

Assistive Technology Demonstration and Short-Term Loan Purpose, Policy, Procedures

[LOGO]

ABC Business

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The ABC Business Assistive Technology (AT) Library is in partnership with Oklahoma ABLE Tech, Oklahoma's AT Act Program located in the Seretean Wellness Center on the campus of Oklahoma State University in Stillwater, Oklahoma. Oklahoma ABLE Tech promotes the availability of AT devices and services for Oklahomans with disabilities. AT is identified as any item or piece of equipment used to maintain or improve the functional capabilities of people with disabilities. AT allows people with disabilities to function more independently in employment, education, and community living environments.

AT Categories:

AT is used by individuals with disabilities to perform functions that might otherwise be difficult or impossible to do. The following is the basic AT category grouping, along with examples to help individuals find what they may be looking for or what they may want to learn more about in a demonstration. ABC Business AT Library may not have AT from every category. Please refer to Oklahoma ABLE Tech website at www.okabletech.org or call 800-257-1705 for other AT needs and services.

AT devices located at this service location (Please check options where appropriate.):

- | | |
|---|---|
| <input type="checkbox"/> Daily Living: | Modified eating utensils, dressing aids, medication dispensers |
| <input type="checkbox"/> Environmental Adaptations: S | mart home technologies, switches, weighted blankets |
| <input type="checkbox"/> Hearing: | Amplified phones, personal listening devices, alerts, streamers |
| <input type="checkbox"/> Speech Communication: | Augmentative or alternative communication devices, picture boards |
| <input type="checkbox"/> Computer and Related: | Adaptive keyboards, input devices, accessibility software |
| <input type="checkbox"/> Learning, Cognition, Development: | Portable note-takers, visual reminders, medication reminders |
| <input type="checkbox"/> Recreation: | Cards and holders, modified board games, bowling ramps |
| <input type="checkbox"/> Vision: | Magnifiers, CCTVs, visual walking aids, screen readers |
| <input type="checkbox"/> Mobility, Seating, Positioning: | Lift seats, pillow aids for seating, transfer boards |
| <input type="checkbox"/> Vehicle Modifications: | Modified vehicles, vehicle lifts, straps, hand controls, swivel seats |

AT Device Demonstration Program

Purpose of Demonstration Program:

The purpose of the AT Device Demonstration Program is to offer individual or group exploration of one or more AT devices to assist in decision-making about device purchase or usage. A demonstration also provides any additional resources necessary, such as funding sources, vendors, and other product comparisons.

Policy (Please check options where appropriate.):

1. The AT Device Demonstrations are available by:
 - Appointment

Updated 08/2020

- Walk-in
 - Both appointment and walk-in
2. Device demonstrations are offered:
- In-person
 - Virtual platforms
 - Both In-Person or Virtual
3. Requests for equipment demonstrations may be made by a person with a disability, family members, advocates or service providers (e.g. therapist, teacher, rehabilitation counselor).
4. If an individual is interested in borrowing a device after the demonstration, inquiry and coordination can be made with the ABC AT Library. Please note that on occasion, a particular device may not be available for loan.

Procedures (Please fill in / check options where appropriate):

1. Appointments for a device demonstration can be made by:
- Telephone: _____
 - Email: _____
 - Walk-In: _____
 - Fax: _____
2. Device demonstrations can occur at:
- Site location listed above
 - Individual's service area (i.e. home, place of employment, other treatment area)
 - Other: _____
3. Once a demonstration is completed, an informed decision is recorded. This includes whether the device will meet the individual's needs (or not) and overall satisfaction with the demonstration.
4. If the demonstration results in an informed decision that the AT will meet the individuals' needs, then it is recommended that the individual borrow the device for a short-term loan to trial it in the setting where it will be used.
5. To borrow AT from the ABC AT Library, see below. If the AT requested is not on-site, a referral will be made to ABLE Tech for a short-term loan.
6. Any AT used during a demonstration will be cleaned and sanitized utilizing the Sanitization Policies and Procedures prior to being returned to its storage area.

AT Device Loan Program

Purpose of Short-Term Loan Program:

The purpose of the Device Short-Term Loan Program is to offer trials of AT to Oklahomans with disabilities and those who serve them. The program provides Oklahomans with disabilities the opportunity to borrow for the following purposes:

- Assist in decision-making, i.e., “try before you buy”
- Serve as a replacement while waiting for device funding or repair
- To provide short-term accommodations
- For professional development activities

Policy (Please fill in options where appropriate.):

1. AT devices available through the ABC AT Library may be used for short-term loans, demonstration, evaluation for appropriate device selection, self-familiarization of device usage, short-term accommodation or while waiting for funding or repair.
2. Requests for AT device loans may be made by a person with a disability, their family members, advocates or service providers who reside in the State of Oklahoma (e.g. therapist, teacher, rehabilitation counselor).
3. All individual information remains confidential; files are stored in locked areas as well as a password-protected database. Consent is obtained before releasing any consumer information or photographs.
4. Some devices available for loan may require specialized support for appropriate usage; 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 ABC AT Library if they have difficulties with the AT device(s) during the loan period.
8. The borrower may request a maximum of _____ device(s) at any one time.
9. The length of most device loans is up to _____ days.
10. An extension may be requested prior to the return date. However, the extension will not be granted if a waiting list exists for that item.
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 the _____ (Ex. program coordinator).
12. Failure to comply with these policies or return equipment will subject the borrower to all applicable legal action.
13. All devices provided by Oklahoma ABLE Tech remain the property of Oklahoma State University and are subject to procurement guidelines mandated by the university.

Procedures (Please fill in / check options where appropriate.):

1. Individuals can borrow AT device(s) by:
 - Visiting the loan center listed above
 - Calling _____
 - Participating in a device demonstration

2. To borrow a device, a Loan Request Form must be completed that includes:
 - Borrower's name, address, phone number, or email address
 - Location where the AT is intended for use - Employment, Education, or Community
 - Purpose of the loan - Assist in decision-making, short-term accommodation, waiting on funding, or professional development
 - Borrower is a(n) – Individual with a disability, family member, representative of employment, representative of education, representative of community living, or allied health representative.
3. The AT Device Loan Request Form will be provided in the following formats:
 - Paper
 - Electronic
4. Loan forms will be processed within _____ days of receipt by staff.
5. If an item is not available, the borrower will be notified within _____ days with alternative solutions or when the device will be available to borrow.
6. Loans are made on a first-come, first-serve basis and filled in the order received.
7. Once loan requests are ready, the items can be retrieved by:
 - Pick-up and drop-off in-person only
 - Shipped to/from borrower's preferred shipping address
 - Pick-up or ship
8. At the end of the loan term, a short survey will be completed to determine if AT met the borrower's needs, satisfaction of the services received, and a request for Success Story and photo of the borrower trialing AT will be made.
9. Once the AT device is returned, designated staff will clean/sanitize each piece of equipment, ensure it is working properly with all accessories included, and check-in the device using the database management system. Refer to Sanitization Policies and Procedures. The borrower may be billed for any replacement or repair costs incurred.
10. Failure to return the AT device will subject the borrower to all applicable legal action, including filing a police report.