Oklahoma League for the Blind
ABLE Tech Demonstration & Loan Project
PURPOSE, POLICY AND PROCEDURE

Location:
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Purpose:
The purpose of the OLB 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 OLB 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.)

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4. Not all Assistive Technology tools that are available for demonstration are available for loan through the OLB Assistive Technology Center.

5. Any person interested in borrowing equipment after the demonstration, may inquire about availability and loan procedures. It is possible to borrow equipment from the OLB Center, partner ABLE Tech Centers and the ABLE Tec Lending Library Program in Stillwater, OK.

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Procedures:

Referrals:
1. A referral may be initiated by any source, including self-referral.
2. Individuals of any age are eligible for referral.
3. Most of the tools in the OLB Technology Center are designed for persons who are blind or vision impaired. Persons with other disabilities including hearing impairments/loss, deaf-blindness or learning disabilities may also benefit from some items in the assistive technology center. These devices are available for loan from other Able Tech partners.

Appointments:
1. Appointments may be scheduled by calling the OLB Assistive Technology Center at 405.232.4644 or by e-mail request to info@olb.org.
2. A technology specialist will be assigned to assist each person who visits the Assistive Technology Center.
3. 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. There will be a brief demographic card for those who visit the center for a “quick tour”.
4. 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 as required by the Grantor.
6. Staff will demonstrate appropriate tools that are necessary to meet the consumer’s objectives.

**Equipment Loan:**
The application for loan of a device must be completed and signed prior to a Borrower leaving the premises with a device. Assistance in completing the loan application will be provided by staff upon request.

1. The equipment is not allowed to replace the purchase of equipment by the State of Oklahoma Department of Visual Services. Policies and Procedures are to be followed by that agency as required by Federal Law.
2. Prior to loan of the device, the consumer must demonstrate their potential ability to successfully use the equipment safely and for the stated purpose. If the consumer is unable to use the assistive technology tools, a referral for training will be made to the appropriate agency.
3. An agreement will be signed by the borrower. This agreement will be provided to the consumer in his/her preferred format.
4. The consumer agrees to return the borrowed equipment either on or before 42 days (maximum allowed by the Grantor) from the loan origination date. If the devices or tool are delivered by the Center, the Center will call to set an appointment to pick up the devices or tools. OLB reserves the right to employ any and all means necessary to retrieve equipment not voluntarily returned by the consumer on or before the 42nd day of loan origination date.
5. 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.

**Training:**
1. Consumers who wish to borrow assistive technology must demonstrate the potential ability to learn how to use the equipment appropriately. In the event training is needed to become proficient in the use of a device, necessary training will be provided by the Vision Rehabilitation Program at OLB during a scheduled therapy appointment.
2. The ability to successfully use an assistive device dictates what items will be loaned to the consumer as determined by a professional rehabilitation specialist.
4. If the consumer refuses training, or cannot demonstrate safe and competent use of the equipment after training, the assistive devices will not be loaned to the consumer.

Revised: 10-01-08 CLL