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PROGRAM STATEMENT

(Updated 11 May 2021)

The Easter Seals NB and Working NB joint AT Loan Program helps eligible students overcome barriers to education and course training placements, by ensuring that they are provided with the right assistive technology, for the right purpose, at the right time. The Program also includes an assistive technology assessment, orientation, and training with a designated professional.

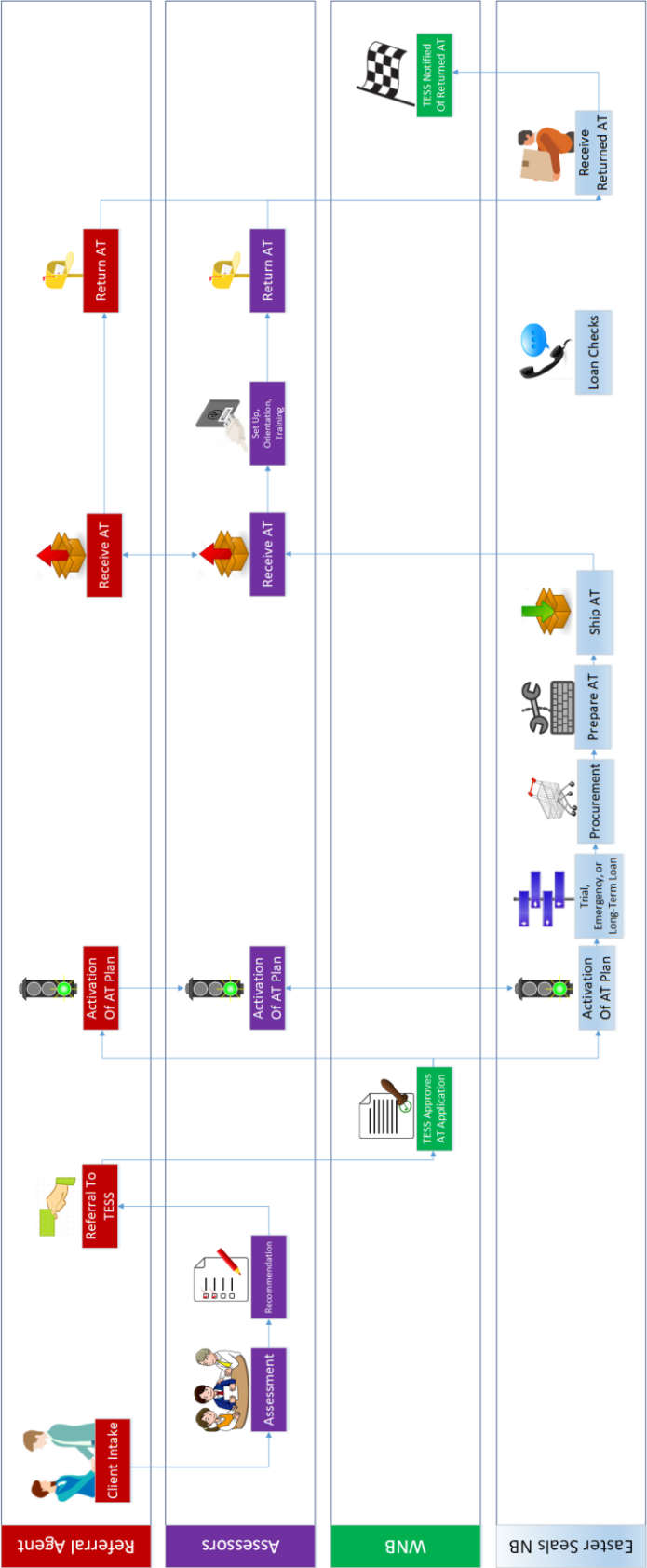
The AT Loan Program can be accessed by eligible students requiring accommodations, for the duration of their program of study. It can be accessed by clients in employment situations only under specific time-limited circumstances:

- 1) when a client has an emergency situation (i.e. equipment broken, in repair, backordered);
- 2) to trial technology. Clients on Workplace Connections placements will also be able to access the loan program during their placement.

For both cases in the employed scenario, it is for short intervention periods. After the loan period, TESS or employer resources can be accessed as per usual.

AT LOAN PROGRAM AT A GLANCE

AT Loan Program Process Flow Chart



CLIENT INTAKE

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

WORKFORCE CONSULTANT

COMMUNICATION:

During the intake process, the RA and the Assessor communicate to coordinate services to the client.

