

**NewView Oklahoma
Assistive Technology Demonstration & Loan Project
in conjunction with ABLÉ Tech of Oklahoma**

Purpose, Policy & Procedures

Location:

NewView Oklahoma
710 W. Wilshire, Suite 102
Oklahoma City, OK 73116
405.286.9699 phone
405.286.9828 fax

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Purpose: The purpose of the NewView 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.
6. The Assistive Technology Center will remain locked when not in use.

Procedures:

Signing In:

1. Both the NVO Employee and visitor will sign in when entering the Assistive Technology Center for tours/demos.
2. The NVO Employee must fill out either the demo or loan paperwork after the visit and submit to the Program Manager.

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 405.286.9699 or by e-mail request to kplummer@newviewoklahoma.org.
3. A technology specialist will be assigned to assist each person who visits the assistive technology center.
4. Every person who visits the Assistive Technology Center will log in and receive a customer ID Number. **NOTE: This includes consumers, guests, demonstration groups, family members, etc. who come to the center for professional services.*
5. Designated Personnel will enter the basic customer information, including (but not limited to) name, address, phone, e-mail address, etc., **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. An agreement will be signed by the borrower. This agreement will be provided to the consumer in his/her preferred format.
3. The consumer agrees to return the borrowed equipment either on or before 30 days from the loan origination date. If the tools are delivered by the center, the center will call to set an appointment to pick up the tools. NVO reserves the right to employ any and all means necessary to retrieve equipment not voluntarily returned by the consumer on or before the 30th day 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

assistive technology center program manager. NOTE: IF ANOTHER CONSUMER IS IN LINE TO BORROW THE EQUIPMENT, NO EXTENSION WILL BE GRANTED.

Equipment Loan for Public Awareness Events:

1. In order to take equipment for demonstration at a public awareness event, the NVO employee must fill out an equipment request form.
2. All requests for equipment to demo at public awareness events must be submitted to the Program Manager at least 48 hours prior to the event.
3. The equipment must be returned the following business day.
4. The equipment request form will be used as a checklist when the equipment is returned 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.
4. If the consumer refuses training, and he/she cannot prove proficiency, the assistive devices will not be loaned to the consumer.

The loan application must be completed and signed prior to borrowing a device. Assistance in completing the loan application will be provided by technology center staff upon request. Loan applications will be completed in the presence of technology center staff.

Inventory:

1. Inventory of equipment will be done by the Program Director on a quarterly basis in the months of January, April, July, and October and submit that information to the Director of Rehabilitation at NewView Oklahoma and to ABLE Tech in Stillwater, OK.
2. The most current inventory list will be maintained on the W: drive of our computer system with the Program Director maintaining that list and keeping it up to date with items available for check-out and items that are checked out to clients.
3. The Program Director will also 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.