Tech may contact sellers/buyers to determine if an exchange was made.

## Appendix A: **Terms and Disclaimer**

Welcome to the Oklahoma Equipment Exchange (OEE), a program operated by Oklahoma ABLE Tech. The OEE is a “classified ads” that connects people with available assistive technology or AT! Please read the following information carefully. To continue to register for the Oklahoma Equipment Exchange, you must click the button to acknowledge that you've read and accepted the Disclaimer and Privacy Statement information.

This is a user-driven database with entry, edit, delete and search capabilities. The OEE program is designed to facilitate transactions between Oklahomans, and is not for the sale or procurement of equipment by vendors or distributors. ABLE Tech does not profit from the sale of listed devices. The OEE may accept donated equipment from individuals, vendors, and resale stores, in which case ABLE Tech must receive reimbursement for shipping the equipment. In addition, for certain medical equipment, the recipient of the donated equipment must provide ABLE Tech with a prescription and or an assessment to indicate medical necessity and appropriate fit of a device.

ABLE Tech does not warrant the condition or terms of sale of any device offered for reutilization by an existing owner or borrower under the OEE. ABLE Tech shall not be liable for any claims, liabilities, damages, losses, costs, expenses (including but not limited to settlements, judgments, court costs and reasonable attorney's fees) fines and penalties, arising out of any actual or alleged injury, loss, or damage of any nature whatsoever in connection with the sale or use of any device purchased or sold under the Oklahoma Equipment Exchange. It shall be the responsibility of the seller to provide accurate and detailed information about the device's specifications and condition to any buyer. ABLE Tech functions solely as an information-sharing communication channel, unless the device has been donated from an individual, vendor, resale store or the Oklahoma Durable Medical Equipment Reuse Program. The OEE as noted on the website, will require a prescription for the following items:

- CPAP – a sleep study is required
- Gait Trainers
- Hospital Beds
- Nebulizers
- Patient Lifts
- Scooters
- Standers
- Walkers
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ABLE Tech reserves the right to edit or refuse listings based on the item description, condition and/or item not deemed as AT. Listings must be refreshed every 90 days. If the listing has not been updated, it is automatically removed. When individuals post an item on the OEE, it will generate an automatic ID number.

- If you select Email - Your email address will not be listed on the website. Web users will email you through an online form.
- If you select Phone, include with listing - Your phone number will be displayed online with your item.
- If you select Phone, do not include with listing - Program office staff will serve as the point of contact for inquiries related to your item and will contact you via your choice below.
- If you choose email as your preferred method of contact, please add the email address [abletech@okstate.edu](mailto:abletech@okstate.edu) to your email safe list. This will ensure that messages sent to you through our system will be delivered to your inbox.

The seller's first name and city may be published in the newsletter or other printable materials.

ABLE Tech cannot collect data on individuals under the age of 18. By accepting these terms, you agree that you are over the age of 18 and agree to hold harmless the Oklahoma ABLE Tech should you experience a problem with any transaction arising from the ABLE Tech Equipment Exchange.

## **Privacy Statement**

### **Information Collection & Use**

Registration: In order to fully use this website (posting and finding seller contact information) you must first complete the registration form (and/or create a user name and password). During registration you are required to give your name, address, phone number (email is optional). We use this information to contact you about the Oklahoma Equipment Exchange. You have the option to list your first name and phone number on the website if you post equipment or post a need for equipment for the purposes of connecting you to a potential customer. Your email address will not be listed on the website. Web users will email you through an online form. Individuals who register will be able to view your first name and phone number if that is the option you selected in order to contact you. The seller's first name and city may be published in the newsletter or other printable materials

### **Changes in this Privacy Statement**

If we decide to change our privacy policy, we will post those changes to this privacy statement and the Equipment Exchange homepage so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our Equipment Exchange homepage.

### ***Appendix B:***

Upon removing or deleting an item on the OEE, the user will be prompted with a short survey form with the following questions:

Remove My Listing. Thank you for using the ABLE Tech Equipment Exchange. Before we permanently remove your listing, we are interested in your feedback. Please complete the form below. Required fields are marked with an asterisk \*.

Please tell us why you want to remove your listing.\*

Select one: successful sale/donation through the program (enter sale price), sold through other means (enter sale price), gave item away, or decided to keep item.

How satisfied are you with your experience?\*

Select one: highly satisfied, satisfied, somewhat satisfied, not at all satisfied.

Please share any additional comments or suggestions you have about our program.