CLIENT INTAKE

- RA meets with client to acquire information and contacts the Workforce Consultant to determine eligibility for TESS Program supports.
- RA completes in-house paperwork, verifies whether or not client has had or may require a Psych Ed. Assessment, and refers if required. If a Psych Ed. assessment is required, RA coordinates and refers client to appropriate psychologist (6-week turnaround).
- RA determines that client may need AT.
- RA refers client for an assistive technology assessment with the appropriate Assessor and coordinates appointments with the Assessor. With consent, RA provides client with copy of reports, i.e., Psych Ed, to the Assessor and may attend assessment meetings.

ASSESSMENT

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

During the assessment process, the Assessor and RA communicate to coordinate assessment services to WNB clients. Assessors also communicate with ATS to acquire information such as costs for items not listed on the Spec Sheets (non-inventoried items) (Appendix A), opportunities for trial loans, emergency loans, and shipment dates.

ASSESSMENT

- Assessors receive referrals from RAs for an AT assessment and schedule assessment session with client, accompanied by RA, if desired.
- WNB-approved Assessors perform assessment and begins AT Plan.
- Assessors determine the technology and AT required by the client and type of loan.
- Assessors check Easter Seals NB provided spec sheet for items in inventory that are recommended in the AT Plan.
- Assessors contact Easter Seals NB's ATS to acquire costs for items not listed on the specification sheet (reference: Procurement: Non-Inventoried Items). Disability Specialists may consult with ATS regarding the acquisition of assistive technologies.

RECOMMENDATIONS

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

During the recommendation process, the Assessor and RA communicate to coordinate services to clients. Assessors also communicate with ATS to acquire costs for items not listed on the spec sheets (reference: Procurement: Non-Inventoried Items).

RECOMMENDATIONS

- Assessor aligns requirements of a client's disability, program of study, and place of employment to the recommended AT and prepares rationales.
- Assessor creates the AT Plan.
- The Assessor completes the Order Summary Form (Appendix B) as per instructions on the form.
- Assessor sends AT Plan and the completed Order Summary Form to Referral Agent.

REFERRAL TO TESS

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

During the referral process, the RA communicates with the Assessor and/or ATS for clarifications, if needed.

REFERRAL TO TESS

- RA reviews AT Plan for questions, including rationales required under the TESS Supports Requested, Rationale section of the TESS Application.
- RA copies information from the Order Summary Table in the AT Plan, into the Items Requested section of the TESS Application. Under the Quotes column, indicate "inventory" or cost of non-inventoried item(s) as shown in the Order Summary Form. PLEASE NOTE: If the item is in inventory, put ESNB in the Supplier column.
- RA sends completed TESS Application, AT Plan, and Order Summary Form to the Workforce Consultant.
- Amends TESS Application, if additional information is required by the Workforce Consultant.

TESS APPROVAL OF APPLICATION

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

WORKFORCE CONSULTANT

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

During the TESS approval process, the Workforce Consultant may communicate with the RA, Assessors, or ATS for additional clarifications of the TESS Application or AT Plan.

TESS APPROVAL OF APPLICATION

- Workforce Consultant verifies that recommended AT meets TESS Guidelines.
 1. Verifies recommended AT with TESS Guidelines.
 2. Acquires missing or other required information from RA, Assessor, or ATS.
 3. Requests and receives amended TESS Application.
- Workforce Consultant approves or denies application.
- Workforce Consultant notifies RA of denied TESS Application.
- Workforce Consultant sends approval to RA and ESNB.

ACTIVATION OF AT PLAN

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Specialist (ATS)

COMMUNICATION:

During the activation process, CC and ATS communicate with the RA and Assessors. CC communicates with ATS, RA, and Assessor that TESS Application has been received.

ACTIVATION OF AT PLAN

- RA and ESNB (info@easterseals.nb.ca) receive approval of TESS Application from Workforce Consultant.
- RA sends approved TESS Application and Order Summary Form to ESNB (info@easterseals.nb.ca).
- RA, Assessor, and ESNB activate AT Plan.
- RA notifies client (and PSE or employer, if applicable) the TESS Application/AT Plan has been approved.
- CC enters client information into the database, assigning an ESNB identification number, and notifies RA and Assessor via email that the approved TESS Application and Order Summary Form have been received.

