



## **AT Device Loan Program Purpose, Policy and Procedures**

The Children's Center Rehabilitation Hospital is a "loaning" partner of Oklahoma ABLE Tech. Oklahoma ABLE Tech is designated as the State of Oklahoma's AT Act Program and is housed at the Seretean Wellness Center on OSU's campus in Stillwater. Oklahoma ABLE Tech promotes the availability of AT (assistive technology) devices and services for Oklahomans with disabilities. AT is identified as any item or piece of equipment used to maintain or improve the capabilities of people with disabilities. AT allows people with disabilities to function independently in employment, education and community/daily living activities. As a partner, The Children's Center Rehabilitation Hospital houses equipment provided by Oklahoma ABLE Tech and makes this AT equipment available as part of the state's AT Loan Program.

### **Purpose**

The purpose of the AT Device Loan Program is to offer a variety of AT devices for short-term loan, to Oklahomans with disabilities, so a trial period can be experienced before a purchase is considered or recommended.

The short-term loan program provides Oklahomans with disabilities the opportunity to borrow devices to:

- Assist in the decision making process (i.e. "try before you buy")
- Serve as a replacement while waiting for device funding or repair
- To provide a short-term accommodation
- For professional development activities

### **Policy**

1. AT devices available for loan through the ABLE Tech Lending Library of Oklahoma ABLE Tech and housed at The Children's Center Rehabilitation Hospital may be used for short-term loans, demonstration, evaluation for appropriate device selection, self-familiarization of device usage, short-term accommodations, or while awaiting funding or repair.
2. Requests for AT device loans may be made a person with a disability, their family members, advocates or service providers who reside in the State of Oklahoma (i.e. therapist, teacher, rehabilitation counselor).
3. All individual information remains confidential. The Children's Center Rehabilitation Hospital and ABLE Tech obtain consent before releasing any consumer information or photographs.
4. Some devices available for loan may require specialized support for their use, therefore, the person requesting the loan may be asked to identify someone who will provide support during the loan period. Support persons may include: vocational rehabilitation counselors, teachers, occupational therapists (OT), physical therapists (PT), speech-language pathologists (SLP) or home health staff, etc.
5. The borrower agrees to comply with any limitations that may be part of the loan, such as no copying of software.
6. The borrower agrees to pay for any damage due to negligence.
7. All borrowers are encouraged to contact The Children's Center Rehabilitation Hospital and/or Oklahoma ABLE Tech if they have difficulties with the AT device during the loan period.
8. The borrower may request only one device at a time.
9. The length of device loans is: 4 weeks for low tech devices and 2 weeks for dynamic display devices.
10. A two-week loan extension may be requested for low tech AT equipment five (5) days prior to the expiration of the original loan period. However, the extension will not be considered if a waiting list exists for that item. NO extensions will be granted for dynamic display devices.

11. Anyone who has failed to comply with the conditions of previous loans will NOT be considered for additional loans until a positive plan for future compliance is presented to and approved by both The Children's Center Rehabilitation Hospital and Oklahoma ABLE Tech.
12. Failure to comply with the state conditions will subject the borrower to all applicable legal action.

## **Procedures**

1. Identify the type of assistive technology device to borrow by visiting ABLE Tech's website at <https://www.okabletech.org/> or calling (800) 257-1705.
2. Complete the AT Device Request Loan Form – available on Oklahoma ABLE Tech's website or by emailing Erin March at The Children's Center: [emarch@tccokc.org](mailto:emarch@tccokc.org) to request a loan form. This form provides pertinent information needed to ensure a smooth loan process. Incomplete forms may delay processing the loan request. Ensure print is legible and all pages have been signed.
3. Upon receipt of the completed AT Device Loan Request Form, the borrower will be contacted to discuss device availability and arrangement for device pick up will be made.
4. Loans are made on a first-come, first-serve basis and filled in the order received.
5. The borrower will complete a short survey that provides data about their loan experience and are encouraged to provide success stories that promote the use of AT by Oklahomans with disabilities.
6. Once the AT device is returned, staff will check-in each item to ensure it is working properly and all accessories were included. The borrower may be billed for any replacement or repair costs incurred.
7. Failure to return the AT device will subject the borrower to all applicable legal action.

## **The Children's Center Rehabilitation Hospital**

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