

North Carolina Infant-Toddler Program Assistive Technology Loan Agreement/Return/Transfer Instructions

Purpose: This form is used by the CDSA to confirm receipt of loan assistive technology by families or service providers and document and notify the loan administrator of the return or transfer of an AT loan. Parent's and/or provider's initials and signatures on the form acknowledge understanding and agreement with the terms of the loan.

Instructions: **Send the completed form (follow instructions below) to the AT Loan Administrator by email as an encrypted or password protected attachment or fax. The original form is maintained in the appropriate section of the Child's Infant-Toddler Program records. A copy of the form is provided to the person who signed as responsible for the loan.**

Loans:

- The loan administrator will enter the child's name, date of birth, inventory number (Inv. #), name of device (Item) and value (Item) on the form. The form will be sent electronically to the requesting CDSA.
- The checkboxes are for returns only.
- The CDSA records the date when the assistive technology was received by the CDSA and the date when the device was delivered to the family or service provider.
- Comments on the condition of the device can be documented next to the item description at the top of the form at the time of delivery of the loan.
- In the section outlining responsibilities, the person (provider or family member) responsible for the loan should initial each item in the designated section and sign and date the form at the bottom.
- If the loan is to the service provider, then the provider agency information should be completed.

Returns:

- Page 2, section "Equipment Return Information" is to be completed when a loaned AT item(s) is returned by a provider or family to the CDSA.
- The person responsible for completing the loan (EISC or AT Contact) checks off what equipment is being returned in each corresponding box on page 1 and enters the date the item was returned.
- The person responsible for completing the loan fills out the return portion on page 2.
 - Complete the date, EISC name, name and title of person completing the form and the name of CDSA.
 - Complete the "Safety Check/Condition of Equipment" section. Include parts needed, if applicable.
 - Complete the "Preferred disposition of equipment" section.
 - Add any additional comments in the box below and have the AT Contact review the return form and sign it.
- If items are returned at different times, then the person handling the return can check the box of the items returned at a later date and enter the date returned and complete the return information for the additional items.
- Any damage or notification of loss/theft should be documented in the Additional Comments section on page 2. If a replacement item or part is needed, this also needs to be documented.

Transfers:

- Page 2, section "CDSA Transfer Notification" is to be completed by the EISC from the sending CDSA when a family moves to a new CDSA catchment area and the child will remain enrolled in the NC ITP. All AT equipment currently supported by the IFSP is to be transferred with the child.
- The person responsible for completing the transfer section (EISC) checks off what equipment is being transferred with the family when moving to a new CDSA catchment area and enters the date of transfer.
- The EISC enters the date of transfer, the name of the receiving CDSA (the name of the CDSA catchment area where the family is moving to), name of the new EISC, and any comments regarding the transfer. The EISC should inform the new EISC of the AT equipment as part of the transfer information.
- The EISC submits the Agreement/Return form with the Transfer section completed to JIRDC within three (3) days of being notified that the child is moving to another CDSA.
- JIRDC forwards a copy of the form to the new CDSA's AT Contact to inform him/her as to what AT equipment the child has.

Disposition: **Infant-Toddler Program records, including financial and automated information, must be maintained based upon the ITP's record retention policy. Records must be archived in accordance with ITP and state requirements to ensure their preservation for the required length of time.**