AT LOANS - TRIAL / BRIDGING / LONG TERM

(Updated 10 January 2022)

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Specialist (ATS)

COMMUNICATION:

ATS communicates with RA and Assessor regarding availability of items and possible shipping dates.

AT LOANS: TRIAL / BRIDGING / LONG TERM

- ATS checks inventory on hand to determine if item(s) are available or if procurement is required.
- ATS notifies RA and Assessor of the status of the items to be loaned, whether they are new or re-loaned, whether or not all item(s) will be shipped at once, possible shipment date(s), and status of item(s) to be shipped later.
- ATS selects item(s) currently in inventory and refurbishes, configures, or re-configures to client needs.
- ATS loans item(s) to client in the ESNB database.
- ATS prepares Loan Kit (Appendix C) for client's signature.

AT LOANS - EMERGENCY

(Updated 19 May 2021)

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Specialist (ATS)

WORKFORCE CONSULTANT

COMMUNICATION:

CC communicates with ATS, RA, and Assessor that TESS Application has been received, and verifies eligibility. ATS communicates with RA and Assessor regarding availability of items and possible shipping dates.

AT LOANS - EMERGENCY

- The client, RA, or Assessor sends an email to ESNB and the Workforce Consultant, indicating in the subject line of the email that this is a request for an emergency loan.
- The email outlines the problem in as much detail as possible and provides contact information in case the ATS needs to make telephone contact for more information.
- The Workforce Consultant sends approval for a new loan.
- If shipping the technology back to ESNB is required, the ATS will provide shipping information to the client, RA, or Assessor.
- ATS will give priority to this request.
- ATS reviews the client's original loan and attempts to match, as closely as possible, the technology that was originally loaned.
- ATS will prepare and ship the technology, including a new loan agreement kit, to the client, RA, or Assessor.
- ATS will assess the returned technology and determine whether or not the technology should be repaired or discarded.
- In situations where the technology cannot be repaired, replacement technology will be provided to the client as soon as possible, including a new loan agreement kit.

Please note: It is important that client, RA, and Assessor expectations regarding timeframes to complete this process are understood. It may take as long as 3 working days after ESNB receives approval to ship replacement technology back to the client, RA, or Assessor.

Only PETL clients may access the PETL AT Loan Program. A CSG applicant may apply for bridge funding through TESS, if they are awaiting their CSG funding or they are having problems with their CSG technology.

The professional working with the client must refer the client to an EA Service Provider who will make application for bridge funding through TESS. TESS will fast-track applications that are approved.

AT LOANS – OUTSIDE EMERGENCY

(Updated 19 Nov 2021)

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Specialist (ATS)

WORKFORCE CONSULTANT

COMMUNICATION:

CC communicates with ATS, RA, and Assessor. ATS communicates with RA and Assessor regarding availability of items and possible shipping dates.

AT LOANS – OUTSIDE EMERGENCY

- The client, RA, or Assessor sends an email to ESNB and the Workforce Consultant, indicating in the subject line of the email that this is a request for an emergency loan.
- The email outlines the problem in as much detail as possible and provides contact information in case the ATS needs to make telephone contact for more information.
- The Workforce Consultant sends approval for a new loan.
- ATS will give priority to this request.
- ATS will prepare and ship the technology, including a new loan agreement kit, to the client, RA, or Assessor.
- Client will continue through the regular PETL AT loan process. When technology will be provided to the client, the emergency loan will be considered part of this and will not be replaced unless necessary.

PROCUREMENT - WNB INVENTORY

ORGANIZATIONS AND STAFF:

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

Communication for the purchase of new technology for the AT Loan Program inventory is internal with Easter Seals NB.

PROCUREMENT: WNB INVENTORY

- ATS determines that AT needs to be purchased for the inventory (i.e., unable to fulfill a request to loan or depleted/low in-house inventory level(s).
- ATS places order for new AT.
- ATS receives ordered items.
- ATS enters individual items into the ESNB database equipment file, immediately upon receipt.
- ATS engraves inventory number and tags all item(s) immediately after entering into the ESNB database (including AT Help Desk sticker).

PROCUREMENT - WNB INVENTORY NON-INVENTORIED ITEMS

In line with TESS Guidelines and ESNB's standard operating procedures, two quotes will be sourced, whenever possible, for any inventory items procured. Quotes will be kept on file at ESNB's office for a period of time as determined by WNB Central Office. ESNB will ensure that items procured for the inventory will be scrutinized for return on investment (ROI) factors such as benefits, value, time, durability, and longevity. ATS and Assessor will communicate to ensure that the most appropriate technology is provided to the client.

