

**New View Oklahoma
Assistive Technology Demonstration & Loan Project
In conjunction with ABLE Tech of Oklahoma**

Purpose, Policy & Procedures

Location:

New View Oklahoma
710 W. Wilshire, Suite 102
Oklahoma City, OK 73116
855-811-9699

Contact:

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Purpose: The purpose of the New View Oklahoma Assistive Technology Center is to offer individual or group exploration of one or more assistive technology devices to help facilitate informed decision making regarding device utilization and/or purchase. Additionally, the demonstration and evaluation process will help an individual determine which tools are most appropriate, and to determine necessary training.

Policy:

1. Equipment available through the Assistive Technology Center will be used for short-term loans, demonstration, evaluation for appropriate device, or for self-familiarization of device usage.
2. The Assistive Technology Center at NVO is open from 9:00 a.m. to 3:00 p.m., Monday through Friday. Scheduled appointments are preferred to best meet consumer needs. If the consumer does not have an appointment, staff will do everything possible to accommodate. If no one is available to do an evaluation and/or demonstration, it will have to be scheduled at a later date.
3. Requests for equipment demonstrations may be made by a person with a disability, a family member, an advocate or service provider (e.g. therapist, teacher, rehabilitation counselor.)
4. Not all Assistive Technology tools that are available for demonstration are available for loan through the NVO Assistive Technology Center.
5. Any person interested in borrowing equipment after the demonstration can inquire about availability and loan procedures.

Procedures:

Referrals:

1. A referral can come from any source, including self-referral.
2. Individuals of any age are eligible for referral.
3. Most of the tools in the Assistive Technology Center are designed for persons who are blind or vision impaired. Persons with other disabilities including hearing loss,

deaf-blindness or learning disabilities may also benefit from some items in the assistive technology center.

Appointments:

1. Appointments can be scheduled by calling the NVO Assistive Technology Center at 855-811-9699 or by e-mail request to amiller@newviewoklahoma.org.
3. A technology specialist will be assigned to assist each person who visits the assistive technology center.
4. Designated personnel will enter the basic customer information and the demographic data necessary for the reporting requirements.
6. Staff will demonstrate appropriate tools that are necessary to meet the consumer's objectives.

Equipment Loan:

1. Prior to loan, the consumer must demonstrate their potential ability to successfully use the equipment. If the consumer is unable to use the assistive technology tools, a referral for training will be made.
2. A copy of the loan policy will be given to each borrower, and an acknowledgment agreement will be signed by the borrower or a responsible representative.
3. The consumer agrees to return the borrowed equipment either on or before a determined due date. Most items will be loaned for a period of 1 to 2 weeks. NVO reserves the right to employ any and all means necessary to retrieve equipment not voluntarily returned by the consumer on or before the due date of loan.
4. In case of an extenuating circumstance, an equipment loan extension can be granted for no more than 14 additional days, and only if approved by the supervising manager. NOTE: IF ANOTHER CONSUMER IS IN LINE TO BORROW THE EQUIPMENT, NO EXTENSION WILL BE GRANTED.

Delinquent Loans:

1. Loans that become delinquent will follow a collection process with all steps being recorded in patient correspondence files.
2. All reasonable attempts will be made to contact the individual by phone to arrange the return of loaned items.
3. If items are not returned or a borrower cannot be reached a letter will be sent requesting return and including the cost of delinquent items.
4. If items are still not returned a non-return form will be submitted to the supervising manager and a copy sent to ABLE Tech.
5. New View will conduct an evaluation and work with ABLE Tech to determine next steps and fiscal responsibility for lost items.

Equipment Loan for Public Awareness Events:

1. Equipment for demonstration for public awareness events will be checked out and logged with the equipment manager.
2. The equipment must be returned the following business day.
3. The equipment log will be used as a checklist to ensure all items were returned.

Training:

1. Consumers who wish to borrow assistive technology must demonstrate the ability to use the equipment appropriately. In the event training is needed to become proficient in the use of a device, appropriate training will be scheduled and provided by the Vision Rehabilitation Program at NVO.
2. The ability to successfully use an assistive device dictates what items will be loaned to the consumer.
3. If the consumer refuses training, and cannot prove proficiency, the assistive devices will not be loaned to the consumer.
4. An equipment check out form must be completed and signed prior to borrowing a device. A copy of the loan policy, including a due date, will be given to the borrower.

Inventory:

1. Inventory of equipment will be done by the Program Director on a quarterly basis and submitted to the Director of Rehabilitation at New View Oklahoma and to ABLE Tech in Stillwater, OK.
2. A current inventory list will be maintained showing items available for check-out and items that are checked out to clients.
3. The Program Director will be responsible for submitting all reports and success stories as required by the MOA Partner agreement with ABLE Tech as well as attending the yearly meeting.