# Memorandum of Agreement

# between

# ABC Disability Program

# and

# Oklahoma ABLE Tech, Oklahoma’s Assistive Technology Program

This agreement is entered into by ABC Disability Program (ABC), 123 Main St. Oklahoma City, OK 74444 (hereinafter referred to as the “ABC”) and Oklahoma ABLE Tech, 1514 W. Hall of Fame, Stillwater, OK 74078 (hereinafter referred to as “ABLE Tech”), Oklahoma’s Assistive Technology Act Program housed at the Department of Wellness, Oklahoma State University – a program funded through the U.S. Department of Health and Human Services, Administration for Community Living. The term of this Agreement shall be for the period of October 1, 2016 to September 30, 2017.

RECITALS:

1. ABC and ABLE Tech desire to provide assistive technologies (AT) to consumers across the life span. The AT will be used for the purpose of a device demonstration and device short-term loan (not to exceed 42 days). The goal of offering a device demonstration and device short-term loan is to assist in decision-making by increasing awareness and access of the availability of devices that benefit persons with disabilities. A device demonstration compares the features and benefits of a particular AT device or category of devices for an individual or small group of individuals. The purpose of the device demonstration is to enable an individual to make an informed choice. The purpose of the device short-term loan may be to assist in the decision-making (“try before they buy”), to serve as a loaner while the consumer is waiting for device repair or funding, to provide an accommodation on a short-term basis, or for professional development activities.

**NOTE:** The short-term loan program may not be used to supplant any agency’s responsibilities with regard to providing assistive technology to persons with disabilities. The program is to be made available to any Oklahoman with a disability, their family member(s) and/or professionals, unless that person has misused the program. The equipment remains the property of ABLE Tech.

1. The Administration for Community Living has an expectation that State Assistive Technology Act Programs and their partners will utilize federal funds to increase the access to assistive technology. ABC and ABLE Tech desire to facilitate such services to the extent and as provided for herein.

Therefore, ABC and ABLE Tech agree as follows:

1. ABC will provide the following:
   1. The name and contact information of one person as listed on this MOA who will be responsible:
      1. for the daily operation and reporting on both device demonstration and device short-term loan;
      2. to acknowledge the monthly “Partner News” as one form of official communication to ABC, and if necessary respond in a timely manner to any request within the email communication; and
      3. this person will attend two mandatory meetings/trainings to be held in the months of March 2017 and September 2017.
   2. Space to house the assistive technology equipment.
   3. A copy of the program’s operational procedures that, at a minimum, identify:
      1. the maximum loan term cannot exceed 42 calendar days;
      2. borrowers are responsible for returning item in same condition, excluding normal wear and tear; and
      3. borrowers are responsible for the cost of repair or if not returned, the replacement of a device.
   4. Acknowledgement of partnership with ABLE Tech on marketing materials, including web links.
   5. Report activities, due by the 5th of each month, to ABLE Tech on both device demonstration and device short-term loan utilizing a web-based system (NATADS) provided and maintained by the Association of Assistive Technology Act Programs. ABLE Tech will encourage ABC to report any AT demonstrations or loans of equipment not purchased by ABLE Tech.
   6. Immediately report when there is any equipment change in the ABLE Tech inventory.
   7. Routine maintenance of all assistive technology equipment as long as the equipment remains viable. Contact ABLE Tech if any equipment needs to be repaired. ABLE Tech will make a determination on a case-by-case basis.
   8. Utilizing the ABLE Tech Success Story/Photo Release Form, submit four annual anecdotal ‘stories’ that will include photographs (preferably in a digital format) of the individual with disabilities using the AT who have benefited from these services. One ‘story’ must be submitted quarterly.
   9. An Assistive Technology (AT) Demonstration Survey will be completed immediately following the demonstration of the AT device(s) and reported in the web based system.
   10. An Assistive Technology (AT) Short-Term Loan Survey will be completed by the borrower for all short-term loans and returned with the device(s) and reported in the web based system.
2. ABLE Tech will provide the following:
   1. The use of bar coded equipment purchased by ABLE Tech in the amount of $\_\_\_\_\_\_. Additional used equipment may be provided by ABLE Tech for the program. This equipment will also be bar coded by ABLE Tech and tracked, reported and maintained under Section A above.
   2. An inventory review will be conducted in the month mutually agreed upon by both parties. The purpose of the inventory is to compare the actual inventory to the database inventory. Additionally, ABLE Tech will determine obsolete or underutilized equipment, which will be removed from inventory and reutilized.
   3. Based on available funds, ABLE Tech will annually purchase new AT to be added to the inventory. At the time of the inventory review, ABC will need to provide a list, electronically, of requested items utilizing the worksheet form provided. ABLE Tech may not be able to purchase all items requested, but will make the final determination of purchased AT in consultation with ABC.
   4. Acknowledgement of partnership with the ABC on marketing materials, including web links.
   5. Report format for “success stories” with release forms.
   6. The Assistive Technology (AT) Demonstration Survey and the Assistive Technology (AT) Short-Term Loan Survey.
   7. Quarterly reports to the ABLE Tech Advisory Council and an annual report to Administration for Community Living on both the device demonstration and device short-term loan programs.

**NOTE**: ABLE Tech will be required by the Administration for Community Living to collect outcome and satisfaction information; however, ABC will not be asked or required to share any information that would, in any way, personally identify the individual.

1. ABLE Tech will provide an electronic monthly “Partner News” that will include programmatic updates, featured AT of current and emerging technologies, upcoming events, invitations to electronic AT trainings, and partner success stories. Feature articles may include information on quality indicators for device demonstration and device short-term loan programs, sharing partner “best practices, along with other suggestions from partners.
2. ABC will join in one live or achieved ABLE Tech “AT Discovery” webinar. ABC will report webinar participation via email to ABLE Tech within two weeks of the webinar participation. Registration of all webinars live or achieved is at: [AT Discovery Webinars](https://www.ok.gov/abletech/Resources/ATDiscWebinars.html) ABLE Tech will provide eight distinct “AT Discovery” webinars which can be accessed live at 3:45 p.m. to 4:30 p.m. central time on the following dates:
   1. September 13, 2016 – Environmental Controls
   2. October 18, 2016 – Learning, Cognition, Development
   3. November 8, 2016 – Speech Communication
   4. January 10, 2017 – Daily Living
   5. February 14, 2017 – Hearing
   6. March 7, 2017 – Vision
   7. April 11, 2017 – Seating, Positioning, Mobility
   8. May 9, 2017 – Computer Access, Ergonomics
3. ABC and ABLE Tech agree to collaborate in order to facilitate utilization of both the device demonstration and the device short-term loan program. ABLE Tech will assist with special events, press kits, open houses, conference booths, or other initiatives ABC would like to participate in that will promote the device demonstration and device short-term loan program.
4. ABC is not responsible for the replacement of inventory if an item is lost, stolen or damaged beyond repair ABC must make every effort to recover devices from borrowers. ABLE Tech may request a copy of a police report for items over $500 that are not returned within 60 days of due date. The borrower is responsible for damages beyond normal wear and tear.
5. It is further agreed that either party may cancel this agreement given 30 days prior written notice of intent. IN WITNESS THEREOF, the parties through their duly authorized representatives accept the terms of this Agreement on the date above first written.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Linda Jaco

Oklahoma ABLE Tech

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

CONTACT PERSON as described in Section 1.a

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Address: |  | | |
| Phone: | ( ) | City | Zip |
| Email: |  | | |