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

Communication for this procurement process (non-inventoried items) is between Assessor and ATS.

PROCUREMENT – WNB INVENTORY NON-INVENTORIED ITEMS

- ATS receives a request from an Assessor to price AT that is not listed on the spec sheet.
- ATS contacts vendors for the non-inventoried item(s) and secures two quotes, whenever possible.
- ATS provides best price option to the Assessor.

PREPARE AT

ORGANIZATIONS AND STAFF:

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

All communication for preparing the AT are internal to ESNB unless additional information is required from the RA and/or Assessor by the ATS.

PREPARE AT

- ATS selects all approved AT items from inventory.
- ATS refurbishes and/or configures devices in accordance with recommendations on the TESS Application/AT Plan and contacts RA and/or Assessors for clarifications via email, when necessary.
- ATS tests configurations and passwords.
- ATS reviews the Loan Agreement Kit and Order Summary Form before shipment is made.

SHIP AT

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

ATS will communicate with the RA or Assessors.

SHIP AT

- ATS determines who will receive AT shipment: RA or Assessor.
- ATS verifies shipping address with RA or Assessor.
- ATS notifies RA or Assessor via email of shipping method and shipping date.
- ATS packs and ships AT to RA or Assessor, notifying them via email that the AT has been shipped.

RECEIVE AT

Depending on type of loan, the RA or Assessor will perform the tasks below and are therefore, included in all tasks.

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

ATS communicates with RA and Assessors. RA and Assessors communicate with each other and ATS.

RECEIVE AT

Depending on type of loan, the RA or Assessor will perform the tasks below and are therefore, included in all tasks.

- RA / Assessor receives an email from ATS notifying them that the AT has been shipped
- RA / Assessor receives and signs for shipment of AT on behalf of the client.
- RA / Assessor unpacks AT and verifies contents of shipment with the Loan Agreement and notifies ESNB if item(s) are missing or damaged.
- RA / Assessor coordinates meeting with client to deliver AT and schedule orientation and training.
- RA / Assessor reviews documents with client and obtains signature(s) on the Loan Agreement.
- RA / Assessor sends the signed Loan Agreement to ESNB within one working day and ensures that the RA (client's case manager) is given a copy for their files.
NOTE: If Assessor receives AT, the Assessor will fax copies of the Loan Agreement to the RA (case manager).
- RA retains copies of the Loan Agreement and instructions for returning AT in client's file for future use.

LOAN CHECKS

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists (***when necessary***)

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC); Assistive Technology Specialist (ATS)

COMMUNICATION:

Communication for the loan check process is between CC and RA, and between the CC and Assessor, only when necessary. CC notifies ATS of any change in status of client's use of AT.

LOAN CHECKS

- CC decides on appropriate timing for individual or group Loan Checks.
- CC generates required Loan Check information and letters or emails from the database.
- CC notifies RA and Assessors (when necessary) of upcoming Loan Checks.
- Loan checks are performed.
- CC documents questions or problems, and communicates client concerns via email to the appropriate person. *NOTE: RA and Assessors report any change in status (i.e., withdrawal from program, change in contact information) to CC and ATS.*

RETURN AT

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Specialist (ATS)

COMMUNICATION:

RA, Assessors, and ATS communicate during the return process.

RETURN AT

(Updated 11 May 2021)

- Client finishes studies/work placement.
- Client, RA, or Assessor notifies ATS that client is no longer using AT and AT needs to be returned to ESNB.
- ATS arranges a return method with client, RA, or Assessor:
 1. Box and ship AT to ESNB
 2. Drop AT off at ESNB
 3. Drop AT off at a Neil Squire office
 4. Drop AT off with RA
- ATS contacts client, RA, Assessor, and Workforce Consultant when AT is received.

BELOW ARE DETAILED STEPS TO THE FOUR RETURN METHODS:

1. Box and ship AT to ESNB

- AT is packaged for shipping, using either the original shipping materials or new boxes and packing.
- Client, RA, or Assessor contacts ATS and informs them of the package dimensions: height, length, width, and weight.
- ATS sends prepaid shipping slip to client, RA, or Assessor.
- Package can be placed in a mailbox, or if too large to fit, taken to any Canada Post location.

