**Policies and Procedures for Device Loans in AT Lab**

The Assistive Technology Demonstration Lab is provided by Tools for Life under the mandate of the Assistive Technology Act of 1998 as Amended 2004 Title III, Section 4. This lab is to assist Georgians with disabilities to make an informed decision when selecting assistive technology devices appropriate to their needs in support of their ability to be independent in the area they choose, whether, work, school, independent living, or recreation. For the purpose of this policy and procedures manual AT loans will be defined as:

*Device Loans of assistive technology (AT) devices is one of the four state level activities conducted by Statewide AT Programs under the Assistive Technology Act of 1998, as amended (AT Act). Device loans are primarily intended to assist individuals with disabilities and other stakeholders make informed decisions about devices; although loans may serve other purposes such as filling in the gap for a consumer waiting for repair or funding for their own device or to provide a short-term accommodation.*

*-Catalyst*

**Policies and Procedures:**

**Device Loans are to be conducted by knowledgeable staff who will explain how to use the features and benefits of a particular AT device/software for an individual that will be loaning the device.**

Loans are meant to serve as a hand-on use of a device to see if it will work for the individual in the setting they choose. Loans should be given after a demonstration of the how the device works so that the individual will be able to use during the trail period. At certain times other modalities can be employed if needed, such as using a web cam over the internet. Typical loans should be between 2-3 weeks. They can be for longer. A knowledgeable staff can use their own discretion.

Staff members should be able to talk about funding opportunities for the devices such as, Vocational Rehabilitation, Medicare/Medicaid, alternative financing solutions, and grants.

**Device Loans can be given at a scheduled appointment, assessment, tour, training, or walk-in.**

Device Loans can be given to an individual with a disability, caregiver, family member, service providers, and other stakeholders such as employer to become familiar with availability, features, funding, etc. An individual can request to loan a certain product or ask for a sampling of devices. If an individual is unsure what they would like to have loaned, the staff person may ask more detailed questions. At that time, if possible the staff member will demo the devices or make arrangement for a demonstration and/or loan at a later date or alternative locations. A two hour time block is generally reserved for a device demo.

At times, it is possible to show a device demo that is not scheduled. If this occurs, a knowledgeable staff member will conduct the demo and record in TFL staff database system.

Prior to a loan, a knowledgeable staff member will check the items to be demonstrated that they are working and are in the lab

When possible, the TFL staff member will check item the day before to make sure that the item is in the lab, batteries are charged and device is working properly. If batteries are not fully charged it is recommended that the devices be plugged in and charged overnight. If equipment is out on loan, if possible, have equipment returned the day before so that TFL staff can clean the item and make sure it works as well.

On day of loan, TFL staff will make sure the AT lab area is accessible; turn on any needed computers, and have equipment clean and ready. TFL staff will make sure that any personal information from pervious loaner will also be cleared off.

**All Device Loans should be recorded in the Tools for Life staff database section under the Equipment Loan tab and clean up in AT lab area**

If a device demonstration happens before the loan, they should be recorded into the TFL staff database as well as the loan. The individual name must to be attached to the loan. To record a device in the database:

1. Go to www.gatfl.org and click on staff area on the left-hand side

2. sign-in with user name and password.

3. Click on the Equipment Loan

4. Complete the following form

5. \*\*\*Must record if a decision was made

6. \*\*\*Must record satisfaction of the individual

TFL staff will make sure that the area is clean and equipment is properly stored and sanitized at the end of a device loan. Individuals will be given information about possible funding, equipment exchange programs, loan opportunities, and Credit-Able.