2. Drop AT off at ESNB

- Client drops AT off at Easter Seals NB office.

3. Drop AT off at a Neil Squire office

- Contact Neil Squire (1-866-446-7999) to arrange for drop-off.

- Client drops AT off at the NS office.
- NS will follow the steps in option 1 or 2.

4. Drop AT off with RA

- Client drops AT off at the RA's office.
- RA follows the steps in option 1 or 2.

NOTE: All peripherals such as cables, chargers, adapters, etc. need to be returned. Non-recyclable items do not need to be returned.

GUIDELINES

Administrative Rights:

All administrative rights will be retained and maintained by ESNB. For changes or for additional software additions that are cost-free, assessors may be given the administrative password to update these changes. For any changes that have a cost, this must be done by the Easter Seals NB's AT Specialist. Please note: an administrative password is for a one-time use only and is to be destroyed after it has been used for their intended purpose.

Amendments to TESS Applications:

Amendments to previously approved TESS Applications for new or replacement technology may be received and processed. Clients who have existing loaned technology will be required to return it before replacement technology is loaned. New technologies will be processed following the usual loan processes.

Assistance Returning AT to ESNB:

If a client requests assistance in returning their technology to Easter Seals NB and, depending on type of loan (i.e., trial or long term), either the Referral Agent (RA) or the Assessor may assist the client in returning their technology to ESNB. The RA or Assessor may perform all or some of the tasks listed in the procedure entitled *Return AT*. NOTE: If the client contacts the Assessor for assistance, the Assessor and RA will communicate and determine who can best support the client during the return process.

In the event that a client does not return their loaned technology, they will receive a Return Letter (Appendix D) from Easter Seals.

Changes / Updates in Client Contact Information:

All professionals who serve clients will be required to communicate changes and/or updates in client contact information to ESNB by contacting the Easter Seals NB Client Coordinator or AT Specialist.

Confidentiality / Electronic Communications:

All electronic communications regarding clients will include only the TESS Application Number followed by the client's initials, i.e., #P123456 JB, and not client names.

Partial Shipments:

When partial shipments are made to clients, only items in that shipment will be detailed on the Loan Agreement Letter. An additional Loan Agreement Letters will accompany any future shipments. Therefore, a client will be required to sign a Loan Agreement Letter for each shipment and will have several Loan Agreement Letters in their file.

Trial Loans:

The duration for trial loans will be two months. Trials may be extended by consulting with the Easter Seals NB.

APPENDIX A - SPEC SHEET



New Brunswick
Nouveau Brunswick
Serving people with disabilities since 1966
Au service des personnes handicapées depuis 1966

AT Loan Program Specification Sheet

Laptop	Features	Cost (Capped)
Standard Configuration		
Processor	Intel Core i5	
Operating System	Windows 10 Prfo 64 Bit (English)	
Display	14" Screen	
Memory	16 GB RAM	
Storage	512 GB SSD	\$ 1,549.00 New

Standard Configuration		
Processor	Intel Core i7	
Operating System	Windows 10 Prfo 64 Bit (English)	
Display	14" Screen	
Memory	16 GB RAM	
Storage	512 GB SSD	\$ 1,659.00 New

Large Screen Configuration		
Processor	Intel Core i7	
Operating System	Windows 10 Prfo 64 Bit (English)	
Display	17.3" Screen	
Memory	16 GB RAM	
Storage	512 GB SSD	\$ 1,759.00 New

Other Devices	Features	Cost (Capped)
IRIScan Book 5 Wifi	Scan books and magazines anytime, anywhere	\$ 162.84
IRIScan Mouse	All-in-one full-featured scanner and mouse	\$ 101.99
Livescribe Echo Smartpen 2GB	Write, record, playback - all with one small, smart device	\$ 199.99
Livescribe Notebooks	Single Subject Notebook, 4-Pack	\$ 49.74
C-Pen Reader	A robust, portable, pocket-sized reading pen that reads text out loud with a human-like digital voice.	\$ 330.00

Software	Features	Cost (Capped)
Inspiration 10	For visual mapping, outlining, writing and making presentations	\$ 98.00
Antidote 10	The best writing assistance software	\$ 129.95
Grammarly	From grammar and spelling to style and tone, Grammarly helps you eliminate errors and find the perfect words to express yourself.	\$ 184.17
WordQ Pro (Permanent)	Write better with more confidence and independence	\$ 279.00

AT Loan Program Specification Sheet

ClaroRead Plus: USA Edition	A PDF reader that allows users to read PDF files or have them read aloud with the built-in screen reader	\$ 327.24
Dragon Professional Individual	Leading speech recognition program for the PC	\$ 246.00
Office Home & Student 2019	One-time purchase (Included: Word, Excel, PowerPoint, OneNote)	\$ 169.00
Office 365 Personal	Annual Subscription (Includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher-PC only, Access-PC only). Services: OneDrive Microsoft Skype	\$ 79.00
ZoomText Magnifier/Reader	A fully integrated magnification and reading program tailored for low-vision users. It enlarges and enhances everything on your computer screen, echoes your typing and essential program activity, and automatically reads documents, web pages, email.	\$ 795.00
Read & Write	Annual Subscription. Read&Write is a big confidence booster for anyone who needs a little support with their reading and writing, at school or in the workplace	\$ 152.25

iPad	Feature	Cost (Capped)
32 GB (WiFi only)	10.2-inch New iPad (Options: Space Grey, Silver, Gold) - Supports Apple Pen (1st Gen)	\$ 417.00
128 GB (WiFi only)	10.2-inch New iPad (Options: Space Grey, Silver, Gold) - Supports Apple Pen (1st Gen)	\$ 532.00

iOS Apps	Feature	Cost (Capped)
Proloquo2Go	Speak up with symbol-based AAC	\$ 349.99
Predictable	Designed for literate individuals who have lost the ability to speak	\$ 219.99
Notability App	Powerful, yet wonderfully simple note-taking and PDF annotation.	\$ 11.99
Inspiration Maps VPP	The most intuitive and powerful visual learning app	\$ 13.99
iWordQ CA or CF	An easy-to-use writing and reading application to assist struggling writers and readers.	\$ 28.99
iWordQ Pro CA + CF	Canadian English & French Bundle	\$ 53.99

AT Loan Program Specification Sheet

Earpieces	Feature	Cost (Capped)
Listening Only		
Headphones	On-Ear	
	- Wired	\$ 50.00
	- Wireless	\$ 50.00
	Over-Ear	
	- Wired	\$ 50.00
	- Wireless	\$ 50.00
Earphones	In-Ear	
	- Wired	\$ 25.00
	- Wireless	\$ 25.00
	Earbud	
	- Wired	\$ 25.00
	- Wireless	\$ 25.00

Listening & Interactive		
Headsets	On-Ear	
	- Wired	\$ 50.00
	- Wireless	\$ 50.00
	- Noise Cancelling	\$ 99.00
	Over-Ear	
	- Wired	\$ 50.00
	- Wireless	\$ 50.00
	- Noise Cancelling	\$ 99.00
Earphones	In-Ear	
	- Wired	\$ 25.00
	- Wireless	\$ 25.00
	- Noise Cancelling	\$ 40.00
	Earbud	
	- Wired	\$ 20.00
	- Wireless	\$ 20.00
	- Noise Cancelling	\$ 40.00

APPENDIX B – ORDER SUMMARY FORM



New Brunswick
Nouveau Brunswick
Serving people with disabilities since 1966
Au service des personnes handicapées depuis 1966

Tel: 506-458-8739
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5
Web: www.easterseals.nb.ca

WorkingNB AT Order Summary Sheet

Item Name	Description	Qty	Cost	Remarks/Others

Client Name: _____

Duration Of Study: _____

Updated: 18 March 2021

APPENDIX C – AT LOAN KIT



New Brunswick
Nouveau Brunswick
Serving people with disabilities since 1966
Au service des personnes handicapées depuis 1966

65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5

Tel: 506-458-8739
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca

Assistive Technology Loan Program Information Sheet

To: **Client_Name**

Referrer: **RA/Assessor**

From the Assistive Technology Coordinator

Attached are 3 documents designed to provide information to you and the client regarding the technology on loan to them for their studies or employment. Please review all documents carefully with the client:

Assistive Technology Loan Agreement:

The loan agreement enclosed lists each piece of technology included in the shipment. Check each item carefully as you unpack. Please have the client and a witness sign the Assistive Technology Loan Agreement and return it to Easter Seals NB within one working day of receiving the technology. You may fax or email the form back to ESNB at 1-506-457-2863 or at_facilitator@easterseals.nb.ca. Receipt of this agreement by ESNB confirms the client has received all items on the list, in good working order. The client and Referral Agent should keep a copy for future reference. If the equipment is sent to the Assessor, please ensure you fax a copy to the Referral Agent.

Caring for Your Technology:

This handout is for the client to keep. It explains the benefits of caring for the technology. You may wish to refer to this handout when reviewing Item 3 on the Loan Agreement. ESNB's office will contact the client or Referral Agent on a regular basis to check on the status of the client and the technology. Additional information regarding repairs and maintenance may be obtained by calling ESNB at 1-888-280-8155.

You may contact the AT Help Desk at Neil Squire for technical support by calling toll-free 1-855-450-3287 or emailing ta-atsupport@neilsquire.ca.

Instructions for Returning Your Loaned Equipment:

The gold sticker on the technology has contact information for ESNB. When you are ready to return the equipment, please contact ESNB toll-free at 1-888-280-8155, or by email at at_facilitator@easterseals.nb.ca. The ESNB Staff will assist you to arrange for the return of the technology to ESNB at no cost to you. By returning the equipment, the client may become eligible to borrow technology in the future should they decide to go back to school or obtain employment.



New Brunswick
Nouveau Brunswick
Serving people with disabilities since 1968
Au service des personnes handicapées depuis 1968

65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5

Tel: 506-458-8739
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca

Assistive Technology Loan Agreement

Client Name: **Client_Name**

Client ID No.: **Rxxxxxx**

Contract No: **xxxxxxx**

Items Loaned:

Equipment	Number	Loan Date
Livescribe Echo Smartpen	P xxxxx	27/02/20
Earbuds	P xxxxx	27/02/20
Read&Write Software	P xxxxx	27/02/20
Livescribe Notebook	P xxxxx	10/03/20
Earbud w/ Earhook	P xxxxx	13/03/20

TERMS AND CONDITIONS

I agree that the technology listed above is on loan to me through Easter Seals NB, and was delivered to me in good working order.

Signature of Client: _____ Date: _____

1. This technology is on loan to me from Easter Seals NB and funded by the Government of New Brunswick's Department of Post-Secondary Education, Training, and Labour.
2. I understand that the technology provided may be either new or previously used.
3. I agree to take proper care of this technology, operate it safely, and not abuse or misuse this technology in any way.
4. I will call ESNB regarding any repairs or maintenance that may be required.
5. I understand that ESNB will contact me on a scheduled basis to verify the status and condition of this technology.
6. I agree to return this technology to ESNB once I complete my studies or employment, when I am no longer going to school, or if it does not meet the necessities of my learning or work requirements.
7. I agree to reimburse ESNB the full amount of the cost of the assistive technology should I decide not to return it to ESNB.

The gold sticker on the technology has contact information for ESNB. When you are ready to return the equipment, please contact ESNB toll-free at 1-888-280-8155, or by email at at_facilitator@easterseals.nb.ca. The ESNB Staff will arrange to have the technology returned to ESNB **at no cost to you.**

I agree to these Terms and Conditions and when I am no longer enrolled in an educational program or employment opportunity, I will return this assistive technology to Easter Seals NB.

Signature of Client: _____ Date: _____

Signature of Witness: _____ Date: _____

Registered as the Canadian Rehabilitation Council
for the Disabled, NB Branch Inc.
Charitable registration BN : 10686 6411

Enregistré sous le nom de Conseil canadien
pour la réadaptation des handicapés division du N-B Inc.
Nombre d'entreprise de charité : 10686 6411



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Web: www.easterseals.nb.ca

Caring for your Technology

Hardware:

- ✓ Accidents can be avoided!
 - Keep food and drink away from the technology and use in safe areas away from temperatures that are very cold or very hot and keep the technology out of reach of children or pets.
- ✓ Use a computer case!
 - If you transport the technology back and forth from school to home you might want to invest a back pack/carrying case to prevent damage.
- ✓ Keep the technology plugged in to an electrical outlet.
 - Use the battery only when necessary as every time you recharge your battery, it reduces the life span.
- ✓ Use the technology under good conditions.
 - Put the technology on a clean, flat surface and make sure its vents are clear, not blocked by dirt or objects.
- ✓ Clean the technology often.
 - Do not spray electronics with any liquid. Turn the electronics off and use a lightly damp cloth to clean. Focus on the keyboard, vents, and screen. Be sure to remove any dirt, oil, and residue.
- ✓ Be careful when plugging items into the technology, such as headphones and USB devices, etc.
 - Pay attention to the locations where each of these fit, and compare it to the shape and size of the item's connector before plugging in.
- ✓ Placing things on top of the technology can cause damage.
 - Items such as cellphones, books, dishes, or clothes can push a laptop screen into the keyboard and cause damage.
- ✓ Shut down the technology every few days. Turning off your technology for 15 minutes will allow it to rest and reset.
- ✓ Lift and/or hold the technology by the base.
 - Lifting a laptop by the screen alone could damage the screen or the hinges that attach it to the base.
 - Screens can be scratched easily, or damaged by direct pressure.
 - Never shake the laptop or turn it upside down while it is powered on.

Software:

- ✓ Keep your programs and operating system up-to-date.
- ✓ Close programs that you are not using. Each program that you run uses memory and power from your technology.
- ✓ For routine technology maintenance, you may contact the Technology Support Coordinator at ESNB by e-mail at at_facilitator@easterseals.nb.ca or call 1-888-280-8155.
- ✓ For technical assistance, you may contact Neil Squire's AT Helpdesk by email at ta-atsupport@neilsquire.ca or by calling toll free 1 855-450-3287

APPENDIX D – RETURN LETTER



New Brunswick
Nouveau Brunswick
Serving people with disabilities since 1966
Au service des personnes handicapées depuis 1966

65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5

Tel: 506-458-8739
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca

ASSISTIVE TECHNOLOGY RETURN LETTER

Neaditt Back
8 Lost Lane
Somewhere, NB
EOH 1A0

Thursday, FEB 31, 2109
Phone Number: 642-4357

Equipment: Laptop
Read All Software

Number: P 90000
P 90001

Dear **Neaditt:**

The above equipment has been loaned to you through the Easter Seals New Brunswick (ESNB) PETL Technology Loan Program. As previously agreed, when you are no longer enrolled in school or in a place of employment, you will return the technology to ESNB.

I am enclosing a copy of the Loan Agreement you signed, stating that if you should leave your studies or your work placement, you would return the technology to ESNB. Returning the technology ensures that should you decide to return to school in the future and apply to TESS, you may once again be eligible for a loan through this program.

The technology on loan to you is valued at approximately \$ __, _____. __, so you must return the AT or pay the enclosed invoice immediately. If you are returning the AT please ensure you return chargers, adapters, cases and other accessories that were provided for the technology. Items such as headphones and ear buds are personal so therefore non-recyclable, so they do not have to be returned.

Please contact your employment counsellor, or the person listed below to arrange for the return of the technology. Returning the technology makes it available for another client to use in school or in a work placement.

Technology Coordinator
Tel: 206-9540
Email: AT_facilitator@easterseals.nb.ca

Registered as the Canadian Rehabilitation Council
for the Disabled, NB Branch Inc.
Charitable registration BN : 10686 6411
Updated : 2019-06-18

Enregistré sous le nom de Conseil canadien
pour la réadaptation des handicapés division du N-B Inc.
Nombre d'entreprise de charité : 10686 6411

ACRONYMS AND GLOSSARY

Term	Definition
AT Plan	A plan developed by a qualified Assessor that details the technology recommended for a client, submitted to the Referral Agent, and included with the TESS Application.
ATS	(Easter Seals NB) Assistive Technology Specialist
CC	(Easter Seals NB) Client Coordinator
EAS	Employment Assistance Services
ESNB	Easter Seals NB
Loan Kit	Easter Seals NB documents that provide information to the recipient of the loaned technology, the Loan Agreement Letter that requires the client's signature, and Care of Your Technology information sheet.
NBACL	New Brunswick Association for Community Living
NS	Neil Squire
Order Summary Form	An Easter Seals NB form that details each piece of technology that is recommended by a qualified Assessor for a client, and accompanies the TESS Application.
P#	Working NB client contract number
PSE	Post-Secondary Education
Psych Ed	Psycho-Educational Assessment
R#	Easter Seals NB client identification number
RA	Referral Agent
Return Letter	Easter Seals NB letter for clients who have not returned the technology once it is no longer being used for its intended purposes and within a reasonable amount of time deemed by Easter Seals NB and the Referral Agent.
SCCR	Stan Cassidy Centre for Rehabilitation
Spec Sheet	An Easter Seals NB form that details all pre-authorized technology available for loan to clients who have an approved TESS Application.
TESS	Training and Employment Support Services
WNB	